

Wisconsin Indianhead Technical College

2019-2020 College Catalog



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

800.243.9482

witc.edu



Dear Stakeholders:

If you talk to an area employer about their key challenges, they will likely tell you that finding qualified workers is near the top of the list. In some cases, they may explain that it is their single most significant barrier to expansion and growth. Like many areas, Northwest Wisconsin's working-age population is shrinking relative to the overall population. This has been reflected in a steady decline in unemployment rates and increased competition for skilled workers in a variety of fields.

Why is this important to you? If you are reading this, you are likely considering furthering your education at Wisconsin Indianhead Technical College (WITC). It is important for you to know that there are career opportunities in our area waiting for what you have to offer. You can contribute to our regional economy and reduce the workforce shortage by lending your abilities and talents to one of those employers who are limited by the availability of qualified workers.

Whether you are considering your first career or a mid-life career change, WITC wants to help. We are Northwest Wisconsin's leader in providing Career and Technical Education, and the majority of the jobs in our economy require the kind of training, skills, and experience that our College delivers every day. Our students include people with a broad and diverse set of experiences and backgrounds. Our employees are committed to our students' success. Start your journey at our nationally-ranked institution, and before you know it you'll understand why WITC helps so many Experience Success.

If you have questions about any of the information you find in our catalog, please contact us. We are here to help and we look forward to serving you!

A handwritten signature in black ink that reads "John Will". The signature is fluid and cursive, with the first name "John" and last name "Will" clearly legible.

John Will, Ed.D.
President
Wisconsin Indianhead Technical College



Experience. Success.

Accredited by the Higher Learning Commission.
www.ncahlc.org



WITC 2019-2020 Catalog

This catalog contains general information about WITC's programs and services, course descriptions, tuition and fees, and policies in existence at the time of this publication's deadline, June 2019.

WITC reserves the right, without prior notice, to change, delete, supplement or otherwise amend at any time the information, policies, curriculum or program requirements contained in this catalog, whether during a student's enrollment or otherwise.

A student's or prospective student's reliance upon information contained within the catalog, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Students should consult with the appropriate academic division or department for further information.



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Experience. Success.

Welcome to Wisconsin Indianhead Technical College (WITC), Northwest Wisconsin's leader in Career and Technical Education. At WITC, we promise you a hands-on college experience tailored to fit your needs. We are here to help you gain the practical skills and valuable knowledge to succeed wherever life leads you.

We are caring, responsive, down-to-earth, skilled, and confident. We care about you as the learner and want to make your academic experience at WITC one that is memorable and enjoyable. We embrace and support your goals to enhance the quality of your life through career success.

We measure our success through yours.

You need to be qualified and prepared as you pursue your career goals, and we're here to help. Experiencing the nationally-recognized education provided at WITC will enable you to access the exciting and rewarding career opportunities you seek.

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

Respectfully,

WITC Administration, Faculty, and Staff

Board of Trustees

The College operates under the direction of the WITC Board of Trustees. Board members are appointed by a board appointment committee made up of the county board chairpersons in WITC's 11-county district and serve three-year terms from July through June. The chairperson whose county has the largest population serves as the chairperson of the appointment committee.

Employee Members

- Troy Lambert
- Janelle Gruetzmacher

Employer Members

- Brett Gerber
- Carol De Young

Additional Members

- James Beistle
- Lorraine C. Laberee
- Andrew Albarado

Elected Official

- Chris Fitzgerald

School District Administrator

- Josh Robinson

Board Global Ends Statement

WITC exists to provide the regional economy with an educated, skilled, diverse, and dynamic workforce that is worth the expenditure of resources committed.

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Mission, Vision, and Values

Mission

Learning First

Learning is our passion. As Northwest Wisconsin's leader in technical education, WITC creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

Vision

An Innovative Journey

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

Values

Empowerment – We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.

Excellence – We value high-quality training, professional development, and customer service in a dynamic learning environment.

Innovation – We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.

Integrity – We value honesty, accountability, and diversity in an open and ethical environment.

Collaboration – We value partnerships that enhance learning, promote economic development, and improve the quality of life.

Strategic Goals

1. Provide support and opportunities for student learning and success.
2. Create and strengthen partnerships that benefit our stakeholders.
3. Foster a learning and working environment that encourages trust, respect, and professional growth.
4. Demonstrate effective leadership through collaboration with clear and consistent communication.

Wisconsin Indianhead Technical College Purposes

As an accredited public postsecondary educational institution serving Northwest Wisconsin, Wisconsin Indianhead Technical College is committed to achieving our mission of "Learning First" by:

- Providing comprehensive programming to include certificates, diplomas, and associate degrees in occupational fields.
- Providing general studies courses to empower learners to become active and productive members of society.
- Providing support services to assist learners in achieving occupational, educational, and personal enrichment goals.
- Providing academic support to prepare learners for successful transition into employment or postsecondary programs.

The WITC District

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

The WITC district encompasses 10,500 square miles with over 300,000 residents. Of the nearly 15,000 students served each year, 52 percent are female, 8 percent are ethnic minorities, and 74 percent are 20 years old or older.

The College is accredited through the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission (<https://www.hlcommission.org/>). The College offers a variety of associate degrees, technical diplomas, short-term certificate programs, continuing education courses, and customized business training designed to help start or advance a career.

Operating under the direction of the Board of Trustees and the state technical college system, the College generates its revenue through student tuition and other student fees, local government, state and federal aids, and institutional revenue. The WITC Foundation also supports the College with scholarships, staff development training, and equipment donations.

The College works closely with local businesses, other educational institutions, and government and service agencies to develop partnerships. The Career Prep initiative, interactive television (ITV) networks, the Northwest Wisconsin Manufacturing Outreach Center (NWMOC), and the local Workforce Investment Boards (WIB) are just a few examples of WITC's collaboration for the benefit of its students and the community.

Student Academic Achievement at WITC

WITC's "Learning First" mission establishes a strong commitment to learner success. Course competencies, program outcomes, and employability essentials identify the college's expectations for successful learning. The documentation and assessment of learning outcomes provide a basis for WITC's continuous improvement.

Course Competencies

Major skills, knowledge, attitudes, or abilities needed to perform a task effectively and efficiently.

Program Outcomes

Field-specific skills, attitudes, and abilities expected to be mastered by learners completing a program. Program outcomes go beyond a specific course and pertain to the entire program.

Employability Essentials

At WITC, our technical diploma and associate degree graduates are industry-ready professionals who think critically and communicate clearly.

Assessment of Student Learning

The purpose of student learning assessment is to improve students' learning and faculty teaching methods. The assessment process should help to identify the following:

- What students should be learning
- The ways students are growing intellectually
- The gaps in the learning process
- What the college should be doing to facilitate student learning and growth
- What the college should be measuring to determine student learning and growth

WITC Assessment of Student Learning includes the following:

- Course Level Assessment (program courses and general studies courses)
 - » Course level assessment results will be used to improve student learning in the classroom, as well as improve teaching practices
- Program Outcome Assessment
 - » Assessment of program outcomes will ensure that continuous improvement is taking place and will demonstrate accountability to constituents (students, employers, accrediting bodies, etc.)
- Employability Essentials Assessment
 - » Assessment of the Employability Essentials and use of the results to make improvements will ensure that WITC graduates will have the skills necessary to be effective in career and personal effectiveness

Please visit WITC's Assessment Web site for further resources and information related to Assessment of Student Learning: www.witc.edu/about-witc/Institutional-organization-and-Priorities/office-of-academic-affairs.

Programs

Offered at

	1 year technical	2 year technical	2 year associate	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers	Custom
* Accounting ➤			■	126	■	■	■	■	■	■	
* Accounting Assistant ➤	■			127	■	■	■	■	■	■	
* Administrative Professional ➤			■	82	■	■	■	■	■	■	
Advanced EMT**				187			■	■			
* Agricultural Power and Equipment Technician		■		49			■				
* Architectural Commercial Design (unique in Wisconsin)			■	64			■	■			
* Architectural Woodworking & Cabinetmaking ➤	■			68				■			■
* Automated Packaging Systems Technician (unique in Wisconsin) ➤		■		199			■				
* Automation for Industrial Systems (unique in Wisconsin) ➤			■	203			■				
* Automotive Service Technician ➤	■			226					■		
* Automotive Technician ➤		■		225				■			
Billing and Posting Clerk** ➤				128		■	■	■	■	■	
Broadband Installer** (unique in Wisconsin) ➤				175	■						
* Broadband Internet Technician (unique in Wisconsin) ➤	■			173				■			
* Business Management			■	88	■	■	■	■	■	■	
Community-Based Residential Facility (CBRF) Caregiver** ➤				139		■	■	■	■		
* Construction and Cabinetmaking (unique in Wisconsin) ➤		■		67				■			
Construction Essentials** (Mobile Site Delivery) ➤				69							■
* Cosmetology	■			164				■	■		
* Criminal Justice - Law Enforcement 720 Academy**				188				■			
* Criminal Justice Studies			■	190		■	■	■	■		
* Dairy Herd Management ➤	■			52				■			
* Dental Assistant	■			135				■			
* Diesel Equipment Technician		■		228			■				
* Early Childhood Education ➤			■	118			■	■	■		
* E-CHILD ➤			■	119	■						
* E-Connect - Child Care Services ➤	■			120	■						
Emergency Medical Technician** ➤				195		■	■	■	■	■	
* Emergency Medical Technician - Paramedic ➤	■			194		■	■	■	■	■	
* Entrepreneurship	■			93							■
* Entry Level Machining ➤	■			217			■				
* Farm Operation ➤	■			55		■	■	■			
* Financial Services ➤			■	131		■	■	■	■	■	
Financial Services Customer Representative** ➤				132		■	■	■	■	■	
* Gerontology - Aging Services Professional ➤			■	138		■	■	■	■		
* Health Information Technology ➤			■	144	■						
* Health Office Professional ➤	■			97	■	■	■	■	■		
Healthcare Receptionist** ➤				98	■	■	■	■	■		
* Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R)		■		72					■		
Hospitality Foundations** (unique in Wisconsin)				161			■	■			
* Hospitality Specialist	■			162							■
* Human Resource Management			■	101		■	■	■	■	■	
* Human Services Associate ➤			■	167		■	■	■	■		
* HVAC Installation Technician ➤	■			73					■		
* Industrial Maintenance Technician		■		206					■		
* Industrial Systems Specialist (unique in Wisconsin) ➤	■			204			■				
* Information Technology - Cybersecurity Specialist ➤			■	178		■	■	■	■		
* Information Technology - Systems Administration Specialist ➤			■	182		■	■	■	■		
* Information Technology - Web and Software Developer			■	184	■		■				
* Leadership Development ➤			■	106		■	■	■	■	■	
Leadership Essentials** ➤				107		■	■	■	■	■	
* Machine Tool Operation ➤	■			210		■					
* Machine Tool Operation - CNC ➤	■			213				■			
* Machine Tool Technician ➤		■		209					■		
* Machine Tooling Technics ➤		■		216			■				
* Marine Repair Technician (unique in Wisconsin) ➤ ▲	■			231		■					
Mechatronics Basics** (unique in Wisconsin) ➤				200				■			■

Programs (cont.)

Offered at

	1 year technical	2-year technical	2-year associate	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers	Custom
* Medical Administrative Professional ➤		■		96	■	■	■	■	■		
* Medical Assistant	■			148							
Medical Billing Specialist** ➤				99	■	■	■	■	■		
* Medical Coding Specialist ➤	■			145	■						
Microsoft Office** ➤				84	■	■	■	■	■	■	
* Nonprofit Leadership (unique in Wisconsin) ➤		■		111	■	■	■	■	■		
* Nonprofit Professional (unique in Wisconsin) ➤	■			112	■	■	■	■	■		
Nursing Assistant** ➤				152	■	■	■	■	■	■	
* Nursing - Associate Degree ➤		■		151		■	■	■	■		
* Occupational Therapy Assistant		■		154		■	■	■			
* Office Support Specialist ➤	■			83	■	■	■	■	■	■	
Office Technology Assistant** ➤				85	■	■	■	■	■		
* Paramedic Technician ➤		■		193		■	■	■	■	■	
* Pharmacy Technician	■			158			■		■		
* Power Sports Technician	■			233			■				
Refrigeration Essentials** ➤				74					■		
* Substance Abuse Counselor Education ➤	■			168		■	■	■	■		
Truck Driving**				235			■	■			
* University Transfer Degree - Associate of Arts		■		44		■	■	■	■		
* University Transfer Degree - Associate of Science		■		46		■	■	■	■		
* Utility Construction Installer (unique in Wisconsin) ➤	■			78				■			
* Utility Construction Technician (unique in Wisconsin) ➤		■		77				■			
* Veterinary Technician ➤		■		61			■				
* Welding ➤	■			220		■	■	■	■		
* Individualized Technical Studies			■	236		■	■	■	■		
Technical Studies - Journeyworker			■	237		■	■	■	■		

* Indicates financial aid eligible. ** Program duration is less than one year. ^ Program duration is three terms. General Studies is central to all programs. GED/HSED® and Academic Support offerings are available at all locations.
 ▼ Custom Programs - See Page 11 for more information
 ➤ CP Logo: Indicates this program is part of a career pathway

Certificates

Offered at

	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers
Advanced Marine Repair Technician	223		■				
Agricultural Business Fundamentals ➤	58		■	■	■		
Broadband Customer Service Specialist (unique in Wisconsin)	174	■					
Business Administration Specialist	87	■	■	■	■	■	
Business Graphics	90		■	■	■	■	
Crop Production ➤	56		■	■	■		
Customer Service	91	■	■	■	■	■	■
Dementia Care (unique in Wisconsin) ➤	140		■	■	■	■	■
Ethical Leadership	92		■	■	■	■	■
General Studies Certificate	43		■	■	■	■	■
Gerontology for Healthcare Professionals (unique in Wisconsin) ➤	141		■	■	■	■	■
Livestock Production ➤	57		■	■	■		
Management Certificate	109		■	■	■	■	■
Networking Professional	179		■	■	■	■	
Nonprofit Essentials (unique in Wisconsin) ➤	113	■					
Personal Care Worker	156		■	■	■	■	■
Phlebotomy	157		■	■	■		
Professional Credential for Infants/Toddlers (Wisconsin)	122	■					
Professional Credential for Preschool Teachers (Wisconsin) ➤	121	■		■	■	■	
Safety Management	103		■	■	■	■	■
Supervisory Leadership	104		■	■	■	■	■
Tax Preparer Assistant ➤	128	■	■	■	■	■	■



WITC Campuses and Online Opportunities

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- Rice Lake Campus and Programs and Certificates, 16**
- Superior Campus and Programs and Certificates, 18**
- Continuing Education and Outreach Centers, 20**
 - WITC Outreach Centers
 - Learning Center



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

https://www.witc.edu/academic-programs/degree-programs-and-certificates?field_campus_target_id%5B211%5D=211.

The College is proud to be offering the following programs/certificates completely online:

- » Accounting
- » Accounting Assistant
- » Administrative Professional
- » Broadband Customer Service Specialist (custom)
- » Broadband Installer (custom)
- » Broadband Service Technician Apprentice
- » Business Administration Specialist certificate
- » E-CHILD
- » E-Connect - Child Care Services
- » Health Information Technology
- » Health Office Professional
- » Healthcare Receptionist
- » Information Technology – Web and Software Developer
- » Medical Administrative Professional
- » Medical Billing Specialist
- » Medical Coding Specialist
- » Microsoft Office
- » Nonprofit Essentials
- » Office Support Specialist
- » Office Technology Assistant
- » Professional Credential for Infants/Toddlers (Wisconsin)
- » Professional Credential for Preschool Teachers (Wisconsin)
- » Tax Preparer Assistant

Technology Requirements

The computer hardware, software, and the Internet connection that is used for accessing coursework are the primary means of participating in online courses and therefore are significant contributors to academic success in online courses and/or programs at Wisconsin Indianhead Technical College. It is essential that students own or have ready access to a computer.

Wisconsin Indianhead Technical College is primarily Windows PC-based and, therefore, we are not able to actively support documents from Macintosh- or Linux-based computers.

For specific information on technology requirements, go to: <https://www.witc.edu/academic-programs/find-your-program/flexible-learning-options/online/technology-requirements>.

Individual Success Factors

To be successful, students should determine if they would be a good candidate for online courses or programs. The following characteristics and skills are perceived as being prerequisites to the success of the online learner:

- » Having a strong academic self-concept
- » Exhibiting fluency in the use of online learning technologies
- » Possessing interpersonal and communication skills
- » Understanding and valuing interaction and collaborative learning
- » Exhibiting self-directed learning skills

In addition, before taking a WITC online program or course:

- » Students must be familiar with WITC's Learning Management System, Blackboard.
- » Students must be motivated and responsible for their own learning. Online classes are very different from traditional face-to-face classes in terms of how material is presented, nature of interaction with class members and instructor, and can be much more work. There is less structure than a face-to-face class, so it is up to students to pace themselves and keep up with assignments.
- » Students must be fluent in the use of online technologies. Students will need to send e-mails with attachments, navigate the Internet, download browser plug-ins to view multimedia enhanced Web pages, participate in threaded discussions, and troubleshoot computer or connectivity problems.
- » Courses labeled "Online" provide all learning materials and assignments over the Internet. However, in some instances, students may be required to attend a campus site to have an exam proctored.
- » Students must realize that "Online" is not "Independent Study"! In Online courses, students will be required to participate in a learning community with other students as student engagement and participation is critical to the success of the class. Students should also value interaction and collaborative learning.

To be a successful online student:

- » Be proactive. Students should know what they are getting into and have conversations with a counselor and/or advisor to ensure that online is right for them.
- » Be self-directed in learning skills. Do not procrastinate with assignments. Use time management skills. Set aside time each week to complete the required assignments and submit them in a timely manner.
- » Be collaborative. Read the threaded discussion at least three times a week and respond to the discussions as appropriate and as required by the instructor. This is collaborative learning – an essential part of online instruction.
- » Be confident. If having problems, ask questions, send an e-mail to fellow students or the instructor, and use the discussion board to post questions. Chances are if one student has a question, others may as well.
- » Contact the Learning Resource Center, Educational Technology Center, or Academic Support Center at the local campuses for additional assistance. Also, online at: www.witc.edu/commons/index.htm.

Use this link to access information on online programming: <https://www.witc.edu/academic-programs/find-your-program/flexible-learning-options/online>

Students that decide they are not prepared to take an online course or program should contact a counselor for more information and suggestions for additional assistance.

Custom Programs

The Continuing Education department offers a number of credit programs through a variety of custom delivery options. Mobile site delivery allows WITC expansion of campus-based programs to off-campus sites based on regional needs. Online delivery provides opportunities for training without having to travel to a campus location. All of these options provide opportunities for WITC to be responsive to student needs and partner with high schools, business and industry, and regional workforce agencies to provide training when and where it is needed.

Following is a list of custom programs currently available:

- » Broadband Customer Service Specialist (online)
- » Broadband Installer (online)
- » Construction Essentials (mobile site delivery)
- » Entrepreneurship
- » Hospitality Specialist
- » Mechatronics Basics (mobile site delivery/Rice Lake)

WITC-Ashland

WITC-Ashland, situated on the shores of Lake Superior in a progressive community of almost 9,000 residents, is known for its commitment to academic excellence and personalized instruction. The campus is surrounded by inland lakes, streams, and forests; just minutes from the Apostle Islands National Lake Shore and about an hour from the Twin Ports of Superior/Duluth.

The Ashland Campus offers career programs in:

Agriculture, Food and Natural Resources

Farm Operation

Business, Management and Administration

Administrative Professional
Business Management
Health Office Professional
Healthcare Receptionist
Human Resource Management
Leadership Development
Leadership Essentials
Medical Administrative Professional
Medical Billing Specialist
Microsoft Office
Nonprofit Leadership
Nonprofit Professional
Office Support Specialist
Office Technology Assistant

Finance

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

Health Sciences

CBRF Caregiver
Gerontology - Aging Services Professional

Health Sciences (continued)

Medical Assistant
Nursing Assistant
Nursing - Associate Degree
Occupational Therapy Assistant

Human Services

Human Services Associate
Substance Abuse Counselor Education

Information Technology

Information Technology - Cybersecurity Specialist (first year coursework)
Information Technology - Systems Administration Specialist

Law, Public Safety and Security

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

Liberal Arts

University Transfer Degree - Associate of Arts
University Transfer Degree - Associate of Science

Manufacturing

Machine Tool Operation
Welding

Transportation, Distribution and Logistics

Marine Repair Technician



Individualized Studies

Individualized Technical Studies
Technical Studies - Journeyworker

Certificates*

Advanced Marine Repair Technician
Agricultural Business Fundamentals
Business Administration Specialist
Business Graphics
Crop Production
Customer Service
Dementia Care
Ethical Leadership
General Studies Certificate
Gerontology for Healthcare Professionals
Livestock Production
Management Certificate
Networking Professional
Personal Care Worker
Safety Management
Supervisory Leadership
Tax Preparer Assistant

Apprenticeship

Electrician Apprentice (ABC)
Plumbing

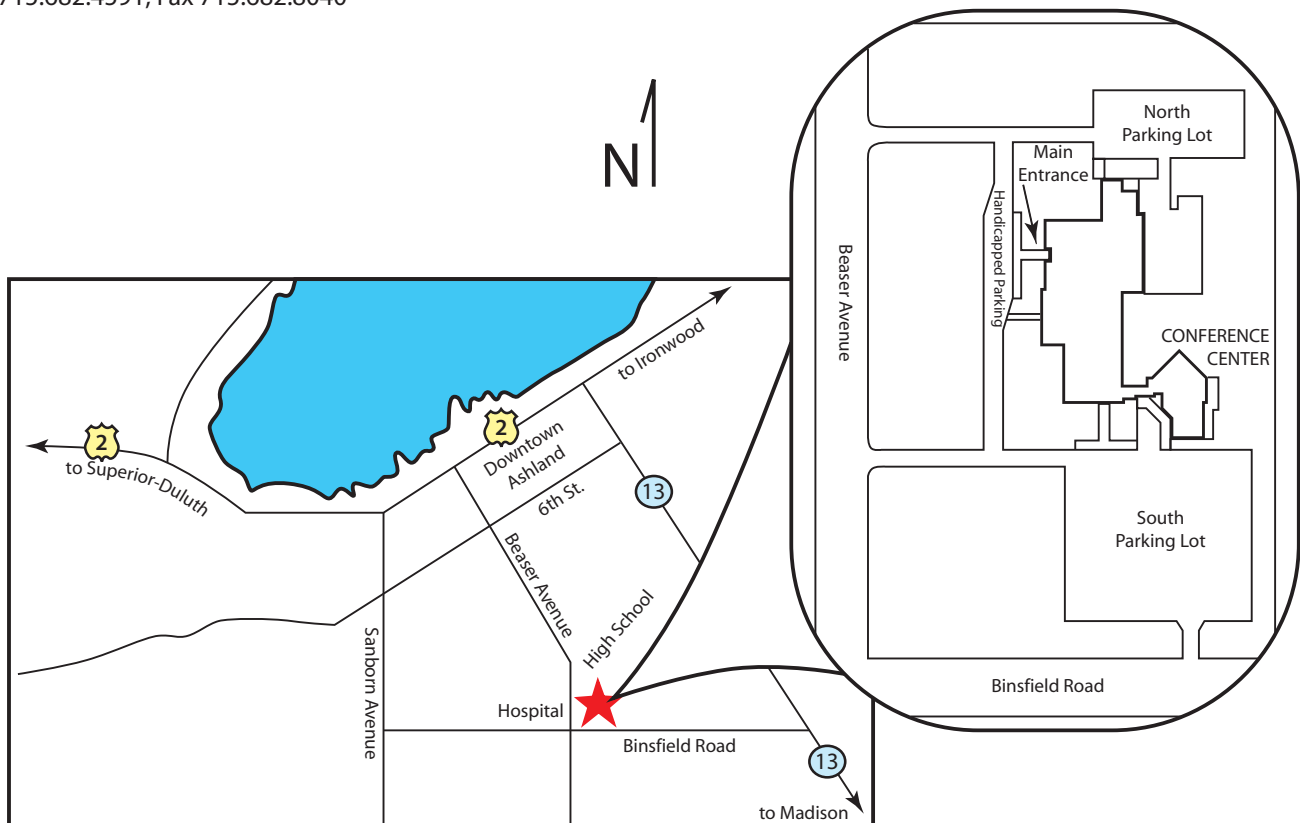
Other Offerings

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

* Select certificate courses are offered at the WITC-Balsam Lake, WITC-Hayward and WITC-Ladysmith outreach centers.

2100 Beaser Avenue, Ashland, WI 54806

715.682.4591, Fax 715.682.8040



WITC-New Richmond

WITC-New Richmond is in the center of an expanding, prosperous business and residential area. Located in the beautiful St. Croix Valley, New Richmond offers an abundance of recreational and cultural activities. Scenic farmlands, wooded hills, and clean lakes accent the amenities that New Richmond has to offer. The Minneapolis/St. Paul metropolitan area is only a 30- to 40-minute drive. Many people like having the benefits of an urban center nearby while also enjoying the comforts offered by small-town living.

The New Richmond Campus offers career programs in:

Agriculture, Food and Natural Resources

Agricultural Power and Equipment Technician
Farm Operation
Veterinary Technician

Architecture and Construction

Architectural Commercial Design

Business, Management and Administration

Administrative Professional
Business Management
Health Office Professional
Healthcare Receptionist
Human Resource Management
Leadership Development
Leadership Essentials
Medical Administrative Professional
Medical Billing Specialist
Microsoft Office
Nonprofit Leadership
Nonprofit Professional
Office Support Specialist
Office Technology Assistant

Education and Training

Early Childhood Education

Finance

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

Health Sciences

CBRF Caregiver
Gerontology - Aging Services Professional
Medical Assistant
Nursing Assistant
Nursing - Associate Degree
Occupational Therapy Assistant
Pharmacy Technician

Hospitality and Tourism

Hospitality Foundations

Human Services

Human Services Associate
Substance Abuse Counselor Education

Information Technology

Information Technology - Cybersecurity Specialist
Information Technology - Systems Administration
Specialist (first year coursework)
Information Technology - Web and Software Developer

Law, Public Safety and Security

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

Liberal Arts

University Transfer Degree - Associate of Arts
University Transfer Degree - Associate of Science



Manufacturing

Automated Packaging Systems Technician
Automation for Industrial Systems
Entry Level Machining
Industrial Systems Specialist
Machine Tooling Technics
Welding

Transportation, Distribution and Logistics

Diesel Equipment Technician
Power Sports Technician
Truck Driving

Individualized Studies

Individualized Technical Studies
Technical Studies - Journeyworker

Certificates

Agricultural Business Fundamentals
Business Administration Specialist
Business Graphics
Crop Production
Customer Service
Dementia Care
Ethical Leadership
General Studies Certificate

Gerontology for Healthcare Professionals
Livestock Production
Management Certificate
Networking Professional
Personal Care Worker
Phlebotomy
Professional Credential for Preschool Teachers (Wisconsin)
Safety Management
Supervisory Leadership
Tax Preparer Assistant

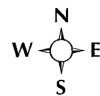
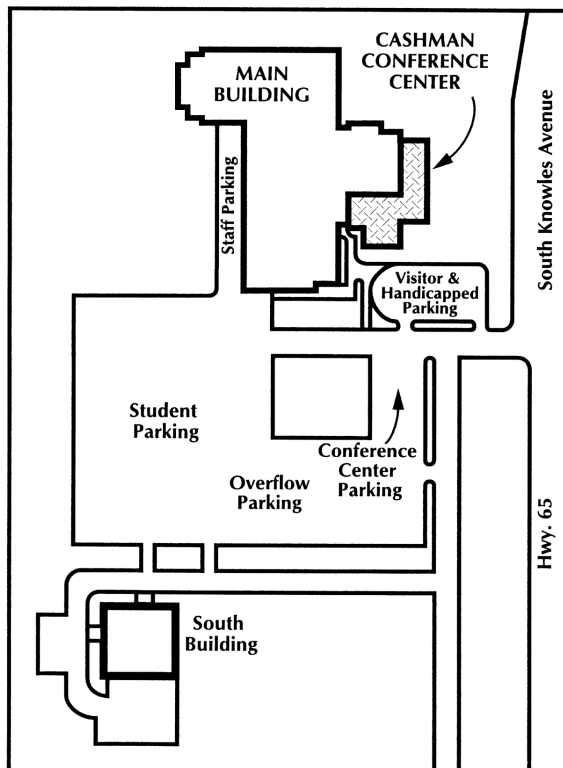
Apprenticeship

Electrician Apprentice (ABC)
Injection Mold Set-Up (Plastic)
Plumbing

Other Offerings

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

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



WITC-Rice Lake

The Rice Lake area is packed with exciting attractions and recreational opportunities. From shopping and historic sites to bike trails and parks, Rice Lake has it all. The town and surrounding area is a great natural beauty: the waters of Rice Lake and the Red Cedar River, plus the beautiful Blue Hills have been attracting visitors for decades. Friendly people and genuine hospitality make everyone feel welcome.

The Rice Lake Campus offers career programs in:

Agriculture, Food and Natural Resources

Dairy Herd Management
Farm Operation

Architecture and Construction

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

Business, Management and Administration

Administrative Professional
Business Management
Health Office Professional
Healthcare Receptionist
Human Resource Management
Leadership Development
Leadership Essentials
Medical Administrative Professional
Medical Billing Specialist
Microsoft Office
Nonprofit Leadership
Nonprofit Professional
Office Support Specialist
Office Technology Assistant

Education and Training

Early Childhood Education

Finance

Accounting
Accounting Assistant
Billing and Posting Clerk

Financial Services

Financial Services Customer Representative

Health Sciences

CBRF Caregiver
Dental Assistant
Gerontology - Aging Services Professional
Medical Assistant
Nursing Assistant
Nursing - Associate Degree
Occupational Therapy Assistant

Hospitality and Tourism

Hospitality Foundations

Human Services

Cosmetology
Human Services Associate
Substance Abuse Counselor Education

Information Technology

Broadband Internet Technician
Information Technology - Cybersecurity Specialist
Information Technology - Systems Administration Specialist

Law, Public Safety and Security

Advanced EMT
Criminal Justice - Law Enforcement 720 Academy
Criminal Justice Studies
Emergency Medical Technician
Emergency Medical Technician - Paramedic
Paramedic Technician



Liberal Arts

University Transfer Degree - Associate of Arts
University Transfer Degree - Associate of Science

Manufacturing

Machine Tool Operation - CNC
Mechatronics Basics
Welding

Transportation, Distribution and Logistics

Automotive Technician
Truck Driving

Individualized Studies

Individualized Technical Studies
Technical Studies - Journeyworker

Certificates *

Agricultural Business Fundamentals
Business Administration Specialist
Business Graphics
Crop Production
Customer Service
Dementia Care
Ethical Leadership
General Studies Certificate
Gerontology for Healthcare Professionals
Livestock Production
Management Certificate

Networking Professional
Nonprofit Essentials
Personal Care Worker
Phlebotomy
Professional Credential for Preschool Teachers (Wisconsin)
Safety Management
Supervisory Leadership
Tax Preparer Assistant

* Select certificate courses are offered at the WITC-Balsam Lake, WITC-Hayward and WITC-Ladysmith outreach centers.

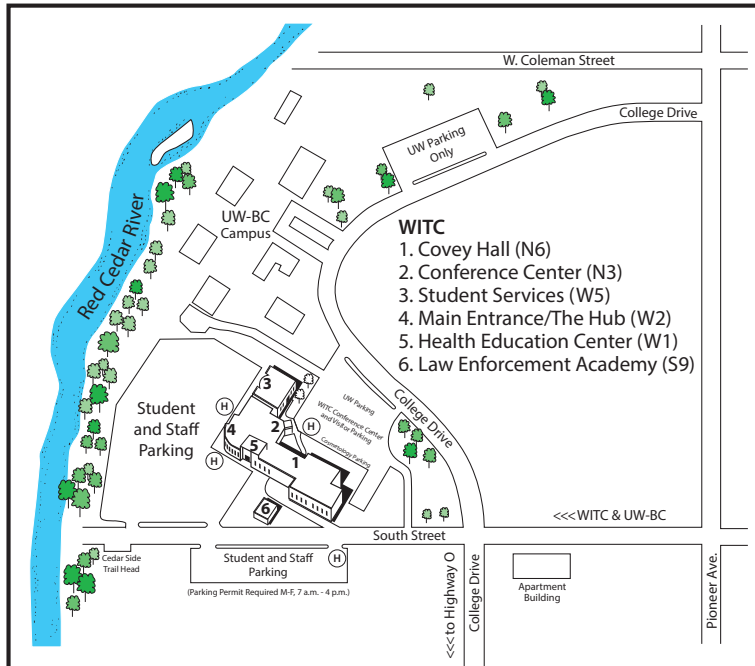
Apprenticeship

Carpentry Apprentice (ABC)
Cosmetology
Electrician Apprentice (ABC)
Maintenance Mechanic/Millwright
Plumbing

Other Offerings

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

1900 College Drive, Rice Lake, WI 54868
715.234.7082, Fax 715.234.5172



WITC-Superior

The staff at WITC-Superior is dedicated to meeting the needs of today's students and employers, ensuring students are completely satisfied with their learning experience. The education is dynamic and hands-on, offering focused career preparation with a variety of courses, career programs, and delivery options.

Founded in 1912, the Superior campus offers top-notch faculty and state-of-the-art technology, as well as breathtaking landscapes. Students will benefit from the classes and enjoy the area.

In addition to the inland lakes, rivers, streams, waterfront trails, and the state's largest waterfall, there are endless shopping opportunities, concerts, expos, marathons, plays, sporting events, rodeos, festivals, outdoor recreational opportunities, and more. This is the ideal environment for learning and for living.

The Superior Campus offers career programs in:

Architecture and Construction

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

Business, Management and Administration

Administrative Professional
Business Management
Health Office Professional
Healthcare Receptionist
Human Resource Management
Leadership Development
Leadership Essentials
Medical Administrative Professional
Medical Billing Specialist
Microsoft Office
Nonprofit Leadership
Nonprofit Professional
Office Support Specialist
Office Technology Assistant

Education and Training

Early Childhood Education

Finance

Accounting
Accounting Assistant
Billing and Posting Clerk
Financial Services

Financial Services Customer Representative

Health Sciences

CBRF Caregiver
Gerontology - Aging Services Professional
Medical Assistant
Nursing Assistant
Nursing - Associate Degree
Pharmacy Technician

Human Services

Cosmetology
Human Services Associate
Substance Abuse Counselor Education

Information Technology

Information Technology - Cybersecurity Specialist (first year coursework)
Information Technology - Systems Administration Specialist (first year coursework)

Law, Public Safety and Security

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

Liberal Arts

University Transfer Degree - Associate of Arts
University Transfer Degree - Associate of Science



Manufacturing

Industrial Maintenance Technician
Machine Tool Technician
Welding

Transportation, Distribution and Logistics

Automotive Service Technician

Individualized Studies

Individualized Technical Studies
Technical Studies - Journeyworker

Certificates

Business Administration Specialist
Business Graphics
Customer Service
Dementia Care
Ethical Leadership
General Studies Certificate
Gerontology for Healthcare Professionals
Management Certificate
Networking Professional

Nonprofit Essentials
Personal Care Worker
Professional Credential for Preschool Teachers (Wisconsin)
Safety Management
Supervisory Leadership
Tax Preparer Assistant

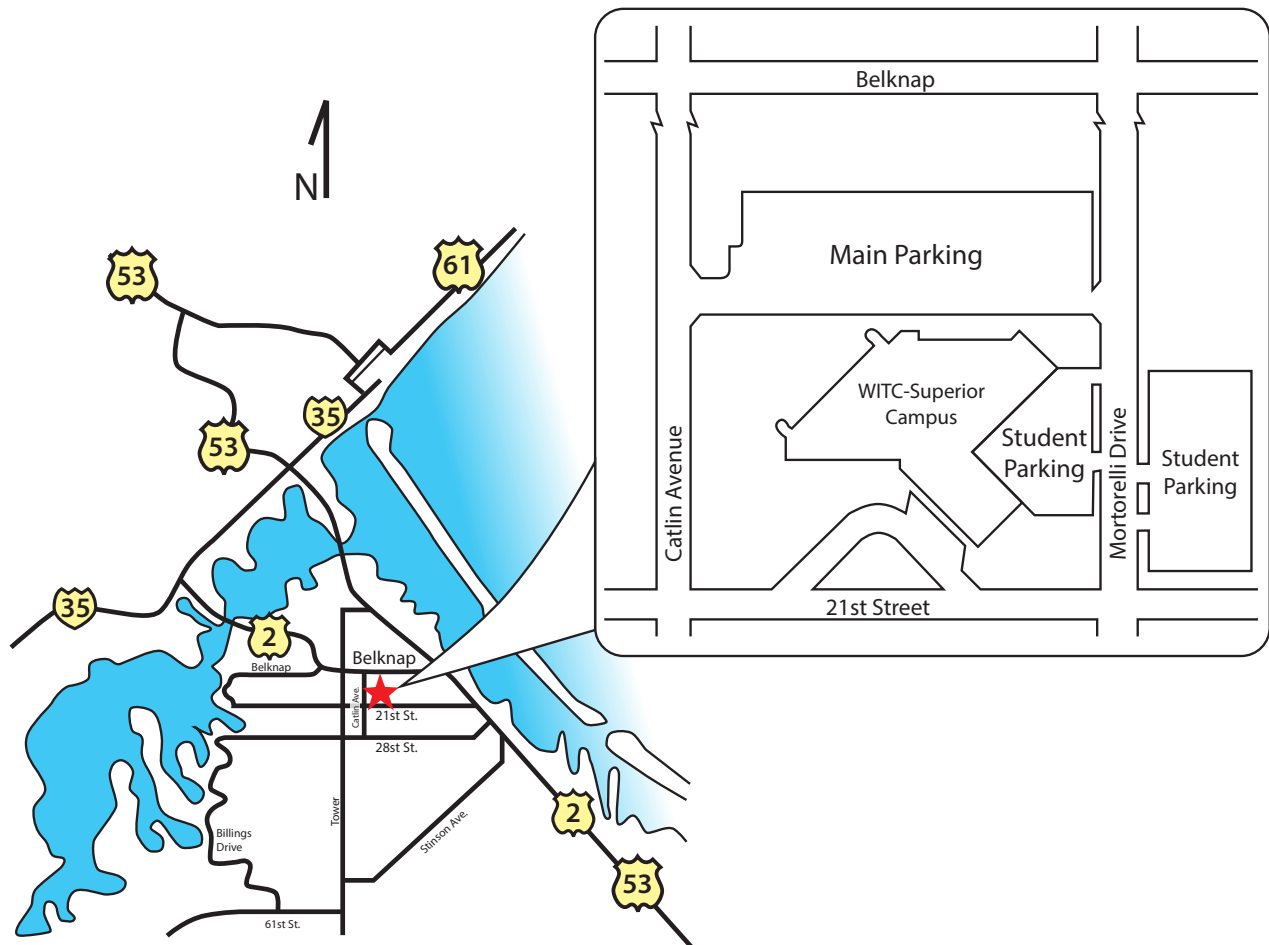
Other Offerings

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

Apprenticeships

Electrician Apprenticeship (ABC)

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



Continuing Education and Outreach Centers

Credit and noncredit courses are offered through Continuing Education on campus and at community outreach locations throughout the WITC District.

WITC Outreach Centers

Hayward, Ladysmith, and Balsam Lake Outreach Centers

WITC-Hayward, WITC-Ladysmith, and WITC-Balsam Lake Outreach Center offer many course options to area residents, as well as customized training to business and industry customers.

Students may choose from a selection of general credit courses and Continuing Education courses available at these locations. For added convenience and reduced travel, students enrolled in an academic program have the opportunity of attending classes from their own home or another convenient location of their choosing via Blue Jeans. Another option is Your Choice, which offers multiple courses in an individualized self-study environment. For those individuals pursuing their GED or HSED, the Academic Support instructors at WITC-Balsam Lake, WITC-Hayward and WITC-Ladysmith provide free course preparation.

Contact the outreach center nearest you for more details.

WITC-Hayward

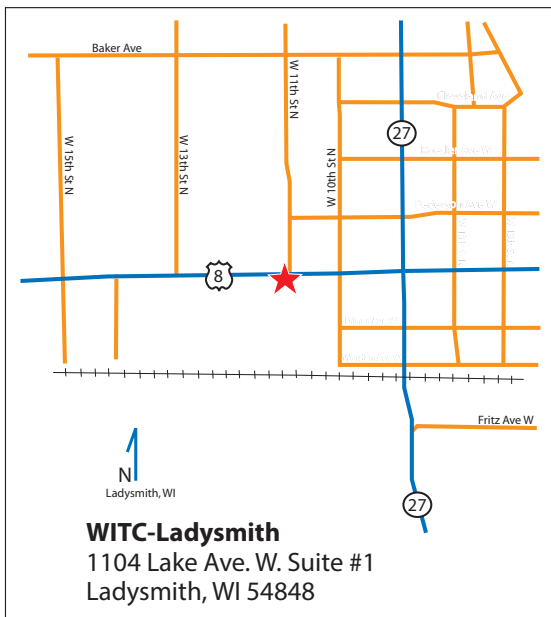
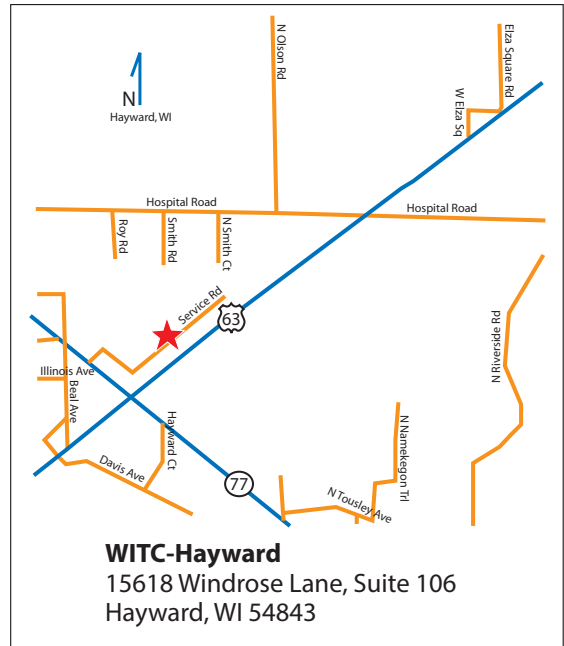
715.634.5167, Ext. 5500
800.243.9482
Fax: 715.634.8387

WITC-Ladysmith

715.532.3399, Ext. 5600
800.243.9482
Fax: 715.532.5483

WITC-Balsam Lake Outreach Center

715.246.6561, Ext. 5700
800.243.9482
Fax: 715.485.3049





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What Is It Like at WITC?

What Are the Benefits of a WITC Degree?

Graduate Survey

Each fall, the College surveys recent graduates to find out how well their degree or diploma prepared them for a career in their chosen field. Using their input, WITC is able to continuously improve and adjust programs. The skills students learn at WITC are the skills employers want.

The Graduate Follow-Up Study

The six-month study of 2017-2018 graduates included 1,542 graduates who completed 2,270 credentials in associate degrees and technical diplomas at WITC campuses, outreach centers, and learning center. Out of that total, 1,169 graduates either responded to the mailed questionnaire, e-mail request, text message or the follow-up telephone contact, creating a response rate of 76 percent.

What We Found

- **WITC graduates get hired quickly** – 94 percent of graduates were hired within just six months of graduating. Seventy-six percent of WITC graduates were able to start a career in an occupation related to their training.
- **Alumni make great starting salaries** – annual starting salaries of WITC graduates right after graduation average \$40,668 annually.
- **Ninety-eight percent of graduates are satisfied** with the training they received at WITC and they would recommend WITC to a friend or family member.
- **Students come to WITC because they are career-minded.** Seventy-four percent of our graduates said they chose WITC to prepare them for their future career, help them make a career change, or to improve their existing job skills.

Employer Satisfaction Survey

The Employer Satisfaction Survey gives the College feedback on the success of WITC graduates and the effectiveness of the concepts and skills provided in technical education. Conducted every four years by WITC, the study asks employers to rate WITC graduates as entry-level employees in the following areas:

- Mastery of skill and knowledge in the field
- Ability to perform technical skills of the profession
- Ability to communicate effectively with co-workers and/or customers
- Relevancy of graduates' skill and/or knowledge base in relationship to real world applications within the industry
- Mastery of science, technology, engineering, or math skills needed in the field
- Overall preparedness for employment at a company

The information is used as a valuable tool for continuously improving and evaluating the college's educational programs and services to enhance learning.

What We Found:

- Employers are very satisfied with graduates' technical education
- Employers would recommend graduates to other employers
- WITC provides top service to employers

Find Out More

Visit our Web site at www.witc.edu/research-and-resources to view the Graduate Follow-up Study or the Employer Satisfaction Report. Anyone wanting a copy of the report or more information about how the survey was conducted should call Megan Nabb, Institutional Research Analyst, at 800.243.9482, Extension 4156.

Student Services

A variety of student services are offered on campus – including career planning assistance – to help students make realistic decisions about their educational future. WITC's student services include counseling, advising, career exploration, accommodations services, and employability skills training.

Learning Commons

The Learning Commons combines the resources and services students need into one place where they can interact with technology, collaborate with each other, and obtain support for their academic efforts. The Learning Commons contains three centers that work together to provide the full-breadth of assistance students may need outside of the classroom – it truly is a one-stop-shop for help from the Learning Resource Center, the Educational Technology Center, and the Academic Support Center.

Learning Resource Center (LRC)

The LRC is the answer place. It contains the books, journals/magazines, audio visual materials, and technology equipment that students will need to accomplish their coursework. More importantly, Learning Resource Center staff are available to guide the student's discovery of these materials, and assist them in navigating the rich collection of electronic resources provided by the Learning Resource Center at www.witc.edu/library.

Academic Support Center

An Academic Support Center (ASC) is located at each campus. Community members and students are encouraged to meet with an Academic Support Center instructor to create a personalized success plan, receive academic assistance, and enroll in free reading, writing, math, and study skills courses. Enrollment is offered on a continuous basis. Day and evening classes are available at the campuses and at other outreach centers in Northwest Wisconsin. Resources and materials are matched to individual skill levels as students progress toward their goals. Both individualized and group instruction are offered.

Services include academic support programming, such as:

- GED/HSED preparation
- College preparation coursework for students who are not yet enrolled in college
- Academic support within the classroom based on faculty and student needs
- Foundational skill building classes in math, writing and reading
- Test taking and study skills strategies
- Critical thinking skills
- Basic computer skills
- Employability skills including resume writing and interview techniques

- Learning Styles Inventory
- Free peer tutoring
- Workshops focused on student learning
- Math and Writing Labs
- Academic Coaching: Individual One-On-One Support
- English Language Learner (ELL) classes

Resources and materials are matched to individual skill levels as students progress toward their goals. Both individualized and group instruction are offered.

Educational Technology Center

An Educational Technology Center is located at each campus. Services include technological support such as:

- Basic computer assistance
- Online learning support
- Open computer labs
- Test proctoring capabilities

Area Housing

Ashland Campus Area Housing Information

Area housing for WITC students is available through Northland College. For more information regarding area housing, contact the Student Services office or visit Northland's website at: www.northland.edu/live/sleep/housing.

New Richmond Campus Area Housing Information

A list of available rentals in the area is available. For more information on student housing, contact the Student Services office.

Rice Lake Campus Area Housing Information

Housing for students is available through Glenwood Commons adjacent to campus, please stop by the building, or contact: West CAP at 715.265.4271 or 800.606.9227 for additional information.

Superior Campus Area Housing Information

Housing for students is available through the University of Wisconsin-Superior. Information regarding housing can be obtained in the Student Services office or by contacting the University of Wisconsin-Superior Resident Life Office: 715.394.8438; e-mail: reslife@uwsuper.edu.

Student Life

Employers look for more than a degree on a resumé when hiring. They want a person who will go the extra mile, volunteer to help out, and benefit the company. This experience, leadership, creativity, and teamwork for a common goal are qualities that will help graduates get hired. Students develop these skills by becoming involved in WITC's co- and extra-curricular organizations and by participating in leadership training.

A wide range of extracurricular, social, cultural activities, and intramural sports are conducted at campuses throughout the year. The College believes that when students participate in activities, they build good relationships with peers, gain valuable experience in leadership and teamwork, and enhance career advancement potential. Students will have the opportunity to select activities which are best suited to their individual interests, needs, and schedule.

Social Events

Most social and special events held on campus are coordinated by the Campus Activities Board in conjunction with other clubs and organizations. The broad scope of activities includes special event and holiday parties, bowling, seasonal activities, breakfasts and dinners, sports tournaments,

and other events. Professional entertainers, including musicians, hypnotists, and others, are scheduled to perform on campus throughout the year. See each campus webpage for current events at www.witc.edu.

Campus Activities Board (CAB)

The Campus Activities Board (CAB) works to enhance and unify the campus community by providing a variety of entertainment and co-curricular programming. CAB is a subsidiary organization of the Student Senate and its membership is open to all students. CAB members gain valuable experiences in selecting, contracting, planning and promoting events. CAB values: the image of CAB and producing quality events; the talents and gifts of our committee members; the ability to develop leaders and enhance individual skills; and the diversity and ideas of all members of the campus community.

Student Organizations

Student organizations help develop leadership skills and gain competence and experience in the student's career area. Students will also learn to apply democratic procedures and gain professional enrichment. Some co-curricular organizations are affiliated with state and national technical student groups such as the Business Professionals of America (BPA), Collegiate DECA, and Vocational Industrial Clubs of America (Skills USA-VICA). Other organizations are associated with professional groups in a variety of occupational fields. Examples include the National Association of Home Builders (NAHB), Wisconsin Association of Architects (WSA-AIA), Society of Packaging Engineers (SPHE), and Electronics, Student Occupational Therapy Association (SOTA), Health Occupations, Nursing, Early Childhood Association, Cosmetology, Corrections, and others. Student organizations are active throughout the year in a variety of activities such as conferences, workshops, business and industry tours, skill competition events, self-improvement projects, fund raising, guest speakers, and social functions. All students have the equal opportunity to participate in student organizations.

Student Senate

Students will have an opportunity to become involved in student government at their WITC campus through participation in the Student Senate. The senate is comprised of student members who have been elected to represent their program. The Student Senate Association or SSA meets once or twice a month to plan and organize events and activities on campus and to improve the quality of life for the students they represent.

This is the social, political, and educational organization that represents the student body. This organization serves as the voice of the students. It is affiliated with the state organization, Wisconsin Student Government (WSG). The Student Senate Association partners with WITC administration in decision making at WITC, plans and sponsors a variety of student activities, provides financial support to student organizations on campus, and listens to the concerns of fellow classmates.

Students who seek a broader leadership opportunity may choose to participate in Wisconsin Student Government. This organization meets several times a year with representatives from other colleges to promote the interests and concerns of students throughout the Wisconsin Technical College System.

Accommodations for Persons With Disabilities

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. If accommodations are needed, the student should visit <https://www.witc.edu/currentstudents/support-services/accommodations>. Students can also contact the campus Accommodations Specialist or WITC Affirmative Action Officer/Title IX, Section 504, and Title VII Coordinator, at 715.468.2815, Ext. 2240, 14 days in advance of needed assistance. Examples of services available:

- Adaptive technology
- Admissions coordination
- Academic assessment
- Division of Vocational Rehabilitation (DVR) coordination
- Tutoring (Peer)
- Transitioning

Accommodations for Religious Beliefs

WITC will reasonably accommodate the religious beliefs of students in its attendance, examination, and other academic practices. Notify faculty member five (5) business days in advance to receive an accommodation.

Day Care Services

Though the college does not provide day care services, the campus Student Services office can provide the student with the name, number, or Web site of local resources to obtain information on day care facilities.

2016 Campus Crime Statistics

WITC prides itself on maintaining a safe environment for its students, faculty, and staff and provides the following information and statistics on the frequency of crime, known and reported, on- and off-campus on an annual basis and in compliance with the federal Clery Act and Student Right to Know and Campus Security Act of 1990.

The most recent Annual Security Audit Report/Right to Know Plan can be found on the WITC website. Questions concerning any of the information contained in the ASR/RTK Plan should be directed to the Safety Office, Administrative Services at WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, telephone 800/243- 9482 OR 715/468-2815. Email: safety@witc.edu. TTY: 711.

Parking

WITC provides free parking to students, staff, and visitors. Students are expected to understand and honor all campus parking regulations found in the Student Handbook. Parking tickets will be issued for noncompliance.

Handicapped parking is clearly marked and reserved for individuals with a state disabled license or permit. Students may obtain disabled parking permits with proper documentation from the Wisconsin Department of Transportation.

Visiting WITC

Visitors to WITC are always welcome. Students are encouraged to invite friends, parents, and students from area high schools to visit the campus. Please park in designated visitor parking and check in with Student Services. Please contact the admissions advisor to make guided tour arrangements for individuals or groups at: 800.243.9482

- Ashland - Extension 3195
- New Richmond - Extension 4339
- Rice Lake - Extension 5220
- Superior - Extension 6243

Health and Wellness Services

The College Health Nurse provides and/or coordinates a variety of essential health/safety/wellness services to both students and staff. College health services are directed toward enhancing the educational process by modifying or removing health-related barriers to learning, promoting optimal wellness, enabling individuals to make decisions about health-related concerns, and empowering students and staff to be self-directed and well-informed consumers of healthcare service. ATODA (Alcohol, Tobacco, and Other Drug Abuse) information is available from the College Health Nurses, Campus Counselors, and in the Learning Resource Centers.

Alcohol, and Other Drug Abuse (AOD) Prevention

Whether a student personally abuses chemicals or is affected by someone who does, alcohol, tobacco, and other drug abuse education, referral, and recovery support assistance is available at WITC. Students can learn about chemical dependency using materials in the Learning Resource Center (LRC) or by contacting the local campus health nurse.

Tobacco-Free College

The State of Wisconsin, through the passage of Act 12, has enacted a statewide smoking ban that prohibits smoking in all public places. The ban went into effect on July 5, 2010. WITC recognizes its responsibility to comply with state law and provide a safe and healthy learning environment. Because of this commitment, the use of tobacco in any form is prohibited in all campus facilities, near entryways, and in College vehicles.

Weapons Possession

WITC will uphold all local, state, and federal laws concerning the use, concealment, creation, manufacture, or possession of weapons, and/or potentially dangerous devices, as such weapons and devices are defined by Wisconsin Statutes, as amended, including but not limited to Chapter 941 of Wisconsin Statutes or any facsimile weapon that could reasonably be expected to alarm, intimidate, threaten or terrify another person, and/or potentially dangerous devices at any campus facility and College special events. To that end, the College prohibits the possession of weapons as allowed under State Statutes.

Student Handbook

The College publishes a Student Handbook designed to provide students with information about college policies, procedures, and services for students. It also contains the academic calendar, and calendar of events. Every student is responsible for abiding by the rules and regulations of the College as published in the handbook. A copy may be obtained from student services or the College website at www.witc.edu/currentstudents. The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary.

What Does WITC Offer?

WITC is the college of choice for students who wish to pursue associate degrees, technical diplomas or certificates, GED/HSED completion, and for those presently employed who wish to advance in their careers. Area employers contract with the college for customized training consisting of specific courses that are developed and taught by WITC instructors at an employer's work site. WITC also provides instruction for apprentices in cooperation with employers and the state of Wisconsin.

Types of Degrees/Offerings

Associate Degrees (Applied Science)

WITC's associate in applied science (A.A.S.) degrees lead students to employment in a specified career or career advancement. An associate degree may also be the first step towards a bachelor's degree. These programs generally take two years to complete when pursued on a full-time basis.

Technical Diplomas

If students wish to prepare for specific jobs or upgrade their job skills, WITC offers specialized programs that lead to a diploma in the chosen field. Diploma programs vary in length from less than one year to two years and provide extensive career training. Some diplomas are embedded within other technical diploma and associate degree programs allowing students to earn a credential, go to work, and return to complete the full diploma or associate degree.

Certificates

WITC awards certificates for the successful completion of a group of courses targeted toward a specialty area. Some certificates are embedded within technical diploma and associate degree programs allowing students to enhance current employment opportunities, lead to employment or continue to complete the diploma or associate degree.

Apprenticeship

What Is It?

A Registered Apprenticeship is a state-certified training program that combines paid related instruction and on the job training. Apprenticeships require employment: 90% of the training is on the job and 10% is classroom instruction. Apprenticeships are offered in a variety of occupational areas, including: construction, industrial, service, utilities, information technology, healthcare, and agriculture. Apprenticeships include a three-part contract with the apprentice, the sponsor (employer), and the Department of Workforce Development. Apprenticeships also includes a progressive wage scale, so as knowledge and skills increase, wages increase. Apprenticeship programs can vary by length of time from one year to five years.

How Do Students Qualify?

The apprentice must have a high school diploma or equivalent, be physically fit to perform, and the ability to travel to and from work and instruction. Some apprenticeship programs have an advisory committee that have additional requirements, such as: an application, an interview, and testing (example: Accuplacer). Please contact Eric Lockwood, Director, Apprenticeships and Workforce Training for specific information.

What Is Offered?

The apprenticeship courses offered at WITC include:

- Broadband Service Technician
- Carpentry Apprenticeship (ABC)
- Cosmetology
- Electrician Apprentice (ABC)
- Injection Mold Set-Up (Plastic)
- Maintenance Mechanic/Millwright
- Plumbing

For a complete list of more than 300 state-certified apprenticeships, visit the Wisconsin Department of Workforce Development Web site at <https://dwd.wisconsin.gov/> or call the Bureau of Apprenticeship Standards Representative at 715-874-4627 or Long.Vang@dwd.wisconsin.gov.

How to Get Started?

To start the application process, contact the local Apprenticeship Training Representative, Long Vang, at 715.874.4627. Apprenticeship requires a sponsoring employer. Students should start by learning what they can about the trade by talking to people who are in the occupation: employers, employees, high school counselors, WITC instructors and counselors, employers' associations, and labor unions.

For more information, contact Eric Lockwood, Director, Apprenticeships and Workforce Training at 800.243.9482, Extension 4297 or go to www.witc.edu/academic-programs/find-your-program/apprenticeships

GED/HSED Completion

GED/HSED preparation is available at WITC Academic Support Centers in these communities: Ashland, New Richmond, Rice Lake, Superior, Hayward, Ladysmith, and Balsam Lake. For other current locations, visit [witc.edu](http://www.witc.edu). Services to adult students are generally free; however, some courses may require a \$4.50 material fee.

What Is the GED?

The GED requires a student to complete a battery of five tests: Reasoning through Language Arts, Mathematical Reasoning, Science, Social Studies, and Civics.

What Is the HSED?

The High School Equivalency Diploma (HSED) is more comprehensive than the GED. The HSED requires all of the GED tests, plus:

- Verifying one-half Health credit earned in grades 7-12 or passing the additional Health test.
- Completion of Employability Activities.

Who Can Take the GED?

The GED/HSED tests may be taken if a student is a Wisconsin resident who is at least 18 1/2 years of age, or if the class with which the student entered 9th grade has graduated from high school.

Academic Calendar

An academic year at WITC consists of three semesters: fall, spring, and summer. Fall and spring semesters consist of 16 weeks and the summer semester is 8 weeks.

Start Now

WITC offers selected Start Now classes providing students the opportunity to enroll in multiple entry points within a term. Currently four, six, eight, and twelve week sessions are scheduled.

Program Sequencing

Courses are scheduled to enable full-time students, who enter the fall term (first semester) and carry a full program credit load, to complete all graduation requirements within two, three, or four semesters, depending on their program. WITC cannot guarantee that specific courses will be available as needed to students entering programs at mid-year, enrolling part-time, and/or students with non-sequenced academic schedules; nor can WITC guarantee that a program will not be suspended or discontinued prior to a student's completion. For the most current curriculum checklists documenting specific courses needed to satisfy program requirements, go to www.witc.edu/academic-programs/degree-programs-and-certificates, select "Curriculum" from the left navigation, and download the Curriculum Checklist from the top of the page.

Types of Courses

Technical Studies/Occupational-Specific Courses (Credit)

WITC offers hundreds of career-related courses, workshops, and conferences that can be taken for credit to enhance skills, renew certification, or lead to associate or technical degree program completion.

WITC also offers Service Learning and Work-Based Learning options. Service Learning is experiential learning that integrates community service and educational learning objectives. Work-Based Learning opportunities may include: job shadowing, internships, and clinicals, etc.

General Studies Courses (Credit)

The General Studies courses in all of our programs are designed to ensure well-rounded college graduates. These courses include communications, math, science, and social and behavioral sciences.

Note: many courses have prerequisite and/or corequisite requirements. To advance to a higher level course, a grade point of 2.0 or higher must be earned in the prerequisite course. For select courses, a grade point higher than a 2.0 is required and is noted on program and certificate pages.

Professional Development and Continuing Education Courses (Noncredit)

These courses provide students the opportunity to update their job skills, maintain licensure or certification, and gain valuable interpersonal and leadership skills. In addition, students explore non-career related interests through a wide variety of personal enrichment courses offered throughout Northwest Wisconsin. Additional information and course offerings are available online at www.witc.edu/ce, or students can request a printed Catalog from any campus Continuing Education office.

Customized Training for Business and Industry

WITC offers customized training solutions and technical assistance to help businesses stay competitive. Training can be scheduled at times and locations that are convenient. For more information, go to www.witc.edu/customized-training or contact:

- **Ashland and Superior:**
800.243.9482 Ext. 6341
- **New Richmond:**
800.243.9482 Ext. 4376
- **Rice Lake:**
800.243.9482 Ext. 5179

Course Numbering System

WITC has an eight-digit course numbering system for all courses offered. The first two digits are the credential type, the next three digits identify the instructional area, and the last three digits identify the specific course.

For example, course number 10801136 breaks down as: 10 equals associate degree, 801 equals communications, and 136 equals English Composition 1; course number 32420332 breaks down as: 32 equals two-year technical diploma, 420 equals machine shop, and 332 equals Semi-Precision Machining.

Associate Degree programs and their courses are identified with a credential type of 10.

Technical Diploma programs and respective courses are identified with a credential type of 32 (two-year), 31 (one-year), and 30 (less than one year).

Non-credit courses are identified with course type of 42, 47, or 60. Apprenticeship courses are identified by a credential type of 50. Academic Support courses are identified by course types of 73, 74, 76, 77, and 78.

Instruction Modes

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

In Person

This is the “traditional” way that classes are offered. You are expected to attend all scheduled in-person class meetings.

Online

This course is offered via the Internet and accessed by using a Web browser. Off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses.

Interactive Television (ITV)

This course involves real-time live video/audio instruction via network or broadcast technology that includes students at one or more remote sites. 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. You are expected to attend all scheduled class meetings in person.

Web Enhanced

This course is in person but requires you to use a computer and the Internet to access course content and materials from WITC’s online learning software - Blackboard.

Flex

The Flex method of instruction allows you to customize class

hours within the scheduled class time with an instructor present. You will work at your own pace while meeting assignment and exam due dates free of large group lectures/presentations. You are not required to attend all scheduled class times; however, you are required to complete a flex course orientation before beginning the course.

Flex/ITV

Flex/ITV offers multiple courses in an individualized self-study environment with real-time live video/audio instruction via network or broadcast technology that includes students at the same site as the instructor and at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way. This allows you to customize class hours within the operational hours of the ITV/flex labs schedule with an instructor available at set times to offer face-to-face help/guidance. Although there will be no large group lectures or presentations, you will be provided with a variety of learning tools to work at your own pace while meeting assignment and exam due dates to ensure successful course completion. You are not required to attend all scheduled class times; however, you are required to attend a course orientation before beginning the course.

Blended

This course is 50% or less online and the remainder is in-person or flex lab. You are expected to attend all scheduled in-person class meetings. Check the class notes for details when you register.

Blended/ITV

This course is 50% or less online and the remainder is ITV. You are expected to attend all scheduled in-person class meetings. Check the class notes for details when you register.

Hybrid

More than 50% of this course is online and the remainder is in-person or through online synchronous class meetings. You are expected to attend all scheduled class meetings in person. You will need to use a computer and the Internet to access course content and materials from WITC’s online learning software - Blackboard. Check the class notes for details when you register.

Hybrid/ITV

More than 50% of this course is online and the remainder is real-time live video/audio instruction via network or broadcast technology that includes students at one or more remote sites. The ITV component 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. You are expected to attend all scheduled class meetings in person. You will need to use a computer and the internet to access course content and materials from WITC’s online learning software - Blackboard. Check the class notes for details when you register.

Independent Study

This is a self-paced format. It is your responsibility to meet with the instructor the first week of class for orientation and contract signing (instructor meeting may be through Skype web conferencing, telephone, etc.). You must be highly organized and self-motivated to succeed. Your instructor may require you to meet on a one-on-one basis at some time. Check the class notes for details when you register.

Work Based Learning

Work based learning is a work-based educational experience that provides you with the opportunity to work in the field that correlates with your program instruction.

Your Choice

Your Choice courses are designed for individuals who need flexibility in completing their coursework by allowing you the choice between fully classroom-based instruction including ITV/BlueJeans remote connections, fully online instruction, or a combination of the two. It is your choice to attend class in person or virtually during the scheduled class time or to complete activities and assignments online at another time. Your Choice courses provide the flexibility of online with the advantage of access to a face-to-face instructor.

High School Opportunities

Start College Now (formally known as Youth Options)

The Start College Now program allows high school students to attend a Wisconsin technical college and earn both high school and technical college credit. Students are eligible if they go to a public high school and have completed tenth grade with good academic standing, met any course prerequisites, have written approval from a parent or guardian, and have no history of disciplinary problems.

A completed Start College Now Application must be submitted to be considered for admission. This application must include all necessary signatures by the school board.

The program opens the door to greater learning opportunities for those who are motivated to get started on their careers and who are ready to try a new learning environment. Those interested must notify their local school board – using the Start College Now Application – by March 1 for the fall semester or October 1 for the spring semester. Start College Now information is also available on the WITC website at <https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning/start-college-in-high-school>.

Dual (Transcripted) Credit

An actual technical college course, using college textbooks and materials, is taught to high school students in a high school setting. An agreement between the technical college and high school spells out conditions the student must meet to successfully complete the course. The course is taught by the student's high school instructor and college credits are awarded and recorded on a technical college transcript upon successful completion of the course.

Transfer From WITC to Another Institution

Since the transfer and acceptance of credits is determined by each receiving college, WITC cannot guarantee that a student's WITC credits will transfer. If a WITC student would like to transfer to another college or university, they will need to contact that institution for information on course transferability.

Transfer Opportunities

WITC has developed transfer agreements with four-year private colleges and universities in the University of Wisconsin System. Transfer agreements may contain course-to-course equivalencies, while others provide for a total program transfer. The Transfer Information System (TIS) Web site (<https://www.wisconsin.edu/transfer/>) has been developed by the University of Wisconsin System in cooperation with the Wisconsin Technical College System. The purpose of the TIS is to help students understand their options and provide information about transferring credits and programs between

the two systems.

Most colleges review transcripts on an individual basis to determine which credits will transfer. Students planning to attend a four-year college or university after attending WITC should contact an admissions counselor or academic advisor at the four-year college of their choice. Requirements vary from institution to institution and an admissions counselor or academic advisor can help students plan their coursework to optimize their transfer of credit into a major.

WITC's transfer equivalency site is intended to provide prospective transfer students with information on how courses taken previously at private Wisconsin colleges and out of state colleges will transfer to WITC. When using the course Transfer Equivalency Service (TES) students should remember: (UW Colleges are listed on a separate site named Transfer Information System [TIS])

- The information on the TES system is provided as a guide to how classes from a student's current or former school may transfer to WITC.
- The course equivalency site lists commonly transferred courses to WITC from other institutions; the site is organized alphabetically by institution, and courses are grouped by subject area. If students do not find a course from their school listed on the site, the course may still transfer to WITC. Students should contact the campus credit for prior learning contact for assistance.
- Final determination of transfer credit acceptance is ultimately made by the campus credit for prior learning contact or registrar once admitted to a program and official transcripts of all completed coursework have been received.
- Additional schools and courses will be added on a regular basis, as students request transfer credit reviews.
- The catalog dates for each institution reflect the latest revision date for transfer equivalencies from that school.

For more information visit

<https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning/transfer-credit-from-other-colleges>.

Online Degree Transfer Opportunities

By combining a student's associate degree credits with online courses, they can complete their bachelor's degree through unique alliances with a number of colleges and universities.

For more information, visit www.witc.edu.



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GETTING STARTED IS SIMPLE!

Apply Online at witic.edu/apply

The online application takes less than 15 minutes to complete. Some programs require a \$30 non-refundable application fee. The online application will let you know if the fee is required.

WITC Application Dates

- On or after October 1 for the following fall term
- On or after February 1 for the following spring term
- On or after July 1 for the following summer term



Academic Admissions Requirements:

Nearly all programs at WITC have no admission testing requirements. If your program is not listed below, your next step is to schedule your admissions meeting. If you are applying to one of the programs below and don't exactly meet one of the requirements, don't worry. Our WITC counselors will discuss options with you at your meeting. Just bring along any transcripts you have and/or schedule a testing assessment prior to your admissions meeting, and we'll help you through your next steps.

Programs with Academic Range Requirements

<p>Nursing—Associate Degree Plumbing Apprentice Carpentry Apprentice Electrician Apprentice University Transfer Degree Associate of Arts (Tailwinds) University Transfer Degree Associate of Science (Tailwinds)</p> <p>Students considering any of the programs listed above must take a placement assessment for admissions.</p> <p>Required assessment may be waived if you have an associate degree or higher, or have previous ACCUPLACER®/ACT scores.</p>	<p>Medical Lab Technician Occupational Therapy Assistant Veterinary Technician</p> <p>Students considering any of the programs listed above must meet one of the following items:</p> <ul style="list-style-type: none"> • Minimum high school GPA of 2.8 • ACT score of 21 • Minimum college GPA 2.2 (min 3 cr) • Associate or bachelor degree • ACCUPLACER® scores • Additional measures may be considered as determined by the counselor 	<p>Dental Assistant Health Information Technology Medical Coding Specialist Medical Assistant Pharmacy Technician</p> <p>Students considering any of the programs listed above must meet one of the following items:</p> <ul style="list-style-type: none"> • Minimum high school GPA of 2.1 • ACT score of 18 • Minimum college GPA 2.0 (min 3 cr) • Associate or bachelor degree • ACCUPLACER® scores • Additional measures may be considered as determined by the counselor
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The ACCUPLACER® or ACT testing assessment may be waived if you have an associate degree or higher or have satisfactory scores that are less than five years old on a recent college entrance test such as ACCUPLACER® or ACT. Official transcripts or test results required. Schedule your placement assessment through the Student Services Office. Study First! WITC encourages all students taking the ACCUPLACER® to brush up on their skills before taking the assessment. Online study tools are available at witic.edu/apply.

Schedule and Attend an Admissions Meeting

After applying, your next step is to call the Student Services Office to schedule your admissions meeting. Going to college can be a little intimidating so we want to help you get off to a great start! The purpose of this 30-minute meeting is to connect you with all the support services available at WITC to help you have a great experience as a college student. This meeting can be scheduled in person, by phone, or via Skype.

Admissions Meeting Tips:

Bring your high school, college, or military transcripts. Note: In most cases, unofficial transcripts are accepted however, many of our allied health and public safety programs require an official transcript for admission. Official transcripts are also required to award any transfer credit. If these situations apply to you, request your official transcripts be sent directly to WITC as soon as possible.

For more information, or to schedule your assessment and/or admissions meeting, contact the Student Services Office at a campus near you. Call 800.243.9482

Ashland Student Services: Ext. 3188
 New Richmond Student Services: Ext. 4145
 Rice Lake Student Services: Ext. 5045
 Superior Student Services: Ext. 6271

Explore the College and Careers

One of the best ways to see if WITC is a good fit is for a student to set up an appointment with an admissions advisor. They can help a student decide on a career path, explore the campus, visit program classrooms, meet instructors and current students, and much more. While not required, many students find the following experiences valuable to their career decision:

Campus Tours

Students are invited to call and set up an appointment with a campus admissions advisor for a tour of the Ashland, Rice Lake, New Richmond, or Superior campuses.

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

Program Shadowing

Program shadowing is the opportunity to visit a campus and experience a program. Contact the admissions advisor at the campus of choice:

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

Career Planning and Assessment

In today's world, every person's career journey follows a different path. This path is guided by an individual's past experiences and also by decisions that were made throughout their life. The staff at WITC will work to guide students down the path that will lead to the program or career that is most appropriate.

WITC offers three options to begin the career exploration journey:

- 1) An online career assessment questionnaire to identify which career areas might be the best fit. Explore program offerings and other career resources at www.witc.edu/careers
- 2) WITC offers a free One-on-One Career Exploration to help you evaluate career options. This consists of: self-assessments, personality tests, Career Clusters interest inventory, labor market trends, employability skills, goal setting, and career decision making.
- 3) A WITC career counselor will provide guidance in determining which careers are best suited for each individual student. Schedule an appointment with a counselor at the campus of choice. Students will be given the opportunity to complete the Myers-Briggs Type Indicator® and the Strong Interest Inventory® for a minimal fee. The counselors will discuss the results of assessments, past employment, education, personal experiences, interests, and anything else that will help students make a career choice.

Financial Aid Events

Each year in October, several campuses host a Financial Aid Event. This community service event is designed to answer questions about applying for financial aid. These informational sessions are open to anyone interested in attending any postsecondary institution. For upcoming event dates and locations, contact a financial aid advisor at the Ashland, New Richmond, Rice Lake, or Superior campus.

Admissions Process

If a student would like to enroll as a full- or part-time student in a degree or technical diploma, they must first complete the following admissions process. Admission to most degree or diploma programs will qualify students to apply for financial aid.

Complete Application for Admission

While there is no set application deadline, October 1 is the date WITC begins taking applications for the following fall term. February 1 is the date for the following spring term, and July 1 is the date for the following summer term. Students should apply early since applications are processed in the order in which they are received.

Application acceptance is based on the state technical college system's Administrative Code, Section 10.06 and 10.07. The code ensures that all district residents (persons residing in counties within the WITC district) receive priority admission over nondistrict state residents, reciprocity students, and nonresidents.

District residents who apply on or before the following dates shall have admission priority:

- For programs commencing any time during the fall semester, the preceding January 1
- For programs commencing any time during the spring semester, the preceding May 1
- For programs commencing any time during the summer semester, the preceding October 1

After the dates specified above, district residents shall have priority equal to non-district state residents for admission to programs.

Apply online with the \$30 nonrefundable fee payable by credit card or debit card. Cash or check is accepted when applying in person.

For application, visit www.witc.edu/admissions/how-to-apply.

Schedule Assessment and Admissions Meeting

Students will need to schedule a time to complete placement assessment and meet with a counselor by calling the Student Services office at the campus they plan to attend. It is recommended that students bring an Application for Admission and copies of high school and/or college transcripts to the admissions meeting.

Assessment and Preparation for Admission

The college uses the ACCUPLACER or ACT assessment results and multiple measures (high school GPA, college coursework completed, etc.) to determine skill levels and place students in courses and/or programs where they will succeed academically. Applicants to the Liberal Arts degree programs must complete the UW placement assessment instead of ACCUPLACER.

Students are placed in one of the following levels of writing, reading and math coursework based on identified placement scores: 1) Academic Support, 2) General College or 3) Technical Diploma or Associate Degree. Academic Support courses focus on the fundamentals. General College courses focus on building skills to prepare students for college level coursework. Technical diploma and associate degree courses are college level in content and rigor.

Students will be admitted to the program of their choice based on placement scores required for course placement and/or program admission and space availability (some programs will have additional requirements). Course placement and/or program admission is based on meeting established course placement/program assessment scores in writing, reading, and math.

Students who have successfully met the ACCUPLACER or ACT assessment requirements within the last five years are immediately accepted for course placement and/or program admission. Students who have earned an associate or a baccalaureate degree (with the exception of a degree earned in a foreign country) do not need to complete an assessment. The student should bring score report(s) and/or official transcripts to the admissions meeting.

Note: accommodations for assessment are available for persons with disabilities. They will need to fill out a request for accommodations and provide appropriate documentation. Students should also make an appointment to meet with the accommodations specialist on campus.

Admissions Meeting

Students must attend an admissions meeting with a counselor to discuss skills, strengths, expectations for college, time management, resources available, and answer any questions the student may have about program(s) and their goals. Students that have completed all of the admission requirements will be admitted to the program of their choice and placed in coursework based on their assessment.

Transcripts

Students are encouraged to submit official copies of all prior academic transcripts (high school, GED/HSED, college, university, and military) to the Student Services office on the WITC campus they will be attending. Students still in high school should send a transcript of their coursework along with documentation of remaining courses to be completed prior to graduation. High school students who have completed the tenth grade and are participating the Wisconsin Youth Options program may also be eligible for WITC admission. Students should check with their high school counselor or a WITC counselor for more information.

Special Licensing Requirements

Students will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call a campus admissions advisor for details.

Success Strategies Courses

Success Strategies 1, a one-credit elective (a requirement in some programs) recommended for beginning students, teaches the eight On Course Success Principles for promoting greater academic and personal achievement. These timeless principles empower students to become active, responsible partners in their own education. Success Strategies 2, a one-credit elective recommended for graduating students, applies the principles to the workplace.

Waiting Lists

Waiting lists are established when the number of accepted students for a program exceeds the capacity of the program. Only students who meet a program's admissions requirements are offered a place on the waiting list. Students will be offered the option of being placed on a waiting list during the admissions meeting. WITC's policy regarding waiting lists complies with the Wisconsin Technical College System Board policy. Students may begin general studies coursework and other available classes required for a program as a pre-program student.

Admissions Deferment

Students who have been admitted to a program may request to defer their enrollment for one full year without having to reapply. Contact Student Services for more information.

Declared Program Major

Students have officially declared a major if they have paid their \$30 application fee, have applied to a program, and have been accepted. When a student declares a program, they receive a variety of services that are not available to students who do not declare a program. Students with a declared program can test out of courses that are required, receive credit for prior learning, transfer credits from other institutions, and receive assistance from program advisors. Students also qualify to apply for financial aid.

Double Program Major

Combining two degrees or diplomas is a good way to expand a student's career options. Students can add a second degree by filling out an application in the Student Services office. There is no additional application fee. As students complete their double major, courses in common will apply to both programs.

Undeclared Program Major

Students wanting to enroll in credit classes without entering a program of study will be classified in an undeclared program. Students in an undeclared program will only be allowed to enroll in courses in which required prerequisites and course placement scores are met if space is available after students with declared programs have enrolled. Students with an undeclared program do not qualify for financial aid. There is no application fee. Students will not be allowed to graduate from a program unless they have officially completed an application, paid a \$30 application fee, successfully completed the admissions assessment, and interviewed with a counselor.

Auditing Courses

A student may audit a course to gain a general understanding of a subject matter, but only with approval from the respective instructor (or academic dean if the instructor is not available). This is dependent on the student meeting prerequisites or other course requirements.

A student must decide whether to audit a course at the time of registration and must also complete the Intent to Audit form (can be found on the student portal in a downloadable format or in hard copy from the Student Services office). A student wanting to audit a course must pay the same tuition and fees as a student enrolled for credit. Any course prerequisites must be met before registering and enrolling in an audited course. Under the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying program fees when auditing courses, excluding community service courses and apprenticeship courses on a space-available basis. Any auditor age 60 or over must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

A student does not earn course credit for auditing a course, nor is an achievement grade awarded at course end. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' benefits, or for any other purpose for which the college is asked to certify a student's full- or part-time enrollment status.

A student auditing a course is expected to meet attendance requirements, participate in classroom and lab work, and complete all assignments, but is not required to take examinations. At course end, an audited course will reflect a "G" notation on the student's official record and transcript for that course. A student may not change his or her course enrollment status at a later date to receive credit for an audited course.

The college administration reserves the right to restrict the auditing of any course. Audit options are provided in courses on a space-available basis. Additional course sections do not need to be created to accommodate groups of student auditors.

A course may be dropped for audit and added for credit or dropped for credit and added for audit during the first 7 calendar days from the start of the course. Courses added for audit require students to complete an Intent to Audit form.

International Student

Wisconsin Indianhead Technical College (WITC) is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15)(F) to enroll non-immigrant alien students. Students are required to follow the regular admission procedures, provide a TOEFL (Test of English as a Foreign Language) score if a non-native speaker, a certificate of health and accident insurance, statement of financial resources to support education costs, and request a Certificate of Eligibility (Form I-20) from the college. International students must also take the College's admission assessment.

International students will be admitted to associate degree or technical diploma programs on a space available basis. Wisconsin residents will be given preference in admissions to all programs. The process takes at least 120 days. Plan ahead and refer to the WITC Web site for international student details.

Requirements for Admission

WITC has an open admissions policy to enroll in the college. Additional requirements vary by program. Students should check with an admissions advisor at the appropriate campus. For more information, go to www.witc.edu.

Grade Point Average (GPA) Requirements

WITC does not require a specific GPA for admission, however, an admissions assessment is required. Resources are available to develop needed skills for completion of the admissions assessment. In addition, the Academic Support Center on each campus has a variety of refresher courses that students can take before enrolled or while enrolled to enhance their academic and study skills.

Credit for Prior Learning

Credit for prior learning is the term used to describe credit awarded for prior skills and knowledge in the following categories:

- Subject area competency demonstrated by passing a district or national examination
- Previous work experience, education or training, or other prior learning comparable in content and rigor to specific technical college course(s)

The criterion for awarding credit for prior learning is based on competencies previously attained and equivalent to WITC course competencies. These credits may be used in place of selected WITC course requirements if the competencies gained are equivalent to the WITC curriculum outcomes. Students may apply for credit for prior learning after they are admitted to a specific program.

At least 25 percent of technical studies credits in an associate degree program or 25 percent of occupational-specific credits in a technical diploma program must be earned at WITC. The college has developed policies and procedures governing the evaluation of credit for prior learning applications. Students are responsible for requesting credit. For more information, contact a Credit for Prior Learning Contact at the appropriate campus.

Experiential Learning

A student will be awarded credit for a WITC course(s) for previous work experience, business and industry training, military education or experience, or other prior learning determined by the academic dean as comparable in content and level of rigor.

Experiential Learning Portfolio

- WITC will award credit for prior learning to students who demonstrate mastery of WITC course competencies through a portfolio that documents experience or education or a combination thereof; mastery of course competencies is defined as 80 percent.
- Portfolio must be developed following WITC Experiential Learning/Portfolio Evaluation Procedures and Portfolio Format and Guidelines.
- There is a nonrefundable \$90 fee for each evaluation.
- This is not an option for a course previously attempted and unsuccessfully completed.
- Students currently enrolled in the course in which they are seeking experiential credit will have 7 calendar days from the start of the class to receive a full (100 percent) tuition refund. Requests for tuition refunds made after this date will be refunded using the WTCS state-mandated Fee Refund Policy.
- Students may resubmit a portfolio for the same course after one year from the date of the first attempt.

Skills-Based Assessment

- WITC will award credit for prior learning to students who demonstrate subject-area competency through written, oral, performance, or practical exam, as well as an interview or any combination of these methods; mastery of course competencies is defined as 80 percent.
- Student must pass the written exam at 80 percent, if applicable, prior to meeting with the instructor to demonstrate skills.
- Student meets with an instructor to demonstrate skills that meet the competencies of the specific WITC course(s).
- There is a nonrefundable \$90 fee for each evaluation.
- This is not an option for a course previously attempted and unsuccessfully completed.
- Students currently enrolled in the course in which they are seeking experiential credit will have 7 calendar days from the start of the class to receive a full (100 percent) tuition refund. Requests for tuition refunds made after this date will be refunded using the WTCS state-mandated Fee Refund Policy.

Credit by Exam

WITC Challenge Exams

- WITC will award credit for prior learning to students who demonstrate mastery of course competencies through an exam not requiring instructor proctoring; mastery of course competencies is defined as 80 percent
- Students are assessed a nonrefundable \$50 fee prior to taking an exam
- Students not enrolled in the course may take the exam at any time
- Students currently enrolled in the course may only take the challenge exam during the first seven calendar days from the start of the course; if successful, student must request a withdrawal from the course and will be given a full (100 percent) refund

- Students may retest for the same exam after one year from the date of the first attempt
- Students are ineligible to take a challenge exam for a course in which they have previously received a final grade
- WITC is not required to have challenge exams for all courses

National Examination

- Credit may be awarded for nationally-recognized testing including, but not limited to, the College Board Advanced Placement (AP) exams, the International Baccalaureate exams, CLEP, DSST (formerly DANTES), and nationally recognized exams in specific occupational areas
- Students must request official exam scores be sent directly to WITC Student Services
- For Advanced Placement exams, a student must obtain a score of three (3) or higher to be awarded credit for the completion of the equivalent WITC course(s)
- For other national exams, WITC has identified acceptable scores required to award credit for equivalent courses
- Students will not be assessed a fee for this service

Transfer Credit

Transfer Credit is the term used to describe credit earned at other postsecondary institutions and includes the following

- Postsecondary credits earned at WTCS (Wisconsin Technical College System) colleges
- Postsecondary credits earned at non-WTCS colleges
- Credits earned completing a WTCS program of apprentice-related technical instruction
- Advanced sequential coursework
- Course substitution for WITC coursework

The criterion for awarding transfer credit is based on competencies previously attained and equivalent to WITC course competencies. These credits may be used in place of selected WITC course requirements if the competencies gained are equivalent to the WITC curriculum outcomes. Students may apply for transfer credit after they are admitted to a specific program.

At least 25 percent of technical studies credits in an associate degree program or 25 percent of occupational-specific credits in a technical diploma program must be earned at WITC. The college has developed policies and procedures governing the evaluation of transfer credit applications. Students are responsible for requesting credit and providing official transcripts prior to enrollment. For more information, contact a counselor at the appropriate campus.

Transfer credit guidelines and program curriculum requirements in effect at the time a student is admitted (defined as requirement term) are followed when making transfer credit evaluations. If a student does not begin taking coursework or has more than one term (excluding summer) without enrollment, a transfer credit evaluation will be recompleted using current transfer credit guidelines and program curriculum requirements as defined by the new requirement term.

Transferred courses that no longer meet program curriculum requirements or transfer credit guidelines as defined by the student's requirement term will be removed from the student's academic record.

Postsecondary Credits Earned at WTCS Colleges

WITC affirms the transferability of similar courses and those courses adopted as part of systemwide curricula among the WTCS colleges appropriate to a student's associate degree, technical diploma, or certificate program. For a student transferring from one WTCS college to another, credit awarded for courses designated as fulfilling the general education requirement at one WTCS institution will fulfill the same general education requirement at WITC.

WITC will reevaluate credits awarded as fulfilling program course requirements to determine their applicability to new program requirements other than those considered as general education. Additional documentation to assist in the reevaluation of the prior learning experiences may be required.

WITC will evaluate occupational-specific and general education credits earned as part of a technical diploma program or career pathway based on course competencies if students seek to transfer these credits as counting toward completion of an associate degree program.

Postsecondary Credits Earned at Non-WTCS Colleges

WITC awards credit for prior learning coursework from a nationally or regionally accredited institution. Coursework will be evaluated to determine the extent the credits apply to program requirements, general studies requirements, or other WITC program-specific graduation requirements.

Students who have a postsecondary or professional degree from a nationally or regionally accredited institution will receive credit for WITC associate degree general studies requirements. Students who qualify for 21 general studies credits may need to complete some additional general studies requirements based on documented program-specific general studies requirements. For example, a student with a business degree seeking to enroll in a WITC health occupations program may need to complete additional general studies science courses.

Students with credits earned at WTCS or non-WTCS colleges:

- Must request an official transcript be sent to the Student Services office
- Will not be assessed additional fees for credit evaluation
- Will only be awarded credit for coursework with a minimum grade point of 2.0 on a 4.0 scale
- Will be awarded credit on a semester credit basis (quarter credits will be evaluated for competency and equivalency and granted accordingly)
- Associate degree students must complete 25% of technical studies and technical diploma students must complete 25% of occupational-specific credits through coursework taken at WITC

Registered Apprenticeship

When a student enrolls, WITC will award credit for the successful completion of a WTCS program of apprentice-related technical instruction and possession of Certificate of Apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS) as fulfilling the 39-credit minimum Technical Studies requirement of the Technical Studies – Journey Worker Associate of Applied Science degree. The WTCS apprentice program must include at least 400-hours of prescribed apprentice-related technical instruction to fulfill the 39-credit minimum.

Advanced Sequential Courses

Credit for prior learning may be awarded for prerequisite coursework based on successful completion of advanced sequential courses.

- At the student's request and approval of the academic dean, permission may be given to enroll in an advanced sequential course
- Prerequisite credit will be posted to the student's academic record and will appear on the student transcript only after successful completion of the advanced sequential course
- Fees are not charged for credit granted through advanced sequential courses

Course Substitution

A student may be awarded substitution credit for coursework completed at WITC in a prior term to substitute for comparable coursework in current plan or by requesting approval to enroll in a different course than required in the approved program plan.

- Student must be admitted to a program plan (cannot be preplan)
- Academic deans review and approve course substitution requests
- Course substitutions are processed after a grade is received
- Course substitutions are only reflected on the advisement transcript; the official transcript reflects actual coursework completed

High School Credits

High school students will be awarded WITC college credit by successfully completing high school courses, including coursework completed by home-school students, that WITC deems comparable in scope and content to a specific WITC course(s) as follows:

High School Articulated Coursework

A student will be awarded credit for a specific WITC course(s) under the following conditions:

- The high school courses have been identified through an articulation agreement as comparable to the specific WITC course(s)
- The student presents appropriate documentation of high school course(s) completed with a minimum of 3.0 on a 4.0 scale
- WITC will award credit for high school coursework articulated between a high school and WITC colleges covered by an articulation agreement toward completion of a comparable WITC course(s) for students transferring from one technical college to another, credit awarded for high school coursework covered by an articulation agreement at the originating technical college will be accepted as credit toward completion of a comparable course(s) by the receiving technical college

Youth Apprenticeship

A student who has completed a state-approved youth apprenticeship will be awarded credit for a specific WITC course(s) under the following conditions:

- The student presents appropriate documentation of successful completion of the youth apprenticeship program
- Associate degree students must complete 25% of technical studies and technical diploma students must complete 25% of occupational-specific credits through coursework taken at WITC

Other Advanced High School Coursework (includes home-school)

A student may be awarded credit from WITC for a specific course(s) by presenting appropriate documentation of completion of one or more advanced high school courses, with a 3.0 on a 4.0 scale, that have not been identified through an articulation agreement; WITC deems the coursework comparable to a specific WITC course(s).

Registration/Enrollment

Registration is the process of signing up for classes. All students must complete the registration process whether or not they are admitted to a program. All WITC students must be in good financial standing with the college to register.

For each group below, enrollment dates, curriculum checklist, suggested course schedules, and other registration information is available online at www.witc.edu/registration.

Students new to a degree or diploma program, must first complete the admissions process. When they have been admitted into a program, they will be notified if they need to attend an orientation for their program.

Students continuing in a program are encouraged to meet with their academic advisor, at which time the advisor will help them select courses.

Students that have not been active in their program for a semester or longer (excluding summer) should contact an admissions advisor for information on reentry.

Registration times and dates for students not pursuing a diploma will vary depending on whether classes are credit or noncredit. See witc.edu and click on "ClassFinder" for more information.

New Student Orientation

This orientation provides an opportunity to learn about academic and student services needed as a first term new program student at WITC. Topics will include technology, campus life, student code of conduct, expectations, and college policies. In person orientations will be offered at each of our campuses prior to term start. Students will meet with college staff, academic advisors, and have an opportunity to meet fellow students. WITC also offers an online New Student Orientation available 24/7 at www.witc.edu/admissions/how-to-apply/orientation.

Online Learning Orientation

The Online Learning Orientation is designed to acquaint students with the technologies and resources needed to successfully complete their program plan. This information is useful to students as they begin their coursework at WITC. Students should allow ample time to complete this orientation prior to the start of classes. To complete the orientation, visit: <https://www.witc.edu/admissions/how-to-apply/orientation>.

Class Expectations

At the beginning of each course, instructors will provide each student with a syllabus outlining the course requirements and expectations. Each syllabus will provide the following information:

- Course information (title, number, and credits/hours)
- Course description
- Course competencies and related collegewide and program outcomes
- Instructor contact information and office hours
- Required textbooks and supplies
- Assessment procedures and grading information
- College policies
- Course-specific policies

Student Academic Appeals

Students attending Wisconsin Indianhead Technical College may appeal a variety of decisions made by the college that directly impact their academic standing or progress, such as:

- Final grades in course(s)
- Credit for prior learning (including transfer credit, challenge exams, and work/life experiences)
- Satisfaction of graduation requirements

The relationship between a student and faculty member in the classroom is the most important relationship within the college structure. Students and faculty are expected to first attempt to resolve the issue on an informal basis.

Student Rights

- The right to appeal institutional decisions that affect their academic standing or progress.
- The right to present information relevant to the appeal.
- The right to appear with an advisor. Since this appeal process is not a judicial process, no legal representation is part of the process. The appeal process is an educational process. The student's advisor must be selected from the College. This advisor may be a counselor, instructor, dean, or other College staff member. The advisor may attend informal and formal appeal proceedings to counsel the student and suggest questions.

Students in the Division of Allied Health, EMS, and Nursing or the Law Academy should refer to their program handbooks for guidance on academic appeals. Owing to requirements placed on programs by external accrediting bodies, those requirements may supersede the processes described here; students in these programs must follow the processes described in their program handbooks.

Time Frame

- For issues related to final course grade, if no satisfactory resolution is achieved informally, students must submit the Academic Appeals Request Form no later than six weeks from the end of the course.
- For issues related to credit for prior learning or satisfaction of graduation requirements, students must submit the Academic Appeals Request Form no later than six weeks after the action was communicated to the student.

Informal Review

- Before any formal grade appeal is filed, it is required that students meet with the faculty member to clarify and to attempt to resolve the disputed grade. Students with credit for prior learning or satisfaction of graduation requirement appeals must contact the Registrar to discuss the issue.
- In the event that a final grade issue cannot be resolved with the faculty member, the student must contact and meet with the faculty member's Associate Dean or designee to attempt to resolve the issue. If credit for prior learning or satisfaction of graduation is the issue, move directly to the Formal Review.

Formal Review

If the issue is still not resolved, the student may file a formal appeal:

1. The student may appeal a grade granted by any faculty member of any course, based on one or more of the following:
 - a. A mathematical error in the calculation of the grade
 - b. The assignment of a grade to a particular student by application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same faculty member
 - c. The assignment of a grade to a particular student on some basis other than performance in the course
 - d. The assignment of a grade by a substantial departure from the faculty member's previously announced standards for that course
2. The student must submit a formal, written appeal utilizing the WITC Academic Appeals Request Form with any appropriate supporting documentation to the Vice President, Academic Affairs. The WITC Academic Appeals Request Form is found in hard copy from the Student Services office.
3. The Vice President, Academic Affairs will conduct a preliminary review of the request to determine if the appeal meets the prescribed standards for an appeal. The Vice President, Academic Affairs will notify the student within five (5) business days if the appeal has no merit. The decision of the Vice President, Academic Affairs is final.
4. If the appeal has merit, an Academic Appeals Committee appointed by the Vice-President, Academic Affairs will then review the appeal to determine if it merits further consideration. The Academic Appeals Committee is appointed by the Vice President, Academic Affairs. Committee members will be selected to provide objectivity and/or relevant knowledge or experience.
 - a. If the appeal has no merit, all persons involved in the appeal will be notified within 14 business days of receipt of written appeal. The appeal will be dropped at this point. The decision will be final.
 - b. If the appeal has merit, the Committee will:
 - 1) Act on the appeal within 30 days of the decision to investigate the appeal. The Committee will schedule a hearing at the student's campus to make it convenient for the student to attend part of the review. This scheduled date is communicated to all involved parties.
 - 2) The Committee reviews the appeal and conducts a hearing with the student and other appropriate staff (if necessary).
 - 3) The Committee will deliberate and make the final decision on the matter, preferably by group consensus. If consensus cannot be reached, a vote will be taken. A majority vote decides the appeal. All discussions will be kept confidential by group members.
 - 4) Within five business days of the Committee's action, the student will be mailed a letter from the Registrar outlining the decision.



Programs and Certificates (Associate Degrees and Technical Diplomas)

Campuses add or discontinue programs periodically. Please contact the Admissions office for information on current program availability. Curricula may change at any time to assure that instruction is keeping pace with changing technology and workplace requirements.

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General Studies

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General Studies

Campuses: Ashland, New Richmond, Rice Lake, Superior

General Information

General Studies offers courses in communication, mathematics, science, social science, and behavioral science that provide the foundation for degree, certificate, and diploma programs at WITC. A General Studies certificate is also offered.

Prepared Learner courses equip students with the skills necessary to master college-level curricula. Academic history, self-awareness, and/or length of time away from formal education steer students to these courses. Prepared Learner courses carry college credits and are eligible for financial aid. They cannot be counted for degree credit.

Academic Support offers individualized and group instruction in English, social studies, science, reading, mathematics, English Language Learning (ELL), civics, health, career exploration, and employability skills. Persons may attend classes to prepare for entry into specific WITC courses, to receive academic support with current program course materials, to prepare for employment, to increase knowledge of oral and written communication, and to fulfill personal goals. GED/HSED preparation and testing services are also available.

University Transfer Courses and Degrees

WITC is collaborating with Nicolet College to offer all those at WITC a full slate of Liberal Arts courses. Many Nicolet courses are provided IPV to each of our main campuses, while others are offered online. The combination of WITC General Studies courses and Nicolet courses enable a WITC student to work toward a full Associate of Arts or Associate of Science degree, while still living, working and going to school near home. For more information, see the University Transfer degree pages (pp. 44-47).



General Studies Courses

Communication

10801136 English Composition 1
10801196 Oral/Interpersonal Communication
10801197 Technical Reporting
10801198 Speech
32801361 Applied Communications
32801362 Advanced Communication Skills *
10831103 Intro to College Writing
10838104 Intro to College Reading
76851740 Writing Foundations
76851750 Writing Foundations for Trades
76858740 Reading Foundations
99831900 Writing Essentials

Mathematics

10804113 College Technical Mathematics 1A
10804114 College Technical Mathematics 1B *
10804118 Intermediate Algebra with Applications *
10804123 Math with Business Applications
10804133 Mathematics and Logic
10804134 Mathematical Reasoning
10804138 Math for Health Professionals
10804189 Introductory Statistics *
10804196 Trigonometry with Applications *
10834109 Pre-Algebra
32804303 Applied Math
32804313 Applied Math 2 *
32804325 Applied Technical Math 1
32804334 Applied Technical Math 2 *
32804335 Advanced Technical Math *
76854745 Math Foundations
76854740 Math Foundations for Health
76854750 Math Foundations for Trades

Science

10806105 Principles of Animal Biology
10806112 Principles of Sustainability
10806114 General Biology
10806134 General Chemistry
10806140 Chemistry
10806175 Pathophysiology *
10806177 General Anatomy and Physiology
10806179 Advanced Anatomy and Physiology *
10806197 Microbiology *
10806198 Human Biology

Social Science

10809122 Introduction to American Government
10809166 Introduction to Ethics: Theory and Application
10809172 Introduction to Diversity Studies
10809174 Social Problems
10809195 Economics
10809196 Introduction to Sociology

Behavioral Science

10809159 Abnormal Psychology *
10809188 Developmental Psychology
10809198 Introduction to Psychology
32809380 Applied Interpersonal Skills

Interdisciplinary

10835103 Study Skills
10890100 Success Strategies
10890116 Job Quest
10890120 Service Learning
30890320 Working Smart
32890305 Applied Information Resources

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better unless otherwise specified by program requirements.

Academic Support Courses

Various levels of coursework are offered in the following areas:

- English
- Social Studies
- Science
- Reading
- Mathematics
- English Language Learning (ELL)
- Civics
- Health
- Employability Skills
- GED/HSED Orientation

General Studies Course Descriptions

Communication

10801136

English Composition 1 - Credits: 3

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

10801196

Oral/Interpersonal Communication - Credits: 3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

10801197

Technical Reporting - Credits: 3

Prepare and present written, oral, and visual communication products, including instructions, proposals, informal and formal reports. Produce clear, usable communication by incorporating information design principles, arranging content to satisfy diverse audience needs, and presenting visuals for various contexts. Designed as an advanced course to develop collaborative communication practices, information literacy skills, and ethically responsible professional communication strategies.

10801198

Speech - Credits: 3

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

32801361

Applied Communications - Credits: 2

This basic communication course focuses on effective listening, speaking, reading, and writing in life and at work. Students demonstrate their skills both individually and in groups. Students also produce such employment documents as a cover letter, a resume, and a preliminary job portfolio.

32801362

Advanced Communication Skills - Credits: 2

This course focuses on building effective professional and personal communication skills. Students will practice, prepare, and deliver program-specific written documents, presentations, and interpersonal communication scenarios for diverse audiences. The course also examines the importance of community and engagement, and includes best practices in Computer-Mediated Communication. PREREQUISITE: 32801361 Applied Communications.

10831103

Intro to College Writing - Credits: 3

This transitional course prepares the student for enrollment in English Composition 1 and introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents.

10838104

Intro to College Reading - Credits: 2

Provides learners with opportunities to develop and expand reading skills including comprehension and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

76851740

Writing Foundations

Writing Foundations is a course designed to improve a student's writing skills to prepare the student for success in Intro to College Writing. Completing the course with a grade of C or higher will allow a student to enter Intro to College Writing.

76851750

Writing Foundations for Trades

Writing Foundations for Trades is a course designed to improve a student's writing skills to prepare the student for success in trades programs.

76858740

Reading Foundations

Reading Foundations is a course designed to improve a student's reading skills to prepare the student for success in Intro to College Reading. Completing the course with a grade of C or higher will allow a student to enter Intro to College Reading.

99831900

Writing Essentials - Credits: 2

This transitional course prepares students for success in English Composition 1. Topics include basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. This course cannot be used to meet any General Studies course requirements for graduation in a program. COREQUISITE: 10801136 English Composition 1.

Mathematics

10804113

College Technical Mathematics 1A - Credits: 3

Topics include: solving linear equations, graphing, percent, proportions, measurement systems, computational geometry, and right triangle trigonometry. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

10804114

College Technical Mathematics 1B - Credits: 2

This course is a continuation of College Technical Mathematics 1A. Topics include: performing operations on polynomials, solving quadratic and rational equations, formula rearrangement, solving systems of equations, and oblique triangle trigonometry. Emphasis will be on the application of skills to technical problems. Successful completion of or concurrent enrollment in College Technical Mathematics 1A is required for course enrollment. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804113 College Technical Mathematics 1A.

110804118

Intermediate Algebra with Applications - Credits: 4

This course offers algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions. PREREQUISITE: 10834109 Pre-Algebra or any associate degree or college parallel level WTC mathematics course.

10804123

Math with Business Applications - Credits: 3

This course integrates algebraic concepts, proportions, percents, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.

10804133

Mathematics and Logic - Credits: 3

Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

10804134 Mathematical Reasoning - Credits: 3

All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. 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 may be used as the first of a two part sequence that ends with Quantitative Reasoning as the capstone general education math requirement.

10804138

Math for Health Professionals - Credits: 2

Following an arithmetic review, this course emphasizes those mathematical skills necessary for success in the nursing field and related health occupations. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percents; basic principles and application of algebra, graphing, and statistics; measurement skills in U.S. Customary and Metric systems as well as apothecary and household systems; and the use of calculators as a tool.

10804189

Introductory Statistics - Credits: 3

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Recommended Prerequisite: Introductory computer skills to include spreadsheets. PREREQUISITE: 10834109 Pre-Algebra or any associate degree or college parallel level WTC mathematics course.

10804190

Trigonometry with Applications - Credits: 3

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors. PREREQUISITE: 10804118 Intermediate Algebra with Applications.

32804303

Applied Math - Credits: 2

This course covers practical applications of whole numbers, fractions, decimals, percent, proportion, and formula evaluation. The course also includes measurement, U.S. and metric systems of measurement, and basic geometry.

32804313

Applied Math 2 - Credits: 2

This course is a continuation of Applied Math. A more thorough coverage of solving equations and rearranging formulas with special applications to formulas used in the mechanical technician programs. Other topics include a study of solid geometry and direct and inverse proportions for work with hydraulics and transmission studies. The course is team-taught with the core instructor and direct application of math skills taught will be assessed in the math class and during time spent with the core instructor. PREREQUISITE: 32804303 Applied Math.

32804325

Applied Technical Math 1 - Credits: 3

This technical diploma course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimensions is emphasized. The course also includes introductory algebra with emphasis on utilization of formulas including work with signed numbers. First-degree equation solution is also emphasized.

32804334

Applied Technical Math 2 - Credits: 2

This technical diploma course is a continuation of Applied Technical Math 1. Topics covered include the basic geometry of plane and solid figures, right-triangle trigonometry, oblique-triangle trigonometry, and applications of these topics to trade and industry programs. PREREQUISITE: 32804325 Applied Technical Math 1.

32804335

Advanced Technical Math - Credits: 3

This technical diploma course is a continuation of Applied Technical Math 1. Topics covered include the basic geometry of plane and solid figures, right-triangle trigonometry, oblique-triangle trigonometry, and applications of these topics to trade and technical programs. Additional topics covered in this course are program specific. These topics include applications to machine shop formulas, Cartesian coordinates, point-to-point programming, land-surveying mathematics, and framing-square calculations. PREREQUISITE: 32804325 Applied Technical Math 1.

10834109

Pre-Algebra - Credits: 3

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. This course cannot be used to meet any General Studies course requirements for graduation in a program.

76854745

Math Foundations

Math Foundations is a course designed to improve a student's math skills to support their success in Pre-Algebra. Students will be able to co-enroll in Pre-Algebra. Completing the course with a grade of C or higher should prepare a student to successfully complete their Pre-Algebra course.

76854740

Math Foundations for Health

Math Foundations for Health is a course designed to improve a student's math skills to prepare the student for success in health programs.

76854750

Math Foundations for Trades

Math Foundations for Trades is a course designed to improve a student's math skills to support their success in Applied Math or Applied Technical Math 1. Students in Math Foundations for Trades will be able to co-enroll in Applied Math or Applied Technical Math 1. Completing the course with a grade of C or higher should prepare a student to successfully complete their Applied Math or Applied Technical Math 1 course.

General Studies Course Descriptions

Science

10806105

Principles of Animal Biology - Credits: 4

Introductory course focusing on general biological principles, cell structure and function, genetics, comparative anatomy and physiology, evolution, and ecosystems. Includes dissection of various fresh and preserved materials. This course is appropriate for OTA, AODA and other allied health students. PREREQUISITE: Admission to Veterinary Technician or Veterinary Assistant.

10806112

Principles of Sustainability - Credits: 3

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

10806114

General Biology - Credits: 4

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.

10806134

General Chemistry - Credits: 4

Covers the fundamentals of chemistry. Topics include the metric system, problem solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws.

10806140

Chemistry - Credits: 1

This is a combined lecture/laboratory course for those entering health occupations programs. You will study chemical bonds and the solution process; chemical reactions and chemical equilibria; and acids and bases. You will participate in labs where appropriate. No previous background in chemistry is required. Good math skills are helpful.

10806175

Pathophysiology - Credits: 3

This introductory course in pathophysiology covers topics related to alterations of homeostasis and the associated pathophysiological processes. Course studies include the processes involved that generate illness; signs and symptoms of commonly occurring illness states; and effects of disease processes on the cell. Review of normal homeostatic mechanisms is included. Study of these fundamental processes in relation to the pathophysiological processes can enable the students to apply this knowledge to clinical situations. PREREQUISITES: 10806179 Advanced Anatomy and Physiology and 10806197 Microbiology.

10806177

General Anatomy and Physiology - Credits: 4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. This course includes a one-credit lab component that supports the course objectives. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.) NOTE: Successful completion of a chemistry course within the last five years is highly recommended.

10806179

Advanced Anatomy and Physiology - Credits: 4

Advanced Anatomy and Physiology is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course. PREREQUISITE: 10806177 General Anatomy and Physiology, preferably within the last five years.

10806197

Microbiology - Credits: 4

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. This course includes a one-credit lab component that supports the course objectives. PREREQUISITE: 10806177 General Anatomy and Physiology, preferably within the last five years.

10806198

Human Biology - Credits: 4

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of three hours of lecture and two hours of lab per week. NOTE: this course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology 1 and II.

Social Science

10809122

Introduction to American Government - Credits: 3

Introduces American political processes and Institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

10809166

Introduction to Ethics: Theory and Application - Credits: 3

This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

10809172

Introduction to Diversity Studies - Credits: 3

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

10809174

Social Problems - Credits: 3

Explores the causes of and possible solutions to selected social problems, such as inequality, crime and deviance, and poverty. Students will examine the interrelationship of social problems and their roots in fundamental societal institutions.

10809195

Economics - Credits: 3

This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

10809196

Introduction to Sociology - Credits: 3

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

General Studies Course Descriptions

Behavioral Science

10809159

Abnormal Psychology - Credits: 3

The course in Abnormal Psychology surveys the essential features, possible causes, assessments, and treatment of mental health challenges from the viewpoint of the major historical and theoretical perspectives in the field. Students will be introduced to the diagnostic system of the Diagnostic and Statistical Manual of Mental Disorders. Biological, psychological, and socio-cultural perspectives in understanding and responding to abnormal behavior will be addressed, as well as current topics and issues. **PREREQUISITE:** 10809198 Introduction to Psychology.

10809188

Developmental Psychology - Credits: 3

Developmental Psychology is the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.

10809198

Introduction to Psychology - Credits: 3

This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

32809380

Applied Interpersonal Skills - Credits: 2

Improve intrapersonal and interpersonal skills in high demand by employers to enhance life-long learning both professionally and personally. Areas that are highlighted include providing excellent customer service in a diverse workplace, working ethically, improving motivation, applying critical thinking skills, and managing difficult situations.

Interdisciplinary

10890100

Success Strategies - Credits: 1

This course is designed to facilitate greater learner success affecting the academic, professional, and personal lives of students.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

10890120

Service Learning - Credits: 3

This course is designed to provide students with work experience in community settings. Students plan and participate in activities that address community needs and develop their academic, program, and core ability skills. Students will log and journal experiences to reflect their learning and may develop a portfolio to document skill development.

30890320

Working Smart - Credits: 1

This course will work in collaboration with student internship, second 8 weeks, to address employability skills in a natural, work-based learning environment. Students will continue the development and enhancement of job seeking skills, while practicing job retention skills such as problem solving, time management, accountability, self-awareness and working relationships. **COREQUISITES:** 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

32890305

Applied Information Resources - Credits: 2

This course will allow the learner to develop skills in research, evaluation, selection, and preparation of information resources useful to their career area. Learners will use various information resources, including computer software applications to develop sound information research strategies. Learners will be exposed to ethical use of information, information provided by various methods and stored in various management formats, communicating by e-mail, developing search and selection of information resources, analysis, and use of results. This discussion- and lab-based course will use individual and group work to search and share information resources. Competencies learned in this course will be able to be applied in other courses within your program and will continue to be valuable in lifelong learning. You should have experience in keyboarding and basic computer skills for this course.

10835103

Study Skills - Credits: 1

This course provides learners with strategies to develop study skills for success in college. Through hands-on experiences, learners will apply study skills, learn how to think critically, and use information resources and technology. This course cannot be used to meet any General Studies course requirements for graduation in a program.

General Studies Certificate

17-801-2 Technical Certificate

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In-Person, or ITV (Interactive Television) instruction



Overview

The General Studies certificate is designed for students who would like to take introductory courses before deciding on a technical diploma or associate degree program. It provides time to develop learning skills and clarify career/educational goals while earning credits that may be applied to a WITC program.

Special Features

Some credits may also be transferable to other technical colleges, the UW System, or private four-year colleges. Check with the other college for more information.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the General Studies Certificate program from the program of choice dropdown list.

Outcomes

The General Studies certificate will help you:

- Develop learning skills
- Clarify career/educational goals
- Recognize and be more aware of their abilities
- Complete general education requirements prior to choosing their program
- Match their interests and abilities to today's technical careers
- Improve their study habits, writing skills, academic performance, and employability skills

Related Programs

- University Transfer Degree - Associate of Arts
- University Transfer Degree - Associate of Science

University Transfer Courses and Degrees

WITC is collaborating with Nicolet College to offer all those at WITC a full slate of Liberal Arts courses. Many Nicolet courses are provided IPV to each of our main campuses, while others are offered online. The combination of WITC General Studies courses and Nicolet courses enable a WITC student to work toward a full Associate of Arts or Associate of Science degree, while still living, working and going to school near home. For more information, see the University Transfer degree pages (pp. 44-47).

Curriculum

Number	Course Title	Credits (cr.)
Communications ** (one course from the following list):		
10801136	English Composition 1	3 cr.
10801197	Technical Reporting	3 cr.
(one course from the following list):		
10801196	Oral/Interpersonal Communication	3 cr.
10801198	Speech	3 cr.
Math or Science ** (one course from the following list):		
10804113	College Technical Mathematics 1A	3 cr.
10804118	Intermediate Algebra with Applications *	4 cr.
10804123	Math with Business Applications	3 cr.
10804133	Mathematics and Logic	3 cr.
10804134	Mathematical Reasoning	3 cr.
10804189	Introductory Statistics *	3 cr.
10804196	Trigonometry with Applications *	3 cr.
10806112	Principles of Sustainability	3 cr.
10806105	Principles of Animal Biology	4 cr.
10806114	General Biology	4 cr.
10806134	General Chemistry	4 cr.
10806177	General Anatomy and Physiology	4 cr.
10806198	Human Biology	4 cr.
Social Science ** (one course from the following list):		
10809122	Introduction to American Government	3 cr.
10809166	Introduction to Ethics: Theory and Application	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809174	Social Problems	3 cr.
10809195	Economics	3 cr.
10809196	Introduction to Sociology	3 cr.
Behavioral Science ** (one course from the following list):		
10809159	Abnormal Psychology *	3 cr.
10809188	Developmental Psychology	3 cr.
10809198	Introduction to Psychology	3 cr.

Select two additional courses from any of the categories above

TOTAL CERTIFICATE REQUIREMENTS **21 cr.**

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

** See pages 39-42 for General Studies courses and descriptions.

University Transfer Degree - Associate of Arts

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

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Collaborative Program with Nicolet College



Program Overview

Upon completion of this program, you'll be able to transfer to most public or private colleges and universities, both inside and outside of Wisconsin. Up to 72 credits may transfer to satisfy university general education requirements (additional courses may be needed for specific majors or licensure requirements). Completion of the full AA degree allows for maximum transfer.

The University Transfer Degree - Associate of Arts program is provided in partnership with Nicolet College. You'll receive all the cost savings and the convenience of a complete liberal arts transfer degree while taking your classes at a WITC campus, online, and/or via ITV. Financial aid will be awarded through Nicolet. The degree will also be awarded by Nicolet.

Admission Requirements

- Complete a WITC application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Complete Tailwind Placement Assessment at WITC (may be waived based on successful completion of specific post-secondary coursework. Request official college transcripts be sent to WITC and then request a counselor appointment for review)
- Submit official transcript with proof of high school graduation or GED certificate; current high school seniors must provide an official transcript upon graduation
- Submit official transcripts from all military and postsecondary schools attended (if applicable)
- Sign WITC/Nicolet Collaborative Agreement Form

Program-Specific Requirement

- Attend a joint advising registration appointment with your WITC counselor and the Nicolet advisor (required each term to enroll in courses)

Program Outcomes

University Transfer Degree - Associate of Arts graduates will be able to:

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

Career Goal

Potential programs of study that you completing the University Transfer Degree - Associate of Arts program could transfer into include:

- Business
- Communications
- Criminal Justice
- Fine Arts
- Education
- Foreign Language
- English
- Literature
- History
- Humanities
- Political Science
- Anthropology
- Economics
- Geography
- Psychology
- Sociology

Curriculum

(See pages 41-43 for WITC course descriptions)

Only select Nicolet College courses are listed below. To see all possible Nicolet College course options and course descriptions for this program, visit <http://www.nicoletcollege.edu/academics/academic-programs/associate-of-arts/index.html>

Curriculum Associate of Arts

Number	Course Title	Credits (cr)
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ENGLISH - 6 Credits Required

WITC Course:

10801136	English Composition 1	3 cr.
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Nicolet Courses:

20801219	English Composition I	3 cr.
20801223	English Composition II	3 cr.

SPEECH - 3 Credits Required

WITC Course:

10801198	Speech	3 cr.
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Nicolet Course:

20810201	Fundamentals of Speech	3 cr.
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HUMANITIES - 12 Credits Required (must include courses from at least 2 disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film or world language)

WITC Courses:

10809122	Introduction to American Government	3 cr.
10809166	Introduction to Ethics	3 cr.

Nicolet Courses:

20815201	Art Appreciation	3 cr.
20815230	Native American Art	3 cr.
20803215	History of American People to 1877	3 cr.
20803219	History of American People from 1877	3 cr.
20809217	Intro to Philosophy	3 cr.
20809220	Philosophy of Religion	3 cr.
20809225	Ethics	3 cr.
20801243	American Literature Colonial to 1865	3 cr.
20801255	Introduction to Literature	3 cr.
20803258	World History to 1500	3 cr.
20803259	World History since 1500	3 cr.

SOCIAL SCIENCE - 12 Credits Required

(must include courses from at least 2 disciplines: anthropology, economics, geography, history, political science, psychology or sociology)

WITC Courses:

10809122	Intro to American Government	3 cr.
10809172	Intro to Diversity Studies	3 cr.
10809174	Social Problems	3 cr.
10809188	Developmental Psychology	3 cr.
10809195	Economics	3 cr.
10809196	Intro to Sociology	3 cr.
10809198	Intro to Psychology	3 cr.

Nicolet Courses:

20809212	Wisconsin (Geography)	3 cr.
20809215	World Regional Geography	3 cr.
20809251	Introduction to Psychology	3 cr.
20809252	Developmental Psychology	3 cr.
20809254	Educational Psychology	3 cr.
20809271	Introductory Sociology	3 cr.
20809275	Marriage and Family	3 cr.

20809287	Principles of Macroeconomics	3 cr.
20809291	Principles of Microeconomics	3 cr.

MATHEMATICS AND NATURAL SCIENCE - 10 Credits

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

MATHEMATICS - 3 Credits Required

Must include mathematics at the level of Intermediate Algebra, Statistics, Quantitative Reasoning, Elementary Math Education, or higher.

WITC Math Courses:

10804134	Mathematical Reasoning	3 cr.
10804189	Introductory Statistics*	3 cr.

Nicolet Math Courses:

20804220	Intermediate Algebra	4 cr.
20804227	Elementary Math Education I	4 cr.
20804230	Statistics	3 cr.
20804237	Elementary Math Education II	4 cr.
20804250	Quantitative Reasoning	4 cr.

NATURAL SCIENCE - 7 Credits Required

(One lab course required) chosen from biology, chemistry, geography (selected courses), geology, and physics.

WITC Science Courses:

10806112	Principles of Sustainability	3 cr.
10806114	General Biology (lab)	4 cr.
10806134	General Chemistry (lab)	4 cr.
10806177	General A & P (lab)	4 cr.
10806179	Advanced A & P (lab) *	4 cr.
10806197	Microbiology (lab) *	4 cr.

Nicolet Science Courses:

20806207	Physical Geog Landforms (lab)	4 cr.
20806215	Environmental Science	3 cr.
20806240	Survey of Chemistry	3 cr.

HEALTH/ WELLNESS/ PE - 1 Credit Required

Nicolet Recommended Course:

20807201	Fitness for Life	2 cr.
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DIVERSITY & ETHNIC STUDIES

(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 Credits Required

(may be met with 1 year H.S. with a grade of "C" or better, or one semester in college)

Nicolet Recommended Course: (there are other options - Nicolet may also offer French, German, etc.)

20802217	Spanish I	4 cr.
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ELECTIVES - 12-16# Credits Required

Select any college transfer courses beyond the minimum requirements. One credit of Health and PE beyond the Health/Wellness/PE credit may be selected.

WITC Option: Any University Transfer course beyond minimum requirements; maximum 12 credits from 2-year occupational/applied associate degree programs may be used

Nicolet Option: Any University Transfer Liberal Arts course beyond the minimum requirements. One credit of health and PE beyond the Health/Wellness/PE credit may be selected.

PROGRAM REQUIREMENTS **60 cr.**

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

WITC Students: A maximum of 30 credits from Aid Code (AC) 10 eligible courses may be applied to the degree requirements. Use of AC courses may not be permissible in guaranteed transfer agreements or articulation, and may not transfer into specific majors. When two AC 10 and AC 20 courses are deemed to be of similar content, both may not be applied to fulfill degree requirements. Consult your advisor before using an AC 10 course.

16 credits if students satisfy the world language requirement with one year of high school (C or better).

University Transfer Degree - Associate of Science

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

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Collaborative Program with Nicolet College



Program Overview

Upon completion of this program, you'll be able to transfer to most public or private colleges and universities, both inside and outside of Wisconsin. Up to 72 credits may transfer to satisfy university general education requirements (additional courses may be needed for specific majors or licensure requirements). Completion of the full AS degree allows for maximum transfer.

The University Transfer Degree - Associate of Science program is provided in partnership with Nicolet College. You'll receive all the cost savings and the convenience of a complete liberal arts transfer degree while taking your classes at a WITC campus, online, and/or via ITV. Financial aid will be awarded through Nicolet. The degree will also be awarded by Nicolet.

Admission Requirements

- Complete a WITC application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Complete Tailwind Placement Assessment at WITC (may be waived based on successful completion of specific post-secondary coursework. Request official college transcripts be sent to WITC and then request a counselor appointment for review)
- Submit official transcript with proof of high school graduation or GED certificate; current high school seniors must provide an official transcript upon graduation
- Submit official transcripts from all military and postsecondary schools attended (if applicable)
- Sign WITC/Nicolet Collaborative Agreement Form

Program-Specific Requirement

- Attend a joint advising registration appointment with your WITC counselor and the Nicolet advisor (required each term to enroll in courses)

Program Outcomes

University Transfer Degree - Associate of Science graduates will be able to:

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

Career Goal

Potential programs of study students completing the University Transfer Degree - Associate of Science program could transfer into include:

- Engineering
- Natural Resources
- Math
- Medicine
- Science

Curriculum

(See pages 41-43 for WITC course descriptions)

Only select Nicolet College courses are listed below. To see all possible Nicolet College course options and course descriptions for this program, visit <http://www.nicoletcollege.edu/academics/academic-programs/associate-of-science/index.html>

Curriculum Associate of Science

Number Course Title Credits (cr)

ENGLISH - 6 Credits Required

WITC Course:

10801136 English Composition 1 3 cr.

Nicolet Course:

20801219 English Composition I 3 cr.

20801223 English Composition II 3 cr.

SPEECH - 3 Credits Required

WITC Course:

10801198 Speech 3 cr.

Nicolet Course:

20810201 Fundamentals of Speech 3 cr.

HUMANITIES - 6 Credits Required (must include courses from at least 2 disciplines: art, journalism/writing, history, literature, music, philosophy, theatre/film, or world language)

WITC Courses:

10809122 Introduction to American Government 3 cr.

10809166 Introduction to Ethics 3 cr.

Nicolet Courses:

20815201 Art Appreciation 3 cr.

20815230 Native American Art 3 cr.

20803215 History of American People to 1877 3 cr.

20803219 History of American People from 1877 3 cr.

20809217 Intro to Philosophy 3 cr.

20809220 Philosophy of Religion 3 cr.

20809225 Ethics 3 cr.

20801243 American Literature Colonial to 1865 3 cr.

20801255 Introduction to Literature 3 cr.

20803258 World History to 1500 3 cr.

20803259 World History Since 1500 3 cr.

SOCIAL SCIENCE - 6 Credits Required

(must include courses from at least 2 disciplines: anthropology, economics, political science, history, psychology, sociology, or geography)

WITC Courses:

10809122 Intro to American Government 3 cr.

10809172 Intro to Diversity Studies 3 cr.

10809174 Social Problems 3 cr.

10809188 Developmental Psychology 3 cr.

10809195 Economics 3 cr.

10809196 Intro to Sociology 3 cr.

10809198 Intro to Psychology 3 cr.

Nicolet Courses:

20809212 Wisconsin (Geography) 3 cr.

20809215 World Regional Geography 3 cr.

20809251 Introduction to Psychology 3 cr.

20809252 Developmental Psychology 3 cr.

20809254 Educational Psychology 3 cr.

20809271 Intro to Sociology 3 cr.

20809275 Marriage and Family 3 cr.

20809287 Principles of Macroeconomics 3 cr.

20809291 Principles of Microeconomics 3 cr.

MATHEMATICS AND NATURAL SCIENCE

(requires a total of 20 credits in these two fields)

MATHEMATICS

Algebra for Calculus(20-804-224) or higher required.

WITC Math Courses:

10804118 Intermediate Algebra with Applications * 4 cr.

10804189 Introductory Statistics * 3 cr.

10804196 Trigonometry with Applications * 3 cr.

Nicolet Math Courses:

20804220 Intermediate Algebra 4 cr.

20804224 Algebra for Calculus 4 cr.

20804227 Elementary Math Education I 4 cr.

20804230 Statistics 3 cr.

20804236 Calculus and Analytic Geometry I 5 cr.

20804237 Elementary Math Education II 4 cr.

NATURAL SCIENCE

Must include two lab sciences from at least two disciplines: biology, chemistry, geography (selected courses), geology, physics.

WITC Natural Science Courses:

10806112 Principles of Sustainability 3 cr.

10806114 General Biology (lab) 4 cr.

10806134 General Chemistry (lab) 4 cr.

10806177 General A & P (lab) 4 cr.

10806179 Advanced A & P (lab) * 4 cr.

10806197 Microbiology (lab) * 4 cr.

Nicolet Natural Science Courses:

20806207 Physical Geog Landforms (lab) 4 cr.

20806215 Environmental Science 3 cr.

20806240 Survey of Chemistry 3 cr.

HEALTH/WELLNESS/PE - 1 Credit Required

Nicolet Recommended Course:

20807201 Fitness for Life 2 cr.

DIVERSITY & ETHNIC STUDIES

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 Credits Required

(May be met with 1 year high school, with "C" or better, or one semester in college.)

Nicolet Recommended Course: (There are other options - Nicolet may also offer French, German, etc.)

20802217 Spanish I 4 cr.

ELECTIVES - 14-18# Credits Required

Select any college transfer courses beyond the minimum requirements. One credit of health and physical education beyond the Health/Wellness/PE credit may be selected.

WITC Option: Any University Transfer course beyond minimum requirements. Maximum 12 credits from 2-year occupational/applied associate degree programs may be used

Nicolet Option: Any University Transfer Liberal Arts course beyond the minimum requirements. One credit in health and physical education beyond the Health/Wellness/PE credit may be selected.

PROGRAM REQUIREMENTS **60 cr.**

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

WITC Students: A maximum of 30 credits from Aid Code (AC) 10 eligible courses may be applied to the degree requirements. Use of AC 10 courses may not be permissible in guaranteed transfer agreements or articulation, and may not transfer into specific majors. When two AC 10 and AC 20 courses are deemed to be of similar content, both may not be applied to fulfill degree requirements

* 18 credits if students satisfy the world language requirement with one year of high school (C or better).



Agriculture, Food, and Natural Resources

Agricultural Power and Equipment Technician	49
Dairy Herd Management	52
Farm Operation	55
Crop Production	56
Livestock Production	57
Agricultural Business Fundamentals	58
Veterinary Technician	61



Agricultural Power and Equipment Technician

32-070-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

As a service technician in this field, your skills are extremely valuable. Having the mechanical skills to help you get a piece of equipment running right for the customer or for yourself, before weather can ruin the crops, is an amazing accomplishment. The Agriculture Power and Equipment Technician Program will allow students to develop skills in the theory, operation, and repair of tillage, planting, harvesting equipment and tractors. Opportunities to troubleshoot and service farm equipment are a valuable aspect of this program. Students study diesel engines, drivetrains, electrical systems, and hydraulics.



Special Features

As part of the Agricultural Power and Equipment Technician program, you are required to obtain a license to operate a forklift. This allows you to be one step closer in your job preparation in the agricultural industry.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Agricultural Power and Equipment Technician graduates will be able to:

- Repair electrical systems
- Analyze an electronic system
- Repair hydraulic systems
- Repair internal combustion engines
- Repair power trains/transmissions
- Follow industry safety standards

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Equipment Mechanic
- Construction Mechanic
- Diesel Mechanic
- Lawn and Garden Equipment Mechanic

Opportunities are available to transfer coursework to obtain an advanced agriculture related degree at four-year institutions.

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32070326	Basic Engines	5 cr.
32070337	12-Volt Electrical Theory*	1 cr.
32070338	Diesel Engine Theory *	1 cr.
32070339	Mobile Hydraulics Theory *	1 cr.
32070341	Power Train Theory *	1 cr.
32070358	Power Trains 1 *	5 cr.
32070360	12-Volt Electrical*	4 cr.
32070361	Advanced Engines*	5 cr.
32070364	Power Trains 2 *	5 cr.
32070365	Mobile Hydraulics*	5 cr.
32070366	Advanced Mobile Hydraulics*	5 cr.
32070367	Advanced 12-Volt Electrical*	5 cr.
32070369	Mobile HVAC for Heavy Equipment	1 cr.
32412301	Diesel Safety and Industry Practices	2 cr.
32442307	Welding for Mechanics	2 cr.
	Occupational Specific Total	48 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804303	Applied Math	2 cr.
32804313	Applied Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	12 cr.
TOTAL PROGRAM REQUIREMENTS		60 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/agricultural-power-and-equipment-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	13	Number employed	12	% employed in WITC district	44%
Number of responses	12	Percent employed	100%	Range of yearly salary	\$27,038-\$69,000
Number available for employment	12	Employed in related field	10	Average yearly salary	\$42,052

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32070326

Basic Engines - Credits: 5

This class will provide the learner with an in depth look at how internal combustion engines operate. The learner will be able to identify, measure, and inspect parts of the internal combustion engine, with diesel engines used in agriculture machinery the main area of focus.

32070337

12-Volt Electrical Theory - Credits: 1

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems. PREREQUISITE: 32412301 Diesel Safety and Industry Practices.

32070338

Diesel Engine Theory - Credits: 1

This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, intake, exhaust systems, and lubrication systems will be examined. COREQUISITE: 32070326 Basic Engines.

32070339

Mobile Hydraulics Theory - Credits: 1

This course will provide a practical understanding of mobile hydraulic components. Their design, application, operation and maintenance will be studied. A hydraulic training bench will be used in the classroom. PREREQUISITE: 32070367 Advanced 12-Volt Electrical.

32070341

Power Train Theory - Credits: 1

This course will provide a general overview of clutches, sliding gear, and hydrostatic drives. Design, operation, adjustment, and maintenance will be discussed. PREREQUISITE: 32070366 Advanced Mobile Hydraulics.

32070358

Power Trains 1 - Credits: 5

This course will provide an in-depth study of hydraulically operated and controlled transmissions as they are found on various types of farm tractors. You will learn transmission operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070366 Advanced Mobile Hydraulics and COREQUISITE: 32070341 Power Train Theory.

32070360

12-Volt Electrical - Credits: 4

This course is designed to study the construction, operation, adjustments, and repairs of electrical components used in tractors and farm implements. Classroom and lab activities will include reading and interpreting wiring diagrams, troubleshooting electrical circuits, and performing repairs on alternators, generators, starters, and regulators. Monitors are also included in this course. PREREQUISITE: 32412301 Diesel Safety and Industry Practices and COREQUISITE: 32070337 12-Volt Electrical Theory.

32070361

Advanced Engines - Credits: 5

This course provides the student with both a theoretical and practical background in the basic operating and rebuilding principles of diesel engines. The course includes practical experience in rebuilding, testing, troubleshooting, and tuning diesel engines. Additionally, the student will gain experience in the proper use of tools and equipment. If prerequisite courses have not been completed, the student must have consent of the instructor to enroll. COREQUISITES: 32070326 Basic Engines and 32070338 Diesel Engine Theory.

32070364

Power Trains 2 - Credits: 5

This course provides an opportunity to work on clutches, transmission torque amplifiers, torque converters, differentials, final drives, and power take-off units. Lab time is spent on disassembly, parts identification, operation, and repair of these units. COREQUISITES: 32070358 Power Trains 1 and 32070341 Power Train Theory.

32070365

Mobile Hydraulics - Credits: 5

This course will provide a broad, general, and practical coverage of fluid power components and their design, application, operation, and maintenance. You will learn hydraulics operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical and COREQUISITE: 32070339 Mobile Hydraulics Theory.

32070366

Advanced Mobile Hydraulics - Credits: 5

This course provides an in-depth study on how the basic fluid power components are incorporated into a tractor hydraulic system. This lecture- and lab-based course includes demonstration and practice opportunities. If prerequisite courses have not been completed, student must have consent of instructor to enroll. PREREQUISITE: 32070367 Advanced 12-Volt Electrical and COREQUISITES: 32070365 Mobile Hydraulics and 32070339 Mobile Hydraulics Theory.

32070367

Advanced 12-Volt Electrical - Credits: 5

This is an advanced electrical course to meet the demands of today's newer equipment. Learners will receive training on electronic service tools, pulse width modulation solenoids, can bus controllers, and terminator networks. Additional topics will include yield monitors and auto guidance systems. COREQUISITES: 32070337 12-Volt Electrical Theory and 32070360 12-Volt Electrical Or COREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

32070369

Mobile HVAC for Heavy Equipment - Credits: 1

Mobile HVAC for heavy equipment will teach the learner the basics of air conditioning systems. Air conditioning fundamentals will be learned along with proper servicing procedures and air conditioning equipment used. In depth study of air conditioning systems from older agriculture equipment will be looked at, along with study of new auto temperature control systems. EPA environmental laws pertaining to mobile air conditioning will be examined.

32412301

Diesel Safety and Industry Practices - Credits: 2

This course will introduce students to the safety and legal requirements and common shop practices of the diesel equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment and learn basic repair techniques common to all aspects of the diesel and heavy equipment industry. Skills learned in this course will be directly applied throughout the diesel equipment technician program.

32442307

Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

Dairy Herd Management Pathway

You could take this first and get a credential.

Dairy Feeding Management

Technical Diploma

8 Credits / 2 Semesters Part Time

Potential Careers

Feed Delivery & Inventory Manager, Farmworker

Dairy Genetics and Reproduction

Technical Diploma

6 Credits / 1 or 2 Semesters Part Time

Potential Careers

Artificial Insemination Technician, DHIA Technician

Dairy Cattle Management

Technical Diploma

4 Credits / 1 or 2 Semesters Part Time

Potential Careers

Herds Manager / Assistant Herds Manager, Farm Owner



Continue your education to obtain this technical diploma.

Dairy Herd Management

Technical Diploma

34 Credits / 1 Year

Potential Careers

AI Technician, Dairy Herd Manager, DHIA Field Technician, Farm Owner, Feed and Nutrition Consultant, Herdsperson

Range of Yearly Salary

\$29,118-\$50,956 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Dairy Herd Management

31-091-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

The Dairy Herd Management program includes courses in herd health management, genetics, nutrition, milk production, farm business management, dairy housing design, an overview of the dairy industry and an internship experience. These courses prepare you for a career working with today and tomorrow's technology driven, progressive dairy farms.



Special Features

This program is designed for the learner to gain first-hand experience through internships. This will incorporate actual work experience in such areas as a dairy herdsman, milking, feeding, calf care, general farm duties, scheduling, and employer/employee communications.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Dairy Herd Management graduates will be able to:

- Manage herd nutrition
- Manage herd reproduction
- Manage herd health
- Manage herd/farm business

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- AI Technician
- Dairy Herd Manager
- DHIA Field Technician
- Farm Owner
- Feed and Nutrition Consultant
- Herdsman

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31091312	Dairy Feeding	3 cr.
31091314	Dairy Feeding Management	3 cr.
31091318	Dairy Lab 1	2 cr.
31091320	Dairy Lab 2	2 cr.
31091324	Milk Production	2 cr.
31091332	Dairy Cattle Industry	2 cr.
31091335	Dairy Cattle Genetics and Reproduction	4 cr.
31091340	Dairy Housing and Farmstead Design	2 cr.
31091344	Dairy Business Management	2 cr.
31091348	Dairy Cattle Management	2 cr.
31091360	Dairy Management Internship 1	2 cr.
31091361	Dairy Management Internship 2	2 cr.
Occupational Specific Total		28 cr.

Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		6 cr.

PROGRAM REQUIREMENTS **34 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/dairy-herd-management/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	11	Number employed	8	% employed in WITC district	100%
Number of responses	9	Percent employed	89%	Range of yearly salary	\$29,118-\$50,956
Number available for employment	9	Employed in related field	5	Average yearly salary	\$39,743

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31091312

Dairy Feeding - Credits: 3

This course prepares the learner to explain the functions of each organ in the digestive system of a ruminant; explain the development of the digestive system in a calf; compare ruminant and non-ruminant digestion; explain the functions of each class of nutrients; analyze forage analysis reports; compare plant, animal, and non-protein nitrogen sources of protein; identify deficiency symptoms of minerals and vitamins; demonstrate the use of particle separators and dry-matter tests; and utilize NRC standards for various cow groups.

31091314

Dairy Feeding Management - Credits: 3

This course prepares the learner to evaluate a dairy's overall feeding program, develop a calf raising and feeding plan, summarize the feed ensiling process, compare the different options available for feed storage, develop a feed inventory system, analyze feed management's impact on feed quality and animal health, compare component and total mixed ration feeding of dairy animals, explore the use of byproduct and commodity feedstuffs in dairy rations, determine cost valuation of various feedstuffs, and develop an auditing system for monitoring a dairy feeding program's effectiveness.

31091318

Dairy Lab 1 - Credits: 2

This course prepares the learner to analyze cow housing facilities, analyze parlor designs, analyze young stock facilities, explain feed plant operations, assess bunker management techniques, compare grazing systems, analyze cheese plant operations, analyze biosecurity procedures, explain the E.T. process, analyze alternative dairy industry components, and observe on-farm postmortems.

31091320

Dairy Lab 2 - Credits: 2

This course prepares the learner to compare animal bedding, compare manure handling systems, explain how methane digesters operate, compare alley scrapers and flush systems, perform tests for milk quality, clip cows, perform freeze branding, practice dairy cattle judging/linear breakdown, and compare hoof trimming methods.

31091324

Milk Production - Credits: 2

This course prepares the learner to explain the structure and function of the anatomy and physiology of the mammary system, analyze factors affecting the yield and composition of milk, explain the principles and practices of machine milking systems, develop an effective mastitis control program, and develop an effective dry-cow treatment program.

31091332

Dairy Cattle Industry - Credits: 2

This course prepares the learner to follow safety procedures, explain milk check pricing, analyze milk pricing variables, compare dairy career opportunities, assess professional dairy organizations, analyze the economics of on-farm dairy processing, analyze breed differences, evaluate breed organizations, summarize the benefits of good community relations, and utilize proper withholding practices.

31091335

Dairy Cattle Genetics and Reproduction - Credits: 4

This course prepares the learner to analyze the economic aspect of dairy cow reproduction, explain the reproductive system of a bull, breed cows using artificial insemination, make effective mating decisions, select mating programs for milk production, assess reproductive diseases, treat reproductive diseases, utilize computer technology to document herd health, analyze the effects of hormones on reproduction, and analyze reproductive technologies.

31091340

Dairy Housing and Farmstead Design - Credits: 2

This course prepares the learner to select appropriate housing design for cows, assess housing for maternity and fresh cow needs, select appropriate designs for young stock, compare milking parlor design, select feed storage facilities, assess manure handling systems, design the farm for expansion, explain the causes of and solutions for stray voltage, and design milking center facilities and utility needs.

31091344

Dairy Business Management - Credits: 2

Prepares the learner to determine credit needs, select the appropriate type of business structure for an agribusiness, analyze financial records, analyze the strengths and weaknesses of a business, develop a strategy of income tax management, evaluate farm record systems, determine estate planning needs, and evaluate employee/employer relations.

31091348

Dairy Cattle Management - Credits: 2

This learning plan prepares the learner to diagnose common and infectious bovine diseases and their causes, follow fresh cow/metabolic control program, practice biosecurity, develop protocols for a farm, develop calf and heifer management programs, practice proper veterinary drug use, develop a dairy herd health record-keeping system, and plan a vaccination program.

31091360

Dairy Management Internship 1 - Credits: 2

This course enhances the learner's ability to keep farm records, analyze reproduction programs, maintain milk quality, apply farm safety procedures, and analyze farm finances.

31091361

Dairy Management Internship 2 - Credits: 2

This course enhances the learner's ability to maintain herd health, manage calves and heifers, analyze farm facilities and equipment, and manage crops.

Farm Operation Pathway

You could take this first and get a credential.

Crop Production

Pathway Certificate
9 Credits / less than one year

Potential Careers

Field Technician,
Field Applications,
Custom Operators,
Agricultural
Equipment Operator

Livestock Production

Pathway Certificate
9 Credits / less than one year

Potential Careers

Farm Laborers,
Feeder, Animal /
Livestock Handler

Agricultural Business Fundamentals

Pathway Certificate
12 Credits / less than one year

Potential Careers

Farm Bookkeeper,
Agricultural
Administrative
Assistant



Continue your education to obtain this technical diploma.

Farm Operation

Technical Diploma
28 Credits / 1 Year

Potential Careers

CSA Owner, Organic Farmer, Farm Owner, Farm Manager / Operator, Farm / Field Crop Manager, Livestock Farmer, Breeder, Farm Worker, Dairy Laborer, Dairy Herdsperson



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed below
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at the four year college listed, to learn how to maximize your credit transfer opportunities
- Transferolog, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Farm Operation

31-080-4 Technical Diploma

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

*Combination of ITV (Interactive Television) or In-person instruction

Financial Aid Eligible



Program Overview

The Farm Operation program includes courses in livestock management and nutrition, crop and soil management, commodities and marketing, emerging trends in agriculture and farm records and analysis. This program is designed to give students the critical thinking skills necessary for profitable decision making. The Farm Operation Technical Diploma will give you both classroom and in the field instruction.

Special Feature



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Program available part time or over 2 - 3 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms and test plots).

Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.082 ext. 5268

Admission Requirements

- Complete an application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Farm Operation graduates will be able to:

- Utilize agronomic resources for optimal farm production
- Evaluate livestock management plans
- Plan for operation and maintenance of farm facilities and equipment
- Create a farm business plan
- Apply marketing principles to agricultural enterprises

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- CSA Owner
- Organic Farmer
- Farm Owner
- Farm Manager/Operator
- Farm/Field Crop Manager
- Livestock Farmer
- Breeder
- Farm Worker
- Dairy Laborer
- Dairy Herdsperson

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10094101	Farm Commodities	3 cr.
31080370	Operating the Farm Business	3 cr.
31080371	Soil Management	3 cr.
31080372	Crop Management	3 cr.
31080373	Livestock Nutrition	3 cr.
31080374	Livestock Management	3 cr.
31080375	Farm Records and Analysis	3 cr.
31080376	On the Farm 1	2 cr.
31080377	On the Farm 2	2 cr.
31080378	Emerging Trends in Agriculture	3 cr.
PROGRAM REQUIREMENTS		28 cr.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/farm-operation/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Farm Operation is a new WITC program. No graduate follow-up information is currently available.

career vision

Crop Production

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

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

*Combination of ITV(Interactive Television) or In-person instruction



Program Overview

The Crop Production pathway certificate fundamentals of soil science and basic agronomy skills, coupled with farm records and financials will give students the skills to rejoin the family's crop operation or manage their own crop farm.

Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms or test plots).

Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.082 ext. 5268

How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Crop Production Certificate from the program of choice dropdown list.

Program Outcomes

The Crop Production Certificate will prepare you to:

- Utilize agronomic resources for optimal farm production
- Create farm business plans

Career Outlook

Typical positions available after graduation include:

- Field Technicians
- Field Applicators
- Custom Operators
- Agricultural Equipment Operator

Curriculum

Number	Course Title	Credits
31080371	Soil Management	3 cr.
31080372	Crop Management	3 cr.
31080375	Farm Records and Analysis	3 cr.
CERTIFICATE REQUIREMENTS		9 cr.

Livestock Production

61-080-2 Pathway Certificate (less than one year)

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

*Combination of ITV(Interactive Television) or In-person instruction



Program Overview

The Livestock Production pathway certificate gives students the fundamentals of livestock management and husbandry along with an understanding of nutrition. Coupled with a class in farm records and analysis, students will leave with the skill set to manage and make critical decisions surrounding the day-to-day business of a livestock operation.

Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms or test plots).

Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.082 ext. 5268

How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Livestock Production Certificate from the program of choice dropdown list.

Program Outcomes

The Livestock Production Certificate will prepare you to:

- Evaluate livestock management plans
- Create farm business plans

Career Outlook

Typical positions available after graduation include:

- Farm Laborers
- Feeder
- Animal/Livestock Handler

Curriculum

Number	Course Title	Credits
31080373	Livestock Nutrition	3 cr.
31080374	Livestock Management	3 cr.
31080375	Farm Records and Analysis	<u>3 cr.</u>
CERTIFICATE REQUIREMENTS		9 cr.

Agricultural Business Fundamentals

61-080-1 Pathway Certificate (less than one year)

Campus: Ashland*, New Richmond*, Rice Lake

*Combination of ITV (Interactive Television) or In-person instruction



Program Overview

The business side of the farm operation is often times the most critical part of any farm regardless of focus. In this pathway, students will learn what financial records to keep, how to market commodities, analyze financial benchmarks, along with assessing new technology.

Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms and test plots).

Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.082 ext. 5268

How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Agricultural Business Fundamentals Certificate from the program of choice dropdown list.

Program Outcomes

The Agricultural Business Fundamentals Certificate will prepare you to:

- Plan for operation and maintenance of farm facilities and equipment
- Create farm business plans
- Apply marketing principles to agricultural enterprises

Career Outlook

Typical positions available after graduation include:

- Farm Bookkeeper
- Agricultural Administrative Assistant

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10114110	Commodities	3 cr.
31080370	Operating the Farm Business	3 cr.
31080375	Farm Records and Analysis	3 cr.
31080378	Emerging Trends in Agriculture	3 cr.
CERTIFICATE REQUIREMENTS		12 cr.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10094101

Farm Commodities - Credits: 3

This course is designed to introduce students to the purpose, operation, and use of futures and options in managing commodity price risks. The objectives of the course are to understand commodity marketing, futures contracts, options contracts, basis, hedging and speculating strategies as part of a successful commodity risk management program. Students will be introduced to fundamental and technical analysis techniques.

31080370

Operating the Farm Business - Credits: 3

This course will help the student learn many items involved with running a modern farm. These skills include but are not limited to record keeping, selecting proper insurance for the farm, analyzing financial performance, identifying credit needs and sources, planning for crops, and planning for the feeding of livestock.

31080371

Soil Management - Credits: 3

Soil Management is important to the productivity and profitability of a farmer. The farmer is a steward of the land and an environmentalist. The farmer must take care of the soil or he will not be a farmer for long! The student in this class will learn how to prepare a land use plan, collect and interpret soil samples results, develop a plan for fertilizer use on crops, develop a plan for storage and use of manure, analyze new farm issues and practices to determine future use, evaluate tillage equipment and methods, and to practice farm and environmental safety.

31080372

Crop Management - Credits: 3

This course will help the student learn many items involved with agricultural crop production. These skills include but are not limited to management practices, pest control, harvesting options and practices, economics, planting practices, seed and variety selection, etc.

31080373

Livestock Nutrition - Credits: 3

The Livestock Nutrition course will instruct the student in the following areas: anatomy and physiology of livestock; nutrient requirements for calves, heifers, and cows; ration balancing for calves, heifers, lactating cows, and dry cows; determine livestock feed needs; evaluate by-product feeds and feed additives; low input livestock feeding; metabolic disorders; and current issues in agriculture. Individualized instruction will be held at the student's on-the-job work location. The class also involves credit for on-the-job experience.

31080374

Livestock Management - Credits: 3

Animal agriculture has changed dramatically in the past decade and will continue to change at an even more rapid rate in the future. With advanced technology, animals have been cloned from tissue cells other than the gametes. This may allow us to produce animal products other than the traditional milk, meat, and fiber of the past. Along with positive changes, we have new animal diseases, concerns for the environment, human health, and these things are happening in a very volatile, economic climate. This course will help you analyze the current situation and make plans to take advantage of the changes in animal agriculture brought about by technological advances. Only by taking advantage of this change will we be able to survive economically in a world market.

31080375

Farm Records and Analysis - Credits: 3

This course emphasizes the practical use of a farm record system in managing the farm through farm and financial analysis. Includes the establishment of farm business goals, selection and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Instruction is provided on the use of computers and/or computer records and financial analysis of the farm business and finance strategy to meet the learner's needs. Production and financial decisions will be made based on the learner's farm business analysis. All competencies will be assessed using the learner's farm or with simulations established by the instructor.

31080376

On the Farm 1 - Credits: 2

In this course, students will enhance their knowledge with on farm practice of soil management strategies, crop management practices, risk management assessment, and analyzing farm records.

31080377

On the Farm 2 - Credits: 2

In this course, students will enhance their knowledge with on farm practice of Livestock management records, interpreting rations and feed analysis, understanding emerging trends in agriculture and analyzing farm records

31080378

Emerging Trends in Agriculture - Credits: 3

In this course, student will learn about the technological advances in production agricultural, relevant policy changes in legislation, consumer trends and new niche ventures. The production technology section will focus on data analysis and management from multiple sources including: robotic milkers, activity monitors, rumination meters, precision feeding, precision planting and harvesting data, satellite imagery and soil sampling.

Veterinary Technician Pathway

You could take this first and get a credential.

Veterinary Assistant

Technical Diploma

35 Credits / 1 Year Full Time

Potential Careers

Veterinary Assistant

Veterinary assistants can work as assistants, receptionists and kennel workers. Veterinary assistants handle animals and provide nursing assistance, feed and exercise animals, fill prescriptions and keep exam rooms and reception desks running smoothly.



Continue your education to obtain this associate degree.

Veterinary Technician

Associate Degree

64 Credits / 2 Years Full Time

Potential Careers

Veterinary Technician, Laboratory Animal Technician

Veterinary Technicians work in veterinary clinics and hospitals, humane societies, education, pharmaceutical supplies, research, zoos and wildlife parks, military, public health and government. They collect patient history and perform initial examinations, run laboratory tests, take x-rays, administer anesthesia, and assist in surgery.

Range of Yearly Salary

\$15,079-\$42,117

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 10-091-1 Veterinary Technician: Madison College and Gateway Technical College



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Veterinary Technician

10-091-1 Associate Degree

Financial Aid Eligible

Campus: New Richmond

Program Overview

The Veterinary Technician associate degree program prepares you to take the Veterinary Technician National Exam (VTNE). Students may take the exam upon graduation from the associate degree program. With a passing score, graduates may apply for credentials from the state of Wisconsin as a Certified Veterinary Technician (CVT). Graduates will be prepared to obtain patient history and perform the initial physical exam, place intravenous catheters and give injectable medications, anesthetize and monitor patients, and assist in surgery. Graduates will also be trained to do dental cleanings on dogs and cats and can handle care for lab animals. Additionally, graduates will be qualified to apply bandages and splints, as well as evaluate lab samples under the microscope.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor ((academic admission requirements apply - see page 30 for more information))

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable. Background check may affect ability to secure internship placement and the ability to find employment after graduation
- Complete and submit Veterinary Technician Job Shadow Form documenting an 8-hour volunteer shadowing experience in an approved clinical setting prior to registering for Veterinary Technician core coursework.
- Attend a mandatory program orientation session.

Program Outcomes

Veterinary Technician graduates will be able to:

- Manage veterinary business functions
- Integrate all aspects of patient management for anesthetic, surgical, and medical nursing procedures
- Produce diagnostic radiographic images
- Perform laboratory procedures
- Administer prescribed drugs

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Veterinary Technician
- Laboratory Animal Technician

Veterinary Technicians work in veterinary clinics and hospitals, humane societies, education, pharmaceutical supplies, research, zoos and wildlife parks, military, public health and government. They collect patient history and perform initial examinations, run laboratory tests, take x-rays, administer anesthesia, and assist in surgery.

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10091100	Animal Care and Management *	3 cr.
10091101	Veterinary Business Practices*	3 cr.
10091102	Veterinary Medical Terminology	2 cr.
10091103	Clinical Pathology 1 for Vet Sciences*	4 cr.
10091104	Clinical Pathology 2 for Vet Sciences*	4 cr.
10091105	Surgical Procedures 1 for Vet Sciences*	3 cr.
10091106	Surgical Procedures 2 for Vet Sciences*	3 cr.
10091107	Imaging for Veterinary Sciences *	3 cr.
10091108	Veterinary Pharmacology	3 cr.
10091109	Lab Animals and Non-Traditional Pets*	2 cr.
10091110	Clinical Skills 1 for Vet Sciences *	2 cr.
10091111	Clinical Skills 2 for Vet Sciences *	2 cr.
10091112	Veterinary Technician Certification Review*	3 cr.
10091113	Anesthesia for Veterinary Technicians*	3 cr.
10091114	Veterinary Technician Clinical Internship *	4 cr.
	Technical Studies Total	44 cr.

General Studies Courses**

10801136	English Composition 1	3 cr.
10801196	Oral /Interpersonal Communication	3 cr.
10806105	Principles of Animal Biology	4 cr.
10806197	Microbiology *	4 cr.
10809166	Introduction to Ethics:Theory and Application or	
10809196	Introduction to Sociology or	
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
	General Studies Total	20 cr.

PROGRAM REQUIREMENTS **64 cr.**

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

** See pages 40-42 for course descriptions. You must earn a grade point of 2.0 or better in all required (100911XX) courses.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCs) for 10-091-1 Veterinary Technician: Madison College and Gateway Technical College

Number of graduates	62	Number employed	26	% employed in WITC district	100%
Number of responses	27	Percent employed	100%	Range of yearly salary	\$15,079-\$42,117
Number available for employment	26	Employed in related field	NA	Average yearly salary	\$28,918

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10091100

Animal Care and Management - Credits: 3

In this course, students explore basic nutrition, housing needs, and behavior of common domestic animals to develop skills that enable them to assess animal condition. Upon completion of this course, students will be able to obtain a thorough history, perform a physical exam, administer medications, collect samples, and use proper restraint techniques. PREREQUISITE: Admission to Veterinary Technician or Veterinary Assistant plan and Completion of Job Shadow Experience and COREQUISITE: 10806105 Principles of Animal Biology.

10091101

Veterinary Business Practices - Credits: 3

In this course, students develop practical workplace techniques for veterinary office procedures to develop customer service and veterinary team support skills. Upon completion of this course, students will be able to use veterinary software to manage records and financial applications, maximize client interactions, and participate in day-to-day operations of a veterinary facility. PREREQUISITE: Admission to Veterinary Technician or Veterinary Assistant plan and COREQUISITE: 10091100 Animal Care and Management.

10091102

Veterinary Medical Terminology - Credits: 2

In this course, students explore the construction, meaning, and pronunciation of veterinary medical terms to establish understanding and facilitate communication among veterinary team members. Upon completion of this course, students will be able to correctly formulate veterinary medical terms to describe specific concepts. PREREQUISITE: Admission to Veterinary Technician or Veterinary Assistant plan and Completion of Job Shadow Experience.

10091103

Clinical Pathology 1 for Vet Sciences - Credits: 4

In this course, students examine basic laboratory equipment and procedures, as well as features of common veterinary diseases, to acquire skills needed to perform various diagnostic tests. Upon completion of this course, students will be able to collect and process appropriate samples for hematology, blood chemistry, urinalysis, and parasitology, and correlate veterinary clinical pathology findings to clinical signs. PREREQUISITES: 10091100 Animal Care and Management, 10091101 Veterinary Business Practices, and 10806105 Principles of Animal Biology.

10091104

Clinical Pathology 2 for Vet Sciences - Credits: 4

In this course, students examine additional laboratory procedures and other veterinary disease processes to establish understanding of appropriate methodology and recognition of accurate results. Upon completion of this course, students will be able to collect and process appropriate samples for mycology, cytology, serology, endocrinology, and coagulation and reproductive evaluations, and correlate veterinary clinical pathology findings to clinical signs. PREREQUISITE: 10091105 Surgical Procedures 1 for Vet Sciences and COREQUISITE 10806197 Microbiology.

10091105

Surgical Procedures 1 for Vet Sciences - Credits: 3

In this course, students investigate surgical equipment and procedures to develop skills needed to assist with surgical care of animals. Upon completion of this course, students will be able to identify surgical instruments, develop sterile technique, maintain and operate surgical equipment, and assist with patient preparation, monitoring, and recovery. COREQUISITE: 10091103 Clinical Pathology 1 for Vet Sciences.

10091106

Surgical Procedures 2 for Vet Sciences - Credits: 3

In this course, students explore the veterinary technician's role in surgery to develop skills needed to manage veterinary patients in the pre-, intra-, and post-operative phases. Upon completion of this course, students will be able to anticipate needs of the surgeon, provide veterinary surgical assistance, manage wounds and incisions, and perform dental prophylaxis in dogs and cats. PREREQUISITES: 10091108 Veterinary Pharmacology and 10091111 Clinical Skills 2 for Vet Sciences.

10091107

Imaging for Veterinary Sciences - Credits: 3

In this course, students explore veterinary imaging concepts and apply veterinary imaging techniques to use radiographic equipment and support diagnostic studies. Upon completion of this course, students will be able to properly position veterinary patients, produce diagnostic images, process exposed films, and maintain equipment. COREQUISITE: 10091103 Clinical Pathology 1 for Vet Sciences.

10091108

Veterinary Pharmacology - Credits: 3

In this course, students examine drugs, vaccines, and other substances used in veterinary medicine to establish a knowledge base of their therapeutic use, administration, and side effects. Upon completion of this course, students will be able to accurately calculate dosages, prepare dispensed medications, safely administer drugs, and recognize normal and abnormal responses to medications. PREREQUISITE: Admission to Veterinary Technician or Veterinary Assistant plan.

10091109

Lab Animals and Non-Traditional Pets - Credits: 2

In this course, students explore characteristics, basic care, illness, and treatment of animals that may be encountered in research settings and/or kept as pets, to develop skills needed to participate in caring for these animals. Upon completion of this course, students will be able to properly restrain and examine mice, rats, rabbits, and birds, collect blood samples from rats and rabbits, and perform a necropsy on a laboratory animal. COREQUISITE: 10091104 Clinical Pathology 2 for Vet Sciences.

10091110

Clinical Skills 1 for Vet Sciences - Credits: 2

In this course, students assimilate skills in a clinical setting to develop proficiency in animal nursing techniques. Upon completion of this course, students will be able to perform routine veterinary clinic procedures such as venipuncture, urine collection, and subcutaneous injection. PREREQUISITES: 10091108 Veterinary Pharmacology and 10091105 Surgical Procedures 1 for Vet Sciences.

10091111

Clinical Skills 2 for Vet Sciences - Credits: 2

In this course, students further assimilate skills in a clinical setting to develop proficiency in animal nursing techniques. Upon completion of this course, students will be able to perform more complex clinical procedures such as monitor patients in the anesthetic and recovery periods, properly restrain small animals, and prepare patients for surgery. COREQUISITE: 10091110 Clinical Skills 1 for Vet Sciences.

10091112

Veterinary Technician Certification Review - Credits: 3

This is a summary course reviewing the skills, knowledge, and Veterinary Technician abilities acquired throughout the program. This course will serve to assist the student in preparing for the Veterinary Technician National Exam (VTNE) and Wisconsin State Exam required for certification. The course will also review critical laboratory skills and professional development issues. COREQUISITE: 10091106 Surgical Procedures 2 for Vet Sciences. NOTE: This class does not guarantee passage of the national and state Veterinary Technician Certification Exams, but is designed as a studying aid by reviewing the knowledge and skills that a veterinary technician student should possess upon graduation.

10091113

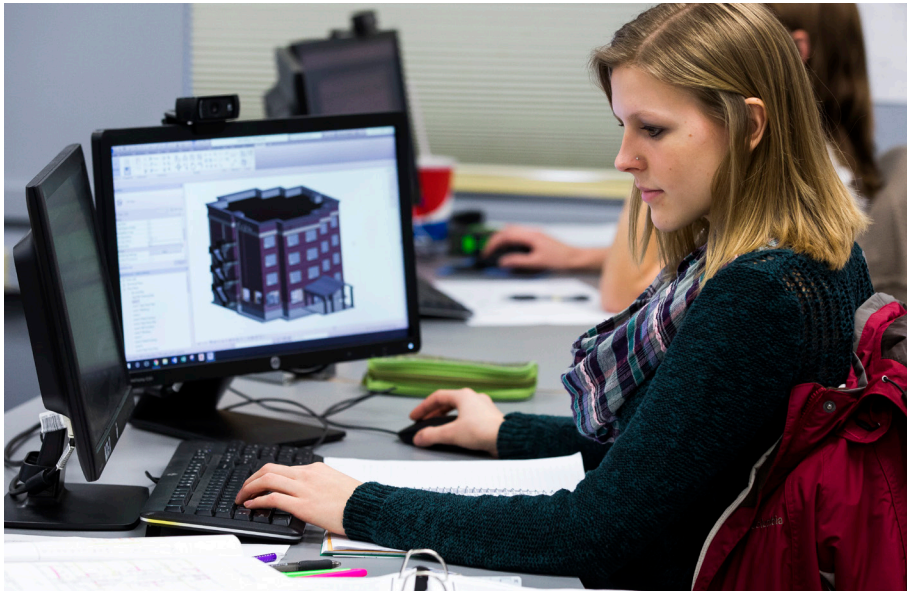
Anesthesia for Veterinary Technicians - Credits: 3

In this course, students investigate anesthetic delivery and monitoring equipment, pain management strategies, and appropriate responses to patient compromise to acquire skills needed to coordinate anesthetic events in veterinary patients. Upon completion of this course, students will be able to choose and administer appropriate veterinary anesthetic protocols, monitor and maintain patient status throughout anesthetic events, and maintain equipment and accurate anesthetic records. PREREQUISITES: 10091108 Veterinary Pharmacology, 10091111 Clinical Skills 2 for Vet Sciences, and COREQUISITE: 10091106 Surgical Procedures 2 for Vet Sciences.

10091114

Veterinary Technician Clinical Internship - Credits: 4

In this course, students hone animal nursing skills in a clinical setting to achieve proficiency needed to function in the role of veterinary technician according to the standards set by CVTEA. Upon completion of this course, students will have the skills and knowledge required of an entry level veterinary technician. COREQUISITE: 10091112 Veterinary Technician Certification Review.



Architecture and Construction

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WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

Experience. Success.

Architectural Commercial Design

10-614-4 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Rice Lake



Program Overview

Architecture is a combination of art, science and communication. The Architectural Commercial Design program emphasizes the science of construction knowledge and communicating that knowledge in drawings through an efficient use of building information modeling (BIM) and computer-aided design (CAD) programs.

Employers are impressed with WITC graduates' understanding of the entire building process, building connection details and programs like Revit and AutoCAD

Special Feature

This program is unique in the state.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Architectural Commercial Design graduates will be able to:

- Develop construction documents
- Evaluate building materials
- Develop building designs
- Integrate building systems
- Use computer-aided drafting, building information modeling, and architectural related software
- Utilize office practices and standards
- Utilize the Enrolled Wisconsin Commercial Building Code incorporating the International Building Code

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

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

With additional experience, graduates may move into one of these positions:

- Architect
- Project Manager
- CAD Manager

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10614129	Building Estimating *	3 cr.
10614165	Site Design *	3 cr.
10614170	Architectural Materials and Methods 1	3 cr.
10614171	Architectural Materials and Methods 2 *	3 cr.
10614172	Architectural Drafting and Design 1 *	4 cr.
10614173	Architectural Drafting and Design 2 *	4 cr.
10614174	Architectural Drafting and Design 3 *	5 cr.
10614175	Architectural Drafting and Design 4 *	5 cr.
10614176	Architectural Technology 1	3 cr.
10614177	Architectural Technology 2 *	2 cr.
10614178	Architectural Technology 3 * or	
10614115	Architectural Internship *	3 cr.
10614179	Mechanical Systems *	3 cr.
10614180	Structural Analysis and Design *	3 cr.
	Technical Studies Total	44 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804118	Intermediate Algebra with Applications	4 cr.
10804196	Trigonometry with Applications *	3 cr.
10809122	Introduction to American Government or	
10809166	Introduction to Ethics: Theory and Application or	
10809172	Introduction to Diversity Studies or	
10809195	Economics or	
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology or	
10809188	Developmental Psychology	3 cr.
	General Studies Total	19 cr.
TOTAL PROGRAM REQUIREMENTS		63 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	8	Number employed	6	% employed in WITC district	17%
Number of responses	7	Percent employed	86%	Range of yearly salary	\$37,437-\$60,315
Number available for employment	7	Employed in related field	6	Average yearly salary	\$44,585

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10614129

Building Estimating - Credits: 3

This course introduces the student to the basic methods of building estimating and systems for doing quantity surveys. Emphasis is placed on developing the skills received in preparing the kinds of estimates commonly used in architecture and building construction. Practical exercises in developing estimates for wood frame and light commercial structure are included in the course of study. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

10614165

Site Design - Credits: 3

The course focuses on the fundamental design issues of the building site with an introduction to land surveying and topography, land planning and zoning, and environmental regulations. The lab portion of the course provides an opportunity to develop site analysis and design skills through the development of an architectural commercial site design project. PREREQUISITE: 10614176 Architectural Technology 1 and COREQUISITE: 10804196 Trigonometry with Applications.

10614170

Architectural Materials and Methods 1 - Credits: 3

This course introduces the student to the materials and methods used in wood frame construction. It familiarizes students with components of modern construction for the purpose of selecting the materials best suited to various construction jobs.

10614171

Architectural Materials and Methods 2 - Credits: 3

This course introduces the student to commercial building materials. Students draw connection details for concrete, steel, and masonry and combinations thereof. Commercial building code analysis and construction practices such as the design process, bidding, and construction administration are also covered. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

10614172

Architectural Drafting and Design 1 - Credits: 4

This course introduces graphic representation in construction. It covers the fundamentals of drafting including line work, lettering, measuring, sketching, projections, and pictorial drawings. Students will use the aforementioned fundamentals to complete a set of drawings for a residence. COREQUISITES: 10614170 Architectural Materials and Methods 1 and 10614176 Architectural Technology 1.

10614173

Architectural Drafting and Design 2 - Credits: 4

This course introduces the student to the design principles needed for wood frame structures and incorporates the many aspects of building aesthetics and working drawings. The final assignment is to plan a set of drawings for a wood frame commercial building. PREREQUISITE: 10614172 Architectural Drafting and Design 1.

10614174

Architectural Drafting and Design 3 - Credits: 5

In this course the student learns the design principles needed for creating working drawings for multi-level commercial buildings. This course starts with units on accessibility and space planning. As the course progresses, students complete a set of construction documents while applying building codes and incorporating various structural building materials such as precast concrete, masonry, and steel. PREREQUISITES: 10614173 Architectural Drafting and Design 2 and COREQUISITE: 10614171 Architectural Materials and Methods 2.

10614175

Architectural Drafting and Design 4 - Credits: 5

This final semester course is designed to prepare the student for the challenges of working in an architectural office. The major portion of the course is finalizing a set of architectural working drawings for a commercial building. The course also includes architectural office orientation, specifications, architectural group projects, and commercial building planning considerations as well as several activities directed toward successful job-hunting skills. PREREQUISITE: 10614174 Architectural Drafting and Design 3.

10614176

Architectural Technology 1 - Credits: 3

AutoCAD and related architectural software is utilized to teach learners the fundamentals of architectural computer-aided drafting. Topics from CAD applications in architecture and the equipment required to do actual drafting, modifying, and plotting operations are covered.

10614177

Architectural Technology 2 - Credits: 2

This course is an introduction to the application of BIM software in architectural drafting. Students will apply Revit Architecture software to create a three-dimensional building model that allows for deliverables such as floor plans, building sections, exterior elevations, and schedules. The building model will include walls, openings, floors, stairs, roofs, foundations, and footings. Topics such as datum, annotation, modifying family types, and profiles will be covered. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

10614178

Architectural Technology 3 - Credits: 3

This course builds upon students' prior experience from other courses in which Revit has been instrumental in developing projects. Students will spend part of their time learning advanced concepts in Revit such as creating and editing families, exploring interoperability, exploring 3D viewing options, and other advanced features. Throughout the course, students will also apply those concepts to a project of their choosing. PREREQUISITE: 10614177 Architectural Technology 2.

10614115

Architectural Internship - Credits: 3

Internship is designed to provide students with on-the-job experience in actual work situations. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties. PREREQUISITES: Appropriate technical studies courses and a minimum of one year successful associate degree program competencies and/or instructor approval.

10614179

Mechanical Systems - Credits: 3

This course introduces basic principles of plumbing and electrical systems along with heating, ventilating and air conditioning systems in building design and construction. These systems are studied in the context of the overall building design with emphasis on materials, equipment systems design, engineering principles, and sustainable design practices. PREREQUISITE: 10614172 Architectural Drafting and Design 1.

10614180

Structural Analysis and Design - Credits: 3

Basic concepts of design as applied to steel and timber beams and columns, as well as concrete bases, slabs, columns, and foundations are developed. Emphasis is on developing a sound conception of the related problems faced by the architect, contractor, construction superintendent, and distributors in planning and erecting buildings. PREREQUISITE: 10804118 Intermediate Algebra with Applications.

Construction and Cabinetmaking Pathway

You could take this first and get a credential.

Construction Essentials

Technical Diploma

9 Credits / 1 Year Part Time

Potential Careers

Construction Worker,
Construction/ Carpenter Laborer,
Carpenter Assistant, Carpentry
Framer

Architectural Woodworking & Cabinetmaking

Technical Diploma

29 Credits / 1 Year

Potential Careers

Cabinetmaker, Cabinet Installer,
Furniture Maker,
Machine Operator, Interior Finish
Carpenter



Continue your education to obtain this technical diploma.

Construction and Cabinetmaking

Technical Diploma

62 Credits / 2 Years Full Time

Potential Careers

Carpenter (Construction), Woodworking Machine Operator,
Furniture Finisher, Millperson, Machine Setup Person, Cabinetmaker,
Wood Machinist, Salesperson, Estimator, Draftsperson,
Material Handling Specialist



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Construction and Cabinetmaking

32-410-2 Technical Diploma (two-year)

Financial Aid Eligible

Campuses: Rice Lake

Program Overview

The Construction and Cabinetmaking program will provide you with the knowledge and skills necessary for job success in the construction industry. You will learn the fundamentals of building design, construction, layout operation, related mathematics, print reading, estimating, CNC, cabinet construction and materials of industry. You will use hand and power tools that are commonly used in construction and fabrication to assemble furniture, cabinets and build a high-end house off site.



Special Feature

This is a unique two-year program in the state that combines cabinetry and residential construction.

The second year of this program includes building a custom home as a capstone project.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Construction and Cabinetmaking graduates will be able to:

- Use hand and power tools and equipment
- Apply industry recognized safety practices and procedures
- Analyze sustainable building practices
- Interpret construction drawings
- Interpret building codes
- Demonstrate industry building practices and material application

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Carpenter (Construction)
- Woodworking Machine Operator
- Furniture Finisher
- Millperson
- Machine Setup Person
- Cabinetmaker
- Wood Machinist
- Salesperson
- Estimator
- Draftsperson
- Material Handling Specialist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32410300	Cabinet and Furniture Making 1	5 cr.
32410302	Cabinet and Furniture Making 2 *	5 cr.
32410303	Construction Framing 1 *	4 cr.
32410304	Advanced Construction Framing (WBL) *	4 cr.
32410320	CNC Machine Operation *	2 cr.
32410326	Site Surveying *	1 cr.
32410329	Building Materials Estimating *	3 cr.
32410332	Drafting for Carpentry 1 *	5 cr.
32410333	Drafting for Carpentry 2 *	5 cr.
32410334	Production Cabinetmaking *	5 cr.
32410335	Interior Finish *	5 cr.
32410339	Print Reading for Building Construction	2 cr.
32410353	Construction Framing 2 *	<u>4 cr.</u>
Occupational Specific Total		50 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804335	Advanced Technical Math *	3 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		12 cr.

PROGRAM REQUIREMENTS **62 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/construction-and-cabinet-making/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	3	Number employed	1	% employed in WITC district	100%
Number of responses	2	Percent employed	50%	Range of yearly salary	-*
Number available for employment	2	Employed in related field		Average yearly salary	-*

*Insufficient data to report.

career vision

Architectural Woodworking & Cabinetmaking

31-409-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Custom Delivery, Rice Lake

Program Overview

The Architectural Woodworking & Cabinetmaking technical diploma will provide students with the knowledge and skills necessary to work in cabinet and /or furniture shops, furniture factories, display shops, and finish the interior of homes. Students will learn the fundamentals of cabinetmaking and furniture making along with installation and interior finish, print reading, math concepts, and CNC machine operation. Safety principles and the use of hand and power tools will also be covered.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Architectural Woodworking & Cabinetmaking graduates will be able to:

- Read blueprints
- Identify materials
- Set up machinery
- Operate saws, joiners, planers, shapers, sanders and other woodworking machinery
- Assemble parts

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Cabinet Installer
- Cabinetmaker
- Machine Operator
- Furniture Maker
- Interior Finish Carpenter

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32410300	Cabinet and Furniture Making 1	5 cr.
32410302	Cabinet and Furniture Making 2 *	5 cr.
32410320	CNC Machine Operation *	2 cr.
32410334	Production Cabinetmaking *	5 cr.
32410335	Interior Finish *	5 cr.
32410339	Print Reading for Building Construction	2 cr.
Occupational Specific Total		24 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
Occupational Supportive/General Studies Total		5 cr.
PROGRAM REQUIREMENTS		29 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/architectural-woodworking-cabinetmaking/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Architectural Woodworking & Cabinetmaking is a new WITC program. No graduate follow-up information is currently available.

career vision

Construction Essentials

30-410-3 Technical Diploma (less than one-year)

Campus: Custom Mobile Site Delivery



Program Overview

You will find entry-level job success with an opportunity to build your knowledge, skills and professionalism to further your career. You will learn the basic fundamentals of construction framing and drafting along with print reading and math concepts related to construction. Safety principles and the use of hand and power tools will be covered.

Special Features

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

Inquire

For more information on this program, scheduled sites, and how to apply, contact: Karen Hoglund, Dean, Academic Programs-Ashland, Karen.Hoglund@witc.edu or 715.246.6561 ext. 3138

Program Outcomes

Construction Essentials graduates will be able to:

- Use hand and power tools and equipment
- Apply industry recognized safety practices and procedures
- Interpret construction drawings
- Demonstrate industry building practices and material application

Career Outlook

Typical positions available after graduation include:

- Construction Worker
- Construction/Carpenter Laborer
- Carpenter Assistant
- Carpentry Framer

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32410303	Construction Framing 1 *	4 cr.
32410339	Print Reading for Building Construction	<u>2 cr.</u>
Occupational Specific Total		6 cr.
Occupational Supportive/General Studies Courses **		
32804325	Applied Technical Math 1	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		9 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	30	Number employed	10	% employed in WITC district	100%
Number of responses	25	Percent employed	91%	Range of yearly salary	\$29,908-\$51,996
Number available for employment	11	Employed in related field	9	Average yearly salary	\$37,491

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32410300

Cabinet and Furniture Making 1 - Credits: 5

This is a lab/shop/theory application. This course covers the basics of cabinet and furniture construction. Fundamental machine operations and safety rules are taught. The students are required to construct, by approved machine methods, the common joints used in good construction. The study of wood and other materials, hand tools and bench work, shop drawing, design, and layout are a part of the basic course.

32410302

Cabinet and Furniture Making 2 - Credits: 5

This is a lab/shop applications course. The student will be involved in projects according to his/her abilities to provide practical application of the operations learned. COREQUISITE: 32410300 Cabinet and Furniture Making 1.

32410303

Construction Framing 1 - Credits: 4

This is a lab/shop applications course covers the operations required in building layout and the framing of floors and walls to meet Wisconsin State Code. Competencies are learned through actual hands-on applications. COREQUISITES: 32410339 Print Reading for Building Construction and 32804325 Applied Technical Math 1.

32410304

Advanced Construction Framing (WBL) - Credits: 5

This is a lab/shop/theory application. This course provides instruction in current application techniques of various building materials as applied to construction work on residential/light commercial buildings. The course of study encompasses the procedures of appropriate safe skills and knowledge required to construct/install rafters, roofing, materials, siding, insulations, stairs, platforms, decks, floor coverings, wall coverings, and related materials. PREREQUISITE: 32410315 Construction Framing 2.

32410320

CNC Machine Operation - Credits: 2

This course introduces the student to the development and editing of CNC programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. PREREQUISITE: 32804325 Applied Technical Math 1.

32410326

Site Surveying - Credits: 1

This course is designed to provide the student with the understanding of site plans, the recontouring of sites, the use of builder's surveying equipment, and other related information. PREREQUISITES: 32410339 Print Reading for Building Construction and 32804325 Applied Technical Math 1.

32410329

Building Materials Estimating - Credits: 3

This course introduces the student to the basic methods of estimating and develops a system for doing quantity surveys. The course also prepares the student to make some of the kinds of estimates that are commonly used in architecture and building construction. PREREQUISITES: 32410333 Drafting for Carpentry 2 and 32804325 Applied Technical Math 1 or equivalent.

32410332

Drafting for Carpentry 1 - Credits: 5

This course introduces students to the subject of residential design and construction. The problems faced by builders and designers before actual construction begins are emphasized. Students complete a series of detail drawings to acquaint them with the materials used and the methods of fabrication in sketching, lettering, line weights, and use of the scale are stressed. Standard house plans are utilized to acquaint the student with the drawings used in home construction. Students are also introduced to state, federal, and local codes. PREREQUISITE: 32410339 Print Reading for Building Construction.

32410333

Drafting for Carpentry 2 - Credits: 5

This course introduces SoftPlan software and the use of the Uniform Dwelling Code Book. In this course the students design residential structures based on the needs of individuals. The needs and desires of the client and their family are stressed in assignments. Various types of residential structures are designed. The student is introduced to the use of models and perspective drawings in selling a design to a client. UDC regulations are stressed throughout the drawings. PREREQUISITE: 32410332 Drafting for Carpentry 1.

32410334

Production Cabinetmaking - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of hanging and trimming doors and windows, installing trim and molding, finishing drywall, and other wall finishes are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2.

32410335

Interior Finish - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of installing trim and molding, and designing and building cabinets are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2 and COREQUISITE: 32410334 Production Cabinetmaking.

32410339

Print Reading for Building Construction - Credits: 2

This course provides instruction in reading and interpreting shop drawings, residential drawings, and commercial building plans. Emphasis is placed on building terminology and learning conventional techniques of communicating building methods from the designer to the builder. Students learn to visualize the structure and to interpret elevations, plan views, details, and sections from drawings. They also learn to read and interpret building specifications.

32410353

Construction Framing 2 - Credits: 4

This is a lab/theory course that covers the operations required in building layout and the framing of floors, walls, roofs, and stairs. The learner will learn the importance of building an energy-efficient home, and will be performing energy tests with diagnostic tools. Competencies are learned through lecture and actual hands-on applications. PREREQUISITES: 32410339 Print Reading for Building Construction, 32804325 Applied Technical Math 1, and COREQUISITE: 32410303 Construction Framing 1.

Heating, Ventilation, and Air Conditioning/Refrigeration Pathway

You could take this first to get a credential.

Refrigeration Essentials

Technical Diploma

14 Credits / Less than One Year

Potential Careers

Service Technician, Refrigeration Technician



Continue your education to obtain this technical diploma.

HVAC Installation Technician

Technical Diploma

27 Credits / 1 Year Full Time

Potential Careers

HVAC installer, HVAC Mechanic, Service Technician, Systems Mechanic



Continue your education to obtain this technical diploma.

Heating, Ventilation, and Air Conditioning/Refrigeration

Technical Diploma

55 Credits / 2 Years Full Time

Potential Careers

Install HVAC/R components, Service HVAC/R systems, Troubleshoot HVAC/R systems, Evaluate HVAC/R system designs

Range of Yearly Salary

\$31,198-\$53,816 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

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

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

Financial Aid Eligible

Campus: Superior

Program Overview

The program operates out of WITC's head-of-the-Great Lakes training center, a state-of-the-art facility on WITC-Superior's campus. Through partnerships with Trane USA, Snap-on Tools, and the National Coalition of Certification Centers (www.nc3.net), WITC will train you in the areas of electricity, heating, residential air conditioning, refrigeration, geothermal, sheet metal fabrication, direct digital controls (DDC) and commercial HVAC applications. You can leave with industry credentialing in the areas of refrigerant handling safety, tool usage, and control systems. Foundational skills and principles learned in this program prepare you to work in the commercial and residential HVAC/R industry. Periodic site visits with active HVAC/R equipment are incorporated throughout the two year program to enhance student learning. Students also attend several local training seminars, and conferences that feature industry experts so they can stay on top of industry trends, and training. Full-time students can complete the program in four semesters.



Special Feature

The HVAC/R program at Wisconsin Indianhead Technical College has adopted new certification guidelines established by The National Coalition of Certifications (NC3), working with Trane, a leader in the HVAC/R industry.

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.

NC3 has developed a comprehensive, workforce development program for training and professional certifications. NC3 members are provided with expert consultation – from facility planning, faculty training, and the support necessary for professional certification programs.



HVAC/R Certifications: Students are eligible to take the following NC3 Certification Exams: Indoor Air Quality, Building Performance Instruments (BPI) - Leak Detection, Air to Air Heat Pumps and Conditioners, Building Performance Instruments (BPI) - Five Gas Analysis, 575 Multi Meter Certification, Building Performance Instruments (BPI) - Installations and Diagnostics, Residential - Variable Speed Motors, Building Performance Instruments (BPI) - Fluid Integrity, Building Performance Instruments (BPI) - RPM and Vibration Testing and Residential Refrigeration Diagnostics.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/Heating-Ventilation-Air-Conditioning-and-Refrigeration/gainful-employment> This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	11	Number employed	9	% employed in WITC district	29%
Number of responses	9	Percent employed	100%	Range of yearly salary	\$31,198-\$53,816
Number available for employment	9	Employed in related field	7	Average yearly salary	\$43,132

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

HVAC/R graduates will be able to:

- Install HVAC/R components
- Service HVAC/R systems
- Troubleshoot HVAC/R systems
- Evaluate HVAC/R system designs

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Residential HVAC/R Technician
- Commercial HVAC/R Technician
- Industrial HVAC/R Technician
- Mechanical Contractor HVAC/R Technician
- Facilities HVAC/R Technician
- Wholesale Service Representative

With additional education and/or work experience, graduates may find other opportunities for employment:

- Energy Management Technician
- Business Owner HVAC/R
- Practice Engineering of HVAC/R Systems

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
32601300	Air Conditioning Fundamentals *#	2 cr.
32601301	Basic Mechanical Fundamentals *#	3 cr.
32601303	Principles of AC/DC *#	3 cr.
32601304	Heating Systems *#	2 cr.
32601305	Electrical Controls and Systems	3 cr.
32601306	HVAC/R Print Reading *	2 cr.
32601307	Heating System Applications * #	3 cr.
32601308	Electronic Energy Management *	3 cr.
32601309	Control Circuit Applications *	3 cr.
32601310	Sheet Metal Fabrication *	2 cr.
32601311	Hydronic Heating *#	3 cr.
32601312	Refrigeration Applications *#	3 cr.
32601313	HVAC/R Electronic Troubleshooting/Repair (WBL) *	2 cr.
32601314	Heat Load Estimation *	1 cr.
32601315	Geothermal Systems *	2 cr.
32601316	Building Automation Systems	2 cr.
32601317	Refrigeration Fundamentals *##	3 cr.
32890305	Applied Information Resources	2 cr.
Occupational Specific Total		44 cr.

Occupational Supportive/General Studies Courses **

32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		11 cr.

PROGRAM REQUIREMENTS **55 cr**

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

** See pages 40-42 for course descriptions.

NC3 Certification Exam Administered.

EPA section 608 Certification Exam Administered.

career vision

HVAC Installation Technician

31-601-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Superior

Program Overview

The HVAC Installation Technician program will give students the skills to install new heating, cooling, and ventilation systems, inspect current HVAC systems for effectiveness and safety, perform preventative maintenance on HVAC systems to increase longevity, and conduct performance tests with specialized tools. Students will be prepared to test for the EPA Section 608 Certification and multiple NC3 Certifications.



Special Feature

Students are eligible to take the following NC3 Certification Exams: Indoor Air Quality, Building Performance Instruments (BPI) - Leak Detection, Air to Air Heat Pumps and Conditioners, Building Performance Instruments (BPI) - Five Gas Analysis, 575 Multi Meter Certification

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

HVAC Installation Technician graduates will be able to:

- Install residential heating, ventilation and air conditioning equipment
- Commission (startup) and service residential heating, ventilation and air conditioning equipment
- Install commercial heating, ventilation and air conditioning equipment
- Commission (startup) and service commercial heating, ventilation, and air conditioning equipment
- Install commercial refrigeration equipment
- Commission (startup) and service commercial refrigeration equipment

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- HVAC Installer
- HVAC Mechanic
- Service Technician
- Systems Mechanic

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
32601300	Air Conditioning Fundamentals *#	2 cr.
32601301	Basic Mechanical Fundamentals **	3 cr.
32601303	Principles of AC/DC *#	3 cr.
32601304	Heating Systems *#	2 cr.
32601305	Electrical Controls and Systems	3 cr.
32601306	HVAC/R Print Reading *	2 cr.
32601310	Sheet Metal Fabrication *	2 cr.
32601317	Refrigeration Fundamentals *##	3 cr.
	Occupational Specific Total	20 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
	Occupational Supportive/General Studies Total	7 cr.
	PROGRAM REQUIREMENTS	27 cr

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

** See pages 40-42 for course descriptions.

NC3 Certification Exam Administered.

EPA Section 608 Certification Exam Administered

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/hvac-installation-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

HVAC Installation Technician is a new WITC program. No graduate follow-up information is currently available.

career vision

Refrigeration Essentials

30-601-1 Technical Diploma (less than one year)

Campus: Superior

Program Overview

The Refrigeration Essentials program will allow students to complete coursework in Air Conditioning, Refrigeration and Basic Mechanical Fundamentals, along with Principles of AC/DC and Applied Technical Math 1. Full time students will be able to complete this short term technical diploma in one semester (16 weeks). Students will be prepared to test for the EPA Section 608 Certification and NC3 Certifications.



Special Feature

Students are eligible to take the following NC3 Certification Exams: Indoor Air Quality, Building Performance Instruments (BPI) - Leak Detection, Air to Air Heat Pumps and Conditioners, and 575 Multi Meter Certification

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure

Program Outcomes

Refrigeration Essentials graduates will be able to:

- Perform limited service on refrigeration and air conditioning systems
- Perform limited installation on refrigeration and air conditioning systems
- Demonstrate ability to solder, braze, and flare copper piping
- Demonstrate ability to troubleshoot electrical systems on refrigeration and air conditioning systems

Career Outlook

Typical positions available after graduation include:

- Service Technician
- Refrigeration Technician

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
32601300	Air Conditioning Fundamentals *#	2 cr.
32601301	Basic Mechanical Fundamentals *#	3 cr.
32601303	Principles of AC/DC *#	3 cr.
32601317	Refrigeration Fundamentals *##	3 cr.
Occupational Specific Total		11 cr.
Occupational Supportive/General Studies Courses **		
32804325	Applied Technical Math 1	3 cr.
Occupational Supportive/General Studies Total		3 cr.
PROGRAM REQUIREMENTS		14 cr

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

** See pages 40-42 for course descriptions.

NC3 Certification Exam Administered

EPA Section 608 Certification Exam Administered.

Graduate Employment Information

Refrigeration Essentials is a new WITC program. No graduate follow-up information is currently available.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32601300

Air Conditioning Fundamentals - Credits: 2

Topics covered include air conditioning principles and terms, physical principles of air movement and humidity, methods of conditioning air for comfort and health, the proper use of psychrometers, dry bulb thermometers, hygrometers, pitot tubes, recorders, manometers and barometers, and the reading and interpretation of psychrometric charts and scales. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan.

32601301

Basic Mechanical Fundamentals - Credits: 3

This course is designed to introduce the learner to the basic fundamental skills necessary to work in the HVAC/R Industry. Instruction will be given in learning the various types of piping and tubing used in air conditioning, heating, and refrigeration; types of fittings, bending, brazing, soft soldering tubing, black iron pipe work, using hand tools, and the recognition and practice of safety procedures while working on heating, air conditioning, and refrigeration systems. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan.

32601303

Principles of AC/DC - Credits: 3

This course provides an introduction to DC and AC electricity. The students will be able to perform basic resistance, current, voltage, and power calculations and measurements in both DC and AC circuits. Knowledge and use of test equipment will focus on multimeters and oscilloscopes. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. This is a lab- and lecture-based course that provides hands-on and theoretical learning. COREQUISITE: 32804325 Applied Technical Math 1.

32601304

Heating Systems - Credits: 2

Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, gas furnace design and operation, venting of furnaces, chimney or exhaust gases, and system controls. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan.

32601305

Electrical Controls and Systems - Credits: 3

Topics in this course include basic electricity review, control circuits, symbols, diagrams, protection devices, transformers, relays, thermostats, single-phase motors, capacitors, control components, and troubleshooting ACR system wiring diagrams. Electrical experience equivalent to 32601303 Principles of AC/DC is recommended.

32601306

HVAC/R Print Reading - Credits: 2

Topics include print reading; understanding, interpreting, and utilizing architectural working drawings; safety procedures; drafting techniques; and lettering. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan.

32601307

Heating System Applications - Credits: 3

Topics include installation, start-up, and service of gas- and oil-fired heating equipment; air conditioning and air-to-air heat pump systems; and electrical and mechanical testing/analyzing of system components. PREREQUISITES: 32601301 Basic Mechanical Fundamentals and 32601304 Heating Systems.

32601308

Electronic Energy Management - Credits: 3

This course serves as an introduction to how a heating, venting, and air conditioning control system is used to operate a building's mechanical equipment so as to maintain the desired environmental conditions. PREREQUISITE: 32601309 Control Circuit Applications.

32601309

Control Circuit Applications - Credits: 3

Topics include control circuit terminology, measuring devices, and control systems. The principles of self-contained, electromechanical, and electronic-electric controls are examined and applied to control systems operation and design. PREREQUISITE: 32601305 Electrical Controls and Systems.

32601310

Sheet Metal Fabrication - Credits: 2

The layout and fabrication of a variety of sheet metal fittings. PREREQUISITE: 32601301 Basic Mechanical Fundamentals.

32601311

Hydronic Heating - Credits: 3

Topics include heating ignition systems, oil boiler installation and start up, venting of gas-fired boilers, heating with hot water, multiple boiler systems basics, and zoning hydronic heating systems. PREREQUISITES: 32601301 Basic Mechanical Fundamentals and 32601304 Heating Systems.

32601312

Refrigeration Applications - Credits: 3

Topics include domestic and commercial refrigeration systems, applications, installation, servicing, troubleshooting, heat loads and piping, controls, and special refrigeration components. PREREQUISITES: 32601300 Air Conditioning Fundamentals, 32601301 Basic Mechanical Fundamentals, and 32601317 Refrigeration Fundamentals.

32601313

HVAC/R Electronic Troubleshooting/Repair (WBL) - Credits: 2

This course is designed for the advanced student who has already completed the theoretical and basic hands-on classes. In this class the student will be responsible for troubleshooting and repairing a variety of HVAC/R equipment. The student will be required to diagnose the faulty equipment, select the proper replacement parts, return the equipment to a working condition, and prepare a detailed work order listing all work performed. PREREQUISITE: 32601309 Control Circuit Applications.

32601314

Heat Load Estimation - Credits: 1

This course will teach the student how to use "Manual J" from ACCA. The student will develop the skills to do residential heating and cooling heat loads. Students will calculate heat loss and also losses or gains due to infiltration, sun loads etc. The student will do calculations on actual buildings using ACCA industry standard form J-1. The student will also be pricing energy upgrades such as insulation, window improvements, etc. and calculating payback and fuel savings. PREREQUISITE: Admission to HVAC/R Plan.

32601315

Geothermal Systems - Credits: 2

This course is designed to introduce the student to the basic concepts of geothermal heating and cooling. Students will be introduced to the concepts of geothermal heating and cooling using geothermal pumps, ground source heat exchangers, indoor heat exchangers, connecting devices, and circulating fluid configurations and fusions. PREREQUISITES: 32601301 Basic Mechanical Fundamentals, 32601317 Refrigeration Fundamentals, and 32601305 Electrical Controls and Systems.

32601316

Building Automation Systems - Credits: 2

A building automation system, or BAS, is an umbrella energy management system that oversees HVAC control systems, heating, and other energy management systems in the building. A BAS itself can combine existing mechanical and electrical systems with microprocessors, and computers. Today's buildings require smarter and better technology and it is up to specially trained technicians to manage them efficiently. Students will gain a working knowledge of computers, networks as well as electrical control systems. PREREQUISITE: 32601305 Electrical Controls and Systems

32601317

Refrigeration Fundamentals - Credits: 3

Topics include refrigeration principles and terms, thermodynamic processes, refrigerants, vapor compression cycles, mechanical refrigeration system components, use of electrical controls, refrigeration applications, and refrigeration tools and materials. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan.

Utility Construction Pathway

You could take this first to get a credential.

Utility Construction Installer

Technical Diploma

28 Credits / One Year

Potential Careers

Construction Technician, Lineman Technician, Light Equipment Operator, Heavy Equipment Truck Driver, Utility Locator, Copper and Fiber Optic Splicer



Continue your education to obtain this technical diploma.

Utility Construction Technician

Technical Diploma

55 Credits / 2 Years Full Time

Potential Careers

Construction Foreman, Safety Specialist, Construction Technician, Heavy Equipment Operator, Tractor Backhoe Operator, Directional Drill Operator, Light Equipment Operator, Construction Inspector, Lineman Technician, Systems Mechanic



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed below.
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Utility Construction Technician

32-476-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

Program will prepare students to identify, operate and maintain underground utility construction heavy equipment including but not limited to tractor loader backhoe, cable plow, drop plow, excavators, horizontal directional drills and more. Safely and efficiently, operate, troubleshoot and maintain different utility systems. Evaluate site plans and maps to the specific type of utility service. The programs includes renovation, modification, and installation of underground utility services. Understanding underground power concepts and broadband services. Students will identify leadership skills and how to apply them. Student will learn the fundamentals of project management.



Special Features

- This is a unique program in the state of Wisconsin
- The Utility Construction Technician program was developed in collaboration with and is endorsed by the Power and Communication Contractors Association (PCCA). PCCA is the national trade association for companies constructing electric power facilities, including transmission and distribution lines and substations and telephone, fiber optic, and cable television systems.
- Program coursework scheduled to allow individuals to work and attend college during industry downtime.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

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

- Must be 18 years of age or older
- Provide verification of valid driver's license
- Contact WITC Student Services to acquire a Federal Drug Testing Custody and Control form
- Pass the DOT physical exam and FMCSA Pre Employment drug test

- Provide a copy of CDL Class A permit with air brakes
- Meet all Federal Motor Carrier Safety Regulations (FMCSR) requirements

Program Outcomes

Utility Construction Technician graduates will be able to:

- Demonstrate safe practices and techniques
- Perform site location and preparation
- Perform construction practices
- Apply basic electrical principles
- Demonstrate customer service
- Complete CDL-A licensure
- Analyze broadband principles
- Install power cables to industry specifications
- Demonstrate heavy equipment operation
- Utilize construction plans
- Perform preventative maintenance practices
- Demonstrate supervision practices
- Demonstrate project management practices

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Construction Foreman
- Safety Specialist
- Construction Technician
- Heavy Equipment Operator
- Tractor Backhoe Operator
- Directional Drill Operator
- Light Equipment Operator
- Construction Inspector

- Lineman Technician
- Heavy Equipment Truck Driver
- Utility Locator
- Copper and Fiber Optic Splicer

Many other opportunities available

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10196108	Customer Service	1 cr.
10196188	Project Management	3 cr.
10196191	Supervision	3 cr.
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2*	3 cr.
31449310	Work Zone Safety and OSHA 10	2 cr.
31476300	Construction and Utility Permits	1 cr.
31476301	Locating and Print Reading	2 cr.
31476302	Internship	2 cr.
32451370	Broadband Fiber Service 201	3 cr.
32476305	Construction Practices 1	4 cr.
32476306	Construction Practices 2	4 cr.
32476307	Broadband and Power Installation	3 cr.
32476308	Heavy Equipment 1	4 cr.
32476309	Heavy Equipment 2	4 cr.
32476310	Preventative and Predictive Maintenance	3 cr.
32605372	Utility Service Electricity	4 cr.
	Occupational Specific Total	49 cr.

Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	6 cr.

PROGRAM REQUIREMENTS **55 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/utility-construction-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Utility Construction Technician is a new WITC program. No graduate follow-up information is currently available.

career vision

Utility Construction Installer

31-476-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

This program will introduce outside plant cabling practices, installed as aerial cable between poles, in an underground conduit system, or by direct burial. Students will understand the basic electricity, blue print reading and facility location. Students will obtain CDL class A permit. They will practice basic construction practices techniques for outside plant services. Students will analyze work zone safety practices and receive OSHA 10 permit.



Special Features

- Unique in the state of Wisconsin
- The Utility Construction Installer program was developed in collaboration with and is endorsed by the Power and Communication Contractors Association (PCCA). PCCA is the national trade association for companies constructing electric power facilities, including transmission and distribution lines and substations and telephone, fiber optic, and cable television systems.
- Program coursework scheduled to allow individuals to work and attend college during industry downtime.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

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

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

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/utility-construction-installer/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Program Outcomes

Utility Construction Installer graduates will be able to:

- Demonstrate safe practices and techniques
- Perform site location and preparation
- Perform construction practices
- Apply basic electrical principles
- Demonstrate customer service
- Complete CDL-A licensure

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Construction Technician
- Light Equipment Operator
- Lineman Technician
- Heavy Equipment Truck Driver
- Utility Locator
- Copper and Fiber Optic Splicer

Many other opportunities available

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10196108	Customer Service	1 cr.
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2 *	3 cr.
31449310	Work Zone Safety and OSHA 10	2 cr.
31476300	Construction and Utility Permits	1 cr.
31476301	Locating and Print Reading	2 cr.
31476302	Internship	2 cr.
32476305	Construction Practices 1	4 cr.
32605372	Utility Service Electricity	4 cr.
	Occupational Specific Total	22 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	6 cr.
	PROGRAM REQUIREMENTS	28 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
 ** See pages 40-42 for course descriptions.

career vision

Graduate Employment Information

Utility Construction Installer is a new WITC program. No graduate follow-up information is currently available.

Course Descriptions

(See pages 40–42 for General Studies course descriptions)

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196188

Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

30458304

Truck Driving - Semi Level 1 - Credits: 3

This is the first of three courses in the 12-week Truck Driving technical diploma. Become prepared for entry-level positions as a commercial driver and understand basic information about trucks and their operation. You will need to present your DOT physical (Fed-Med) card and drug test, CDL Permit (CLP) prior to enrolling in the course. If you need assistance with passing the CLP, refer to the CDL Theory course designed to help you prepare for the test.

30458305

Truck Driving - Semi Level 2 - Credits: 3

This is the second of three courses in the Truck Driving technical diploma. This course will focus on obtaining the Commercial Driver's License while highlighting industry regulations, trip planning, hours of service, and driver safety. COREQUISITE: 30458304 Truck Driving - Semi Level 1.

31449310

Work Zone Safety and OSHA 10 - Credits: 2

Students will be introduced to the principles and convey the importance of using proper methods for safe and efficient temporary traffic control at work sites. Students will examine specific applications relevant to situations routinely encountered by city, county, utility, contractor, and DOT crews. Students will understand how to reduce motor vehicle traffic crashes at roadwork sites, resulting in greater safety for highway users and workers alike. Students will complete the OSHA 10-Hour Construction course, which covers a broad spectrum of valuable health and safety workplace topics that will familiarize them with OSHA Construction standards. These topics will include the OSHA Construction Focus Four, identifying common worksite hazards, tool operation and more. Students will examine environmental, health & safety standards, PPE requirements and achieve confined space certification.

31476300

Construction and Utility Permits - Credits: 1

Students will learn Mobility and Safety Policy Requirements. Students will understand permit applications and verify compliance and will deny permit applications or advance notices that do not comply. When mitigation is necessary to ensure the traveling public has minimal impact from work being completed in the State Highway Right-of-Way, the permit applicant may review the online Construction Permit System program to assist in determining the appropriate actions. When work is being conducted in the State Highway Right-of-Way, DOT must be aware in order to notify the public of possible delays in the appropriate manner. The regulations apply to all construction sites that are subject to proper permits. Students will learn SWPPP training.

31476301

Locating and Print Reading - Credits: 2

This course provides detailed information about the installation, structure, and components of electric, telephone, cable, gas, water, and wastewater utility systems. The module gives individuals a better understanding of how underground utility systems operate and work together with Diggers Hotline. This course will include the following general plant basics: utility system layouts, utility construction and installation methods, manholes and vaults, termination of facilities, aboveground indicators of buried facilities, abandon facilities, access points, and general print reading concepts.

31476302

Internship - Credits: 2

Internship will provide students with on-the-job experience in actual work situations in utility construction services. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties. Instructor approval is required for enrollment in this course.

32451370

Broadband Fiber Service 201 - Credits: 3

This course will introduce the students to industry specifications and practices for understanding fiber optic communication systems. Topics covered include fiber optic design, installation, test and maintenance for multimode and singlemode networks. This class will benefit those with little or no fiber experience.

32476305

Construction Practices 1 - Credits: 4

This course introduces the student to buried construction practices used in the utility service industry. Student will safely use hardware components and the equipment used in industry for rigging and installation procedures. Students will operate skid steers, mini excavators and various other industry machinery in a construction site environment. Students will load and unload machinery to safety specifications and secure loads to meet DOT regulations.

32476306

Construction Practices 2 - Credits: 4

Introduces the process of planning and executing underground utility services on various types of construction projects. The use of heavy equipment such as bulldozers, directional drills, excavators, tractor loader backhoe and other specialized equipment.

32476307

Broadband and Power Installation - Credits: 3

Covers installation, termination, and testing power & broadband cabling systems. Introduces the types of equipment and methods used in power & broadband installation.

32476308

Heavy Equipment 1 - Credits: 4

Students will learn prestart checks of a Utility Tractors, Horizontal Direction Drilling, and Rough Terrain Forklifts. Identify machine's hardware (frame, body panels, tires or tracks, and safety equipment), driveline components, hydraulic system components, electrical components, and controls. Reviews machine safety issues. Explains how to safely start, move, steer, stop, and shut down different types of machines.

32476309

Heavy Equipment 2 - Credits: 4

Students will learn prestart checks of a tractor, Loader backhoe, Excavators and Dozers. Identify machine's hardware (frame, body panels, tires or tracks, and safety equipment), driveline components, hydraulic system components, electrical components, and controls. Review machine safety issues Explains how to safely start, move, steer, stop, and shut down different types of machines.

32476310

Preventative and Predictive Maintenance - Credits: 3

Explains preventive and predictive maintenance and introduces the basic techniques for testing. Students will safely operate power tools, generators, air compressors, lubrication techniques, hydraulics and basic welding techniques.

32605372

Utility Service Electricity - Credits: 4

Introduces the electrical concepts used in Ohm's law as applied to AC and DC series circuits. Discusses atomic theory, electromotive force, resistance, and electric power equations. Also introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, analog and digital circuit analysis. Course explains general, personal, and test equipment for E&I safety. Covers measuring current, voltage, and resistance and the types of meters used. Describes types and applications of conductors as well as their installation techniques. Also describes the technique and components used for terminating and splicing conductors.



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Administrative Professional Pathway

You could take this first and get a credential.

Office Technology Assistant

Technical Diploma

17 Credits / Less Than 1 Year Part Time

Potential Careers

Customer Service Representative, File Clerk, Receptionist/Information Clerk

Microsoft Office

Technical Diploma

9 Credits / Less Than One Year Part Time

Potential Careers

Word Processor, Clerk Typist, Program Assistant

Continue your education to obtain this technical diploma.

Office Support Specialist

Technical Diploma

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

Potential Careers

Office Support Specialist, Receptionist/Secretary, Data Entry Operator

Range of Yearly Salary

\$25,728*-\$30,844* annually

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Continue your education to obtain this associate degree.

Administrative Professional

Associate Degree

60 credits

Potential Careers

Administrative Professional, Executive Assistant, Office Manager

Range of Yearly Salary

\$21,838-\$37,437 annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
Northland College
UW Oshkosh
UW Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Administrative Professional

10-106-6 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
 Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

Many of the skill subjects are competency based and available through alternate delivery methods. You can earn a living and earn your degree pretty much anytime, anywhere that fits your schedule. Once you have your WITC degree, you can couple it with work experience and further education to advance into supervisory or managerial positions.

Admission Requirements

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

Program Outcomes

Administrative Professional graduates will be able to:

- Demonstrate effective workplace communications
- Apply technology skills to business and administrative tasks
- Perform routine administrative procedures
- Manage administrative projects
- Maintain internal and external relationships
- Model professionalism in the workplace

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Administrative Professional
- Executive Assistant
- Office Manager

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10105123	Business Skills	1 cr.
10106110	Document Formatting	2 cr.
10103156	Adobe Photoshop	2 cr.
10106127	Desktop Publishing	2 cr.
10106128	Software Integration *	1 cr.
10106129	Web Technologies	3 cr.
10106139	Administrative Office Procedures *	3 cr.
10106146	Proofreading for the Office	3 cr.
10106164	Office Communication *	3 cr.
10106165	Information Management	2 cr.
10106166	Administrative Professional Capstone *	3 cr.
10106167	Computer and Business Technologies	1 cr.
10890116	Job Quest	1 cr.
	Technical Studies Total	39 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	3 cr.
10801198	Speech	
10801197	Technical Reporting	3 cr.
10804123	Math with Business Applications	3 cr.
10809122	Introduction to American Government or	
10809172	Introduction to Diversity Studies or	
10809195	Economics or	
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psych or	
10809198	Introduction to Psychology	3 cr.
	General Studies Total	18 cr.
	ELECTIVES	3 cr.
	TOTAL PROGRAM REQUIREMENTS	60 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	17	Number employed	13	% employed in WITC district	78%
Number of responses	15	Percent employed	93%	Range of yearly salary	\$21,838-\$37,437
Number available for employment	14	Employed in related field	10	Average yearly salary	\$29,365

career vision

Office Support Specialist

31-106-8 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

Many of the skill subjects are competency based and available through alternate delivery methods. You can learn a living and earn your degree pretty much anytime, anywhere that fits your schedule. Once you have your WITC diploma, you can couple it with work experience and further your education to advance into positions with higher responsibility.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Office Support Specialist graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Office Support Specialist
- Receptionist/Secretary
- Data Entry Operator

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103162	MS Access A	1 cr.
10106110	Document Formatting	2 cr.
10106139	Administrative Office Procedures *	3 cr.
10106146	Proofreading for the Office	3 cr.
10106165	Information Management	2 cr.
10106167	Computer and Business Technologies	1 cr.
10804123	Math with Business Applications	3 cr.
10890116	Job Quest	1 cr.
Occupational Specific Total		24 cr.
Occupational Supportive/General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10809188	Developmental Psychology or	
10809198	Introduction to Psychology	3 cr.
Occupational Supportive/General Studies Total		9 cr.
TOTAL PROGRAM REQUIREMENTS		33 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/office-support-specialist/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	24	Number employed	17	% employed in WITC district	83%
Number of responses	20	Percent employed	94%	Range of yearly salary	\$25,728-\$30,844*
Number available for employment	18	Employed in related field	13	Average yearly salary	\$27,870*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Microsoft Office

30-106-6 Technical Diploma (less than one-year)

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

Using the Microsoft Office suite, you'll create letters, reports, forms or other material from rough draft, corrected copy or voice recording. In addition, you'll create spreadsheets, databases, calendars, emails or slides for presentations.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Microsoft Office program from the program of choice dropdown list.

Program Outcomes

Microsoft Office graduates will be able to:

- Apply Microsoft Office skills to workplace tasks
- Solve user level Microsoft Office issues

Career Outlook

Typical positions available after graduation include:

- Word Processor
- Clerk Typist
- Program Assistant

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10106128	Software Integration	1 cr.
PROGRAM REQUIREMENTS		9 cr.

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

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	29	Number employed	21	% employed in WITC district	75%
Number of responses	28	Percent employed	91%	Range of yearly salary	\$23,398-\$62,000
Number available for employment	23	Employed in related field	17	Average yearly salary	\$44,365

career vision

Office Technology Assistant

30-106-1 Technical Diploma (less than one-year)

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

The Office Technology Assistant diploma prepares you for employment in positions such as customer service representative, file clerk, receptionist or office assistant. You'll be knowledgeable in various computer applications, general office procedures and bookkeeping skills necessary to work in today's business environment.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Office Technology Assistant program from the program of choice dropdown list.

Program Outcomes

Office Technology Assistant graduates will be able to:

- Use technology skills to accomplish basic business and administrative tasks
- Perform entry-level office procedures
- Demonstrate professionalism in the workplace

Career Outlook

Typical positions available after graduation include:

- Customer Service Representative
- File Clerk
- Receptionist/Information Clerk

Curriculum

Number	Course Title	Credits
Technical Studies Courses		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101176	Financial Accounting 1A	2 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10106110	Document Formatting	2 cr.
10106146	Proofreading for the Office	3 cr.
10106164	Office Communication *	3 cr.
10106167	Computer and Business Technologies	1 cr.
PROGRAM REQUIREMENTS		17 cr.

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

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	23	Number employed	16	% employed in WITC district	80%
Number of responses	21	Percent employed	89%	Range of yearly salary	\$23,398-\$41,572
Number available for employment	18	Employed in related field	15	Average yearly salary	\$32,881

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101174

QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10103106

MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103125

MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103147

MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A.

10103148

MS Word C - Credits: 1

Students will learn word processing using MS Word. Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word. COREQUISITE: 10103147 MS Word B.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10103162

MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

10105123

Business Skills - Credits: 1

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

10106110

Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

10103156

Adobe Photoshop - Credits: 2

Students will become skilled in using the Adobe Photoshop image-editing software package. Students will create and modify graphic images using various tools and techniques. They will learn to create original artwork, manipulate images, and create images for the Web and retouch photographs.

10106127

Desktop Publishing - Credits: 2

Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.

10106128

Software Integration - Credits: 1

This course is designed to integrate computer applications. Participants will prepare and enhance documents using word processing, spreadsheets, database, and presentation graphics software. PREREQUISITES: 10103106 MS PowerPoint, 10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word C, 10103151 MS Excel A, 10103152 MS Excel B, 10103162 MS Access A.

10106129

Web Technologies - Credits: 3

This course presents the foundational skills necessary to function in a Web 2.0 environment. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, templates, and Cascading Style Sheets (CSS) and behaviors. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based documents and Social Media from marketing to network security to customer service. A general knowledge of working in a Windows environment and keyboarding skills are recommended.

10106139

Administrative Office Procedures - Credits: 3

This course is designed to develop professional skills and attitudes needed in today's global business environment. Topics include making ethical decisions, working independently and as a team member, and managing time. Telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics will be included. Previous word processing and proofreading experience is recommended. PREREQUISITES: 10106110 Document Formatting and 10106146 Proofreading for the Office.

10106146

Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

10106164

Office Communication - Credits: 3

This course provides the student with the opportunity to develop professional office communication skills using voice recognition, transcribers, and hard copy material. Students will learn to speak, write, and listen in a clear, courteous, concise, and correct manner. Students will apply these skills to create and share documents electronically while applying the proper document formats. PREREQUISITE: 10106110 Document Formatting and 10106146 Proofreading for the Office.

10106165

Information Management - Credits: 2

This course will include coverage of the different indexing systems (alphabetic, numeric, subject, geographic, and chronological) as well as an overview of the entire records management function -- planning, designing, classifying, controlling, and evaluation. Electronic filing methods are utilized at locations where equipment is available.

10106166

Administrative Professional Capstone - Credits: 3

This course is designed to provide students with an experience to simulate tasks and duties performed in their field. It provides a foundation and exposure to Web conferencing techniques and available virtual platforms; experience providing computer support in an office setting while tracking the requests; and exposure and use of emerging Internet-based softwares to assist them in their professional duties. Setting priorities, meeting deadlines, and doing mailable-quality work are stressed. This is a final semester capstone course and requires a high level of ability and mastery of communication, keying, proper document formatting, records management, word processing, spreadsheets, presentation graphics, database, and related field requirements. PREREQUISITES: 10106110 Document Formatting and 10106139 Administrative Office Procedures and COREQUISITE: 10106128 Software Integration.

10106167

Computer and Business Technologies - Credits: 1

Learners will gain knowledge on computer hardware, basic computer operations, and the operating system. An emphasis will be placed on file/document management in a network environment and on a standalone personal computer. Learners will become familiar with the World Wide Web by accessing the Internet through browser software. Learners will use e-mail and learn how to communicate properly through e-mail and optional online vehicles. Learners will use search engines/databases for research purposes and proper validation techniques.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Business Administration Specialist

17-104-5 Technical Certificate

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

*Combination of Online, In-person and ITV (Interactive Television) instruction



Overview

This certificate will provide you with the well-rounded skills that are necessary to become an integral support employee in a business firm.

Special Feature

This certificate is completely focused on the key areas of business administration.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Business Administration Specialist program from the program of choice dropdown list.

Outcomes

The Business Administration Specialist Certificate will prepare you to:

- Handle basic functions of a business office
- Make informed decisions regarding business transactions
- Document business transaction and planning documents
- Communicate and relate with clients, peers, and supervisors

Career Outlook

Completing this certificate will qualify you to become an integral support employee in a business firm.

Related Program

- Business Management

Curriculum

Number	Course Title	Credits (cr.)
10104198	Managing Human Resources or	
10116100	Human Resource Management	3 cr.
10105100	Introduction to Business	3 cr.
10105125	Business Law	3 cr.
10145101	Entrepreneurship	3 cr.
10196191	Supervision	3 cr.
10801197	Technical Reporting	3 cr.

CERTIFICATE REQUIREMENTS **18 cr.**

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

Course Descriptions

10104198

Managing Human Resources - Credits: 3

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10105100

Introduction to Business - Credits: 3

This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprises. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.

10105125

Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10145101

Entrepreneurship - Credits: 3

This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10801197

Technical Reporting - Credits: 3

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

Business Management

10-102-3 Associate Degree (two-year)

Financial Aid Eligible

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, and ITV (Interactive Television) instruction



Program Overview

In the Business Management program, you will develop skills for employment in a variety of business settings or prepare to operate a business of your own. Careers can be found in hospitality, sales, technology, retail, manufacturing and financial services. While at WITC, you will learn to plan and implement business strategies. You will have the opportunity to specialize in general business or marketing. A field study experience allows you to practice skills in a real-world business environment.

Admission Requirements

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

Program Outcomes

Business Management graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

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

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101101	Financial Accounting 1	4 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10104102	Marketing Principles	3 cr.
10104180	Business & Marketing Field Study *	2 cr.
10105100	Introduction to Business	3 cr.
10105125	Business Law	3 cr.
10114107	Principles of Finance	3 cr.
10104191	Customer Service Management	3 cr.
10196191	Supervision	<u>3 cr.</u>
	Technical Studies Total	27 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
	General Studies Total	15 cr.
Select one emphasis area:		
Business Management General Emphasis		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103106	MS PowerPoint	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10116100	Human Resource Management or	3 cr.
10104198	Managing Human Resources	
10145101	Entrepreneurship	3 cr.
10196157	Strategic Planning	1 cr.
10196188	Project Management	<u>3 cr.</u>
	General Emphasis Total	15 cr.
Business Management Marketing Emphasis		
10104104	Selling Principles	3 cr.
10104110	Technological Applications in Marketing	3 cr.
10104189	Social Media Marketing	3 cr.
10104125	Multi-Media Marketing *	3 cr.
10104148	Sales Management *	<u>3 cr.</u>
	Marketing Emphasis Total	15 cr.
	ELECTIVES	3 cr.
	TOTAL PROGRAM REQUIREMENTS	60 cr.

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

** See pages 40-42 for course descriptions.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101101

Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101174

QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10103106

MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103125

MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10103162

MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

10104102

Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

10104104

Selling Principles - Credits: 3

This introductory course is designed to acquaint the student with the principles of selling and applications to the marketing of goods and services. Special emphasis is given to developing the selling process. Included are customer relations, sales psychology, steps to successful presentation, closing techniques, and sales motivation.

10104110

Technological Applications in Marketing - Credits: 3

This course is designed to expose the student to current and upcoming technologies impacting the field of marketing.

10104125

Multi-Media Marketing - Credits: 3

Multi-Media Marketing provides an overview of advertising and public relations efforts in today's business environment. The course will explore what is done in advertising and the reasons why. Public relations activities and their effectiveness will be discussed using real-world examples. Additional topics of study include the social and economic aspects of promotion. PREREQUISITE: 10104102 Marketing Principles.

10104148

Sales Management - Credits: 3

This course examines the elements of operating as part of an effective sales team. As sales is a key component of organizational success, best practices from the industry will be explored. Additional topics include sales team structure, use of technology and issues in compensating/retaining salespeople. PREREQUISITE: 10104104 Selling Principles.

10104180

Business & Marketing Field Study - Credits: 2

This course will allow the student to analyze what specific occupational field(s) they are best suited for. Included will be an in-depth self-analysis, simulated job application and interviews, a career research report, and work-based experience(s). PREREQUISITE: Minimum of 36 credits of program coursework must be completed prior to enrolling in this course.

10104189

Social Media Marketing - Credits: 3

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

10104191

Customer Service Management - Credits: 3

This course equips learners to selectively hire, train, manage, and measure customer service providers as well as strategies to recover from difficult service situations. Topics include telephone/online etiquette, active listening and problem solving. Best practices in handling complaints, controlling stress and managing customer expectations will be explored. An examination of internal systems and policies that impact service to include customer relationship management software will be explored. This course is designed to help managers and supervisors of customer service representatives to increase customer satisfaction, loyalty and profitability.

10105100

Introduction to Business - Credits: 3

This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprises. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.

10105125

Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10114107

Principles of Finance - Credits: 3

The Principles of Finance course concentrates its study on the financial management of business. Students analyze profitability, cash flow, long-term investment decisions, long-term financing decisions, short-term working capital management, mergers, acquisitions, and business failure.

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10104198

Managing Human Resources - Credits: 3

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

10145101

Entrepreneurship - Credits: 3

This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

10196157

Strategic Planning - Credits: 1

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

10196188

Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	29	Number employed	22	% employed in WITC district	64%
Number of responses	23	Percent employed	100%	Range of yearly salary	\$24,000-\$70,000
Number available for employment	22	Employed in related field	15	Average yearly salary	\$35,376

career vision

Business Graphics

17-106-6 Technical Certificate

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

*Combination of online, Your Choice, in-person, or ITV (Interactive Television) instruction



Overview

This certificate provides you with the fundamental skills necessary to provide support or be a part of a team responsible for publishing, document design and preparation, web design and media development. As part of the program, you'll complete projects and compile a portfolio that incorporates the use of graphics technology and software.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Business Graphics program from the program of choice dropdown list.

Outcomes

The Business Graphics Certificate will prepare you to:

- Exhibit visual and creative thinking
- Exhibit conceptual skills
- Complete projects (such as brochures, mailers, business cards, and prepared print media) in a professional and timely manner

Career Outlook

After completing this certificate you will be ready to create, design, and edit business graphics and be employed or assist in such fields as:

- Marketing
- Publication
- Advertising
- Web Design
- Administration
- Office Support
- Management
- Accounting/Finance

Related Programs

- Administrative Professional
- Office Support Specialist

Curriculum

Number	Course Title	Credits (cr.)
10103156	Adobe Photoshop	2 cr.
10106127	Desktop Publishing	2 cr.
10106129	Web Technologies	3 cr.
10106147	Advanced Graphics Applications *	3 cr.

CERTIFICATE REQUIREMENTS **10 cr.**

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

Course Descriptions

10103156

Adobe Photoshop - Credits: 2

Students will become skilled in using the Adobe Photoshop image-editing software package. Students will create and modify graphic images using various tools and techniques. They will learn to create original artwork, manipulate images, and create images for the Web and retouch photographs.

10106127

Desktop Publishing - Credits: 2

Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.

10106129

Web Technologies - Credits: 3

This course presents the foundational skills necessary to function in a Web 2.0 environment. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, templates, and Cascading Style Sheets (CSS) and behaviors. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based documents and Social Media from marketing to network security to customer service. A general knowledge of working in a Windows environment and keyboarding skills are recommended.

10106147

Advanced Graphics Applications - Credits: 3

Advanced Graphics Applications further enhances the skills students obtained in Adobe Photoshop, vector based illustrations, and desktop publishing software at a more advanced level. Students will also be given independent projects in real-world situations where they can use their creativity, review layout and design principles, utilize their web design experience, and develop their customer service skills. The community independent project will be presented for final approval. The final project will be to create a professional portfolio of their work in electronic form. COREQUISITES: 10103156 Adobe Photoshop, 10106127 Desktop Publishing, and 10106129 Web Technologies.

Customer Service

17-105-2 Technical Certificate

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Overview

The Customer Service certificate prepares you to serve a diverse customer base in business. Choose from either a service or a marketing/sales focus.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Customer Service program from the program of choice dropdown list.

Outcomes

The Customer Service certificate will prepare you to:

- Professionally communicate non-verbally and in writing
- Provide ethical service to a diverse customer base
- Exhibit superior listening skills
- Operate appropriate technology
- Select appropriate technology (software and equipment) for tasks

Career Outlook

After completing the Customer Service certificate, students' career opportunities will be strengthened with the ability to effectively and professionally communicate and provide both internal and external customer service to a global and diverse business community.

Related Programs

- Administrative Professional
- Business Management
- Leadership Development
- Office Support Specialist

Curriculum

Number	Course Title	Credits (cr.)
10104102	Marketing Principles or	
10809172	Introduction to Diversity Studies	3 cr.
10106164	Office Communication *	3 cr.
10196108	Customer Service	1 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10890116	Job Quest	<u>1 cr.</u>
CERTIFICATE REQUIREMENTS		15 cr.

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

Course Descriptions

10104102

Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

10809172

Introduction to Diversity Studies - Credits: 3

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

10106164

Office Communication - Credits: 3

This course provides the student with the opportunity to develop professional office communication skills using voice recognition, transcribers, and hard copy material. Students will learn to speak, write, and listen in a clear, courteous, concise, and correct manner. Students will apply these skills to create and share documents electronically while applying the proper document formats. PREREQUISITES: 10106110 Document Formatting and 10106146 Proofreading for the Office.

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10801136

English Composition 1 - Credits: 3

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

10801196

Oral/Interpersonal Communication - Credits: 3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Ethical Leadership

17-196-2 Technical Certificate

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In-person, and ITV (Interactive Television) instruction



Overview

The Ethical Leadership certificate is designed to help you improve your skills in creating and maintaining a legal, ethical and diverse work environment.

Special Feature

This certificate is designed to give you guidelines so you will have, and be willing to act on, a definite sense of ethical standards. This certificate will also encourage you to examine ethical dilemmas from different perspectives and to develop a habit of conscious reflection.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Ethical Leadership program from the program of choice dropdown list.

Outcomes

The Ethical Leadership Certificate will prepare you to:

- Justify corporate social responsibility
- Recommend a framework for dealing with different cultures and morals/ethics
- Critique the identification, analysis, and recommend action/solution to a business-related ethical dilemma
- Assess the “value” of advertising to society
- Recommend methods of balancing “reasonable” consumer safety with a producer’s profit motive
- Recommend methods of balancing employees’ right to privacy with employers’ rights in today’s information/knowledge-based business

Career Outlook

After completing the Ethical Leadership Certificate, you will be ready to work with and understand today’s diverse workplace and legal and ethical decision making.

Related Program

- Leadership Development
- Nonprofit Leadership

Curriculum

Number	Course Title	Credits (cr.)
10196134	Legal Issues for Supervisors	3 cr.
10196190	Leadership Development	3 cr.
10196199	Ethics in Business	3 cr.
CERTIFICATE REQUIREMENTS		9 cr.

Course Descriptions

10196134

Legal Issues for Supervisors - Credits: 3

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor’s role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

10196190

Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

10196199

Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

Entrepreneurship

31-145-2 Technical Diploma

Financial Aid Eligible

Campuses: Custom Delivery

Program Overview

The Entrepreneurship program incorporates creativity, critical thinking, communication, and collaboration in real-world settings to help you develop an entrepreneurial venture. You will learn to think entrepreneurially, identify opportunities, build business and finance strategies, share ideas, and develop marketing plans. Through a series of courses that include hands on, real-world opportunities you will develop your knowledge and abilities that will serve as a launch pad for those who wish to start, run, or grow their own personal or family owned business.



Inquire:

For more information, contact:
Pam Brunclik, Dean of Academic Programs-
Rice Lake Region
Phone: 715-234-7082 ext. 5682
Fax: 715-234-5172
pam.brunclik@witc.edu

Program Outcomes

The Entrepreneurship graduates will be able to:

- Demonstrate an entrepreneurial mindset
- Develop a business canvas and/or plan
- Outline a business operational plan
- Develop a business marketing plan

Career Outlook

Typical positions available after graduation include:

- Small Business Owner
- Business Manager
- Operations Manager

Related Program

- Leadership Development
- Nonprofit Leadership

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10101176	Financial Accounting 1A	2 cr.
10104104	Selling Principles	3 cr.
31145300	Entrepreneurial Ideas	3 cr.
31145301	Entrepreneurial Communication	2 cr.
31145302	Entrepreneurial Management	3 cr.
31145303	Entrepreneurial Finance	3 cr.
31145304	Entrepreneurial Marketing	2 cr.
31145305	Entrepreneurial Capstone*	3 cr.
31145106	Entrepreneurial Legal Issues	2 cr.
Occupational Specific Total		23 cr.
Occupational Supportive/General Studies Courses**		
10804123	Math with Business Applications	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		5 cr.

PROGRAM REQUIREMENTS **28 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/entrepreneurship/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Entrepreneurship is a new program for WITC - This information is from WTCS.

Number of graduates	21	Number employed	10	% employed in WITC district	NA
Number of responses	13	Percent employed	100%	Range of yearly salary	\$21,058-\$35,000
Number available for employment	10	Employed in related field	50%	Average yearly salary	\$28,029

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10104104

Selling Principles - Credits: 3

This introductory course is designed to acquaint the student with the principles of selling and applications to the marketing of goods and services. Special emphasis is given to developing the selling process. Included are customer relations, sales psychology, steps to successful presentation, closing techniques, and sales motivation.

31145300

Entrepreneurial Ideas - Credits: 3

Upon completion of this course students will have generated ideas for entrepreneurial businesses, analyzed market conditions, and determined the opportunities that exist for an entrepreneurial venture in today's marketplace. The ideas generated will be used and refined in the capstone course.

31145301

Entrepreneurial Communication - Credits: 2

Soft skills are essential to entrepreneurial success. Students completing this class will practice soft skills through networking, formal and informal presentations, professional business writing, and listening activities.

31145302

Entrepreneurial Management - Credits: 3

Leadership concepts and basic management and operational policies are analyzed by student in this class. From the analysis, students will practice developing operation practices, including those human resource functions such as hiring, managing, and motivation employees. The ideas discussed in this course will be used and refined in the capstone course.

31145303

Entrepreneurial Finance - Credits: 3

Upon completion of this class the learners will have the skills to make considerate investment and financing decisions in entrepreneurial settings. Covering all stages of the venture's life cycle from startup to exit, the class delves into key financial decisions that must be made such as how much money should be raised at each state: when should it be raised; what is a reasonable valuation of the company, and how should funding, employment contracts and exit decisions be structured.

31145304

Entrepreneurial Marketing - Credits: 2

Building on the basic marketing principles, upon completion of this course student will be able to identify the unique challenges in marketing start-up organizations and develop marketing plans for launching and promoting a young company. A key component of the class is the development of a complete marketing plan for a nascent entrepreneurial venture focusing.

31145305

Entrepreneurial Capstone - Credits: 3

Building on the knowledge obtained in the previous entrepreneurial program classes, students write and present a business plan. The plans include the marketing, management, operational, and financial sections typically requested of a new business venture. Upon completion of the capstone course, students will walk away ready to launch their ventures. COREQUISITES: 31145300 Entrepreneurial Ideas, 31145302 Entrepreneurial Management, 31145303 Entrepreneurial Finance, 31145304 Entrepreneurial Marketing, 31145306 Entrepreneurial Legal Issues.

31145306

Entrepreneurial Legal Issues - Credits: 2

Students completing this class can articulate the regulatory framework surrounding new business ventures. Legalities will include the choice of legal entity, permits, insurances and HR requirements. Furthermore, the students will also examine other legalities in regards to intellectual property, trade secrets, patents, trademarks, copyrights, and licensing.

Medical Administrative Professional Pathway

You could take this first and get a credential.

Healthcare Receptionist

Technical Diploma

15 Credits / One Semester Full Time; Part Time Options Available

Potential Careers

Medical Receptionist, Medical Scheduler, Medical Information Clerk, Appointment Coordinator, Patient Access

Continue your education to obtain a technical diploma.

Health Office Professional

Technical Diploma

30 Credits / One year Full Time; Part Time Options Available

Potential Careers

Medical Office Specialist, Medical Secretary, Medical Receptionist, Hospital Admissions Representative, Customer Service Representative, Medical Scheduler, Health Information Clerk

Medical Billing Specialist

Technical Diploma

22 Credits / 3 Semesters Part Time

Potential Careers

Hospital Medical Biller, Physician's Office Medical Biller, Laboratory Medical Biller, Patient Account Representative, Revenue Cycle Representative

Continue your education to obtain an associate degree.

Medical Administrative Professional

Associate Degree

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

Potential Careers

Medical Administrative Assistant, Medical Secretary, Medical Receptionist, Medical Scheduler, Hospital Admissions Representative, Medical Language Specialist, Medical Billing Specialist, Patient Account Representative, Clinic Coder, Health Unit Coordinator (HUC), Health Information Clerk

Range of Yearly Salary

\$30,678-\$38,456* annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
Northland College
UW Oshkosh
UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Medical Administrative Professional

10-160-2 Associate Degree (two-year)

Financial Aid Eligible

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

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

Are you looking for a career in the medical field that is interesting and exciting but does not require direct patient contact? Consider the Medical Administrative Professional program. This program prepares you to complete business-related tasks including scheduling appointments, registering patients, answering telephones, medical billing and completing insurance claims, preparing business correspondence, transcribing dictation, and maintaining medical records.

Admission Requirements

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

Program Outcomes

Medical Administrative Professional graduates will be able to:

- Perform financial practices through analysis of payer data and reimbursement methods
- Demonstrate professionalism in a healthcare setting
- Apply technology to administrative functions in a healthcare-related setting
- Apply HIPAA, federal and state law, and regulatory compliance in business health practices
- Use medical terminology and knowledge of the human body systems in performing essential functions of health business environment

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Medical Administrative Assistant
- Medical Secretary
- Medical Receptionist
- Medical Scheduler
- Hospital Admissions Representative
- Medical Language Specialist
- Medical Billing Specialist
- Patient Account Representative
- Clinic Coder
- Health Unit Coordinator (HUC)
- Health Information Clerk

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101176	Financial Accounting 1A	2 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10105160	Medical Externship *#	1 cr.
10106110	Document Formatting	2 cr.
10160134	Medical Insurance Claims *	4 cr.
10160135	Introduction to Healthcare Documentation *	3 cr.
10160140	Medical Office Administration *	3 cr.
10160142	Patient Billing and Reimbursement *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10160145	Medical Administrative Practice	4 cr.
10106146	Proofreading for the Office	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10501101	Medical Terminology	3 cr.
10510135	Anatomy, Physiology, and Disease Concepts	2 cr.
10890116	Job Quest	1 cr.
	Technical Studies Total	39 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10801197	Technical Reporting	3 cr.
10804123	Math with Business Applications	3 cr.
10809196	Introduction to Sociology or	
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
	General Studies Total	18 cr.
	ELECTIVES	3 cr.
	PROGRAM REQUIREMENTS	60 cr.

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

** See pages 40-42 for course descriptions.

Criminal background checks will be required for this course.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	13	Number employed	10	% employed in WITC district	56%
Number of responses	11	Percent employed	100%	Range of yearly salary	\$30,678-\$38,456
Number available for employment	10	Employed in related field	10	Average yearly salary	\$33,807

career vision

Health Office Professional

31-160-1 Technical Diploma (one-year)

Financial Aid Eligible

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

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

The Health Office Professional technical diploma combines medical office skills with computer skills to prepare you for employment on the administrative side of healthcare working in physician's offices, clinics, hospitals, nursing homes and other health organizations.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Health Office Professional graduates will be able to:

- Perform routine healthcare administrative procedures
- Demonstrate effective workplace communications
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in a healthcare setting

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Medical Office Specialist
- Medical Secretary
- Medical Receptionist
- Hospital Admissions Representative
- Customer Service Representative
- Medical Scheduler
- Health Information Clerk

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10106110	Document Formatting	2 cr.
10160135	Introduction to Healthcare Documentation *	3 cr.
10160140	Medical Office Administration *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10106146	Proofreading for the Office	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		21 cr.
Occupational Supportive/General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	<u>3 cr.</u>
Occupational Supportive/General Studies Total		9 cr.
PROGRAM REQUIREMENTS		30 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/health-office-professional/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WTCS Graduate Survey Responses 2017-2018)

Number of graduates	18	Number employed	8	% employed in WITC district	40%
Number of responses	14	Percent employed	80%	Range of yearly salary	~*
Number available for employment	10	Employed in related field	5	Average yearly salary	~*

*Insufficient data to report.

career vision

Healthcare Receptionist

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

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

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

The Healthcare Receptionist short-term diploma prepares students to perform a variety of office support functions within a health care organization. This embedded technical diploma fully ladders into the Health Office Professional technical diploma and the Medical Administrative Professional associate degree.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Healthcare Receptionist program from the program of choice drop-down list.

Program Outcomes

Healthcare Receptionist graduates will be able to:

- Perform routine healthcare administrative procedures
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in a healthcare setting

Career Outlook

Typical positions available after graduation include:

- Medical Receptionist
- Medical Scheduler
- Medical Information Clerk
- Appointment Coordinator
- Patient Access

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10106110	Document Formatting	2 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10106146	Proofreading for the Office	3 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		12 cr.
Occupational Supportive/General Studies Courses**		
10801196	Oral/Interpersonal Communication	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		15 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	26	Number employed	10	% employed in WITC district	60%
Number of responses	23	Percent employed	91%	Range of yearly salary	~*
Number available for employment	11	Employed in related field	5	Average yearly salary	~*

*Insufficient data to report.

2019/2020

career vision

Medical Billing Specialist

30-160-5 Technical Diploma (less than one-year)

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

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

The Medical Billing Specialist technical diploma prepares you to perform billing functions in a clinic, hospital or specialty practice. This embedded technical diploma involves coursework on the patient-to-payment billing cycle in the medical facility. This embedded technical diploma fully ladders into the Medical Administrative Professional associates degree.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Medical Billing Specialist program from the program of choice dropdown list.

Program Outcomes

Medical Billing Specialist graduates will be able to:

- Perform routine healthcare administrative procedures
- Process insurance claims
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in the workplace

Career Outlook

Typical positions available after graduation include:

- Hospital Medical Biller
- Physician's Office Medical Biller
- Laboratory Medical Biller
- Patient Account Representative
- Revenue Cycle Representative

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10106110	Document Formatting	2 cr.
10160134	Medical Insurance Claims *	4 cr.
10160140	Medical Office Administration *	3 cr.
10160142	Patient Billing and Reimbursement *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		19 cr.

Occupational Supportive/General Studies Courses **

10804123	Math with Business Applications	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.

PROGRAM REQUIREMENTS **22 cr.**

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	11	Number employed	7	% employed in WITC district	50%
Number of responses	10	Percent employed	88%	Range of yearly salary	_*
Number available for employment	8	Employed in related field	6	Average yearly salary	_*

*Insufficient data to report.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10103125

MS Outlook- Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103147

MS Word B- Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10105160

Medical Externship - Credits: 1

An externship is actual work experience in a medical office which provides the student with a variety of tasks. The sites are usually clinics or hospitals but can be other medical-related offices as well. The instructor and student will work together to secure an externship which will be acceptable to all parties. PREREQUISITE: Prior to enrolling in this course, students must have successfully completed or are in good standing in all program courses and have the approval of program faculty. Criminal Background checks will be required for this course.

10106110

Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

10106146

Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

10160134

Medical Insurance Claims - Credits: 4

This course presents common health insurance terminology and selected private and government insurance coverages. Students are introduced to basic principles of disease coding and procedural coding from the physician/provider perspective and follow the life cycle of the medical insurance claim with the aim of accurate and efficient reimbursement for services provided. This is not for experienced coders. PREREQUISITE: 10501101 Medical Terminology.

10160135

Introduction to Healthcare Documentation - Credits: 3

This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents. Emphasis is placed on speed building and accuracy improvement. PREREQUISITES: 10501101 Medical Terminology and 10106110 Document Formatting.

10160140

Medical Office Administration - Credits: 3

Simulates handling patients and employees, applying customer service skills, and the use of computers in a medical/clinical setting. Hands-on experience in scheduling appointments, work in electronic medical records, establishing a fee schedule, and practice management. Utilizes Microsoft Office software, electronic billing software, electronic medical record software, telephone systems, internet, fax and e-mail. PREREQUISITES: 10160143 Medical Office Procedures and Customer Service.

10160142

Patient Billing and Reimbursement - Credits: 3

Emphasizes insurance preparation and reimbursement of claims to Commercial, Medicare, Medicaid and Worker's Compensation. Applies ICD, CPT and HCPCS coding resources to complete CMS 1500 and CMS 1450 insurance claims. Computerized billing software will be utilized throughout the course. PREREQUISITE: 10160134 Medical Insurance Claims.

10160143

Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

10160145

Medical Administrative Practice - Credits: 4

Medical Administrative Practice is a capstone course for the Medical Administrative Professional degree, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. This course provides the student with the training required to keep consistent with computer software that is used in the billing areas of the medical office. Topics covered are medical office procedures, practice management, basic billing skills and billing collection via real-life activities and simulations. Upon completion, students should be able to demonstrate the skills necessary to work in the medical office. PREREQUISITE: 10160140 Medical Office Administration. COREQUISITE: 10160134 Medical Insurance Claims.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10510135

Anatomy, Physiology, and Disease Concepts - Credits: 2

This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique educational needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Human Resource Management

10-116-2 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
 Outreach Centers: Hayward*, Ladysmith*



*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction

Program Overview

The Human Resources program prepares you to assist organizations in effectively recruiting, developing, training, managing and compensating their employees. You will also learn how the EEOC and OSHA will impact a workplace and how you can help your organization meet compliance regulations.

Admission Requirements

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

Program Outcomes

Human Resource Management graduates will be able to:

- Create an organizational workforce plan
- Develop training programs
- Examine organizational total rewards programs
- Incorporate employment law into business practices
- Facilitate effective employee relations

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Compensation and Benefits Specialist
- Employment Specialist
- Human Resources Coordinator
- Human Resources Specialist
- Recruitment Specialist
- Training and Development Specialist
- Payroll Analyst
- Labor Relations Specialist
- Human Resources Assistant

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10105123	Business Skills	1 cr.
10116100	Human Resource Management	3 cr.
10116101	Introduction to Payroll and HRIS	3 cr.
10116102	Employment Law *	3 cr.
10116103	Compensation Management *	3 cr.
10116104	Recruitment and Selection *	3 cr.
10116105	Employee Relations and Labor Law *	2 cr.
10116106	Orientation and Training *	3 cr.
10116107	Benefit Administration *	3 cr.
10116108	Human Resource Capstone *	3 cr.
10196108	Customer Service	1 cr.
10196136	Safety in the Workplace	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196145	Contemporary Business for Supervisors	2 cr.
10196199	Ethics in Business	3 cr.
	Technical Studies Total	43 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psychology or	
10809198	Introduction to Psychology	3 cr.
	General Studies Total	18 cr.
TOTAL PROGRAM REQUIREMENTS		61 cr.

- ▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- See pages 40-42 for course descriptions.

Graduate Employment Information

(WTCS Graduate Survey Responses 2017-2018)

career vision

Number of graduates	6	Number employed	5	% employed in WITC district	25%
Number of responses	5	Percent employed	100%	Range of yearly salary	\$32,238-\$87,550
Number available for employment	5	Employed in related field	4	Average yearly salary	\$48,366

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10103106

MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10105123

Business Skills - Credits: 1

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10116101

Introduction to Payroll and HRIS - Credits: 3

In keeping in line with electronic recordkeeping, human resources and payroll have followed suit. Tracking employee information and payroll transactions is handled efficiently and securely using human resources information systems and payroll software. The learner will come to understand how this type of software works. Payroll calculation will be highly emphasized taking into account all the federal and state laws and filing requirements.

10116102

Employment Law - Credits: 3

Course examines employment, labor and social issues in the work environment through the laws that govern the employer/union and employer/employee relationships. Topics explored include: unemployment compensation; workers' compensation; hiring and firing practices; sexual harassment in the workplace; the Americans with Disabilities Act; and the intricacies of federal and Wisconsin equal employment opportunity laws. Students will use in-depth case analyses, oral presentation, and debates. PREREQUISITE: 10116100 Human Resource Management.

10116103

Compensation Management - Credits: 3

Compensation encompasses the remuneration issues of employment. It will cover all aspects of wage and salary administration including job design, job analysis, pay range development, salary surveys, bonus programs, state and federal compensation law and performance management in regards to pay practices. PREREQUISITE: 10116100 Human Resource Management.

10116104

Recruitment and Selection - Credits: 3

Getting the right employees in the right job is really an art. Learn the methods of recruitment used to attract employees to your organization. Once recruitment takes place, then selection of the most suitable candidate for an opening takes place. This process is highly governed by state and federal law which must be learned and used as the basis for lawful selection of employees. PREREQUISITE: 10116100 Human Resource Management.

10116105

Employee Relations and Labor Law - Credits: 2

The course provides students with both the common and complex issues related to human behavior in the workplace as it relates to employee relations, state and federal mandates and laws. In-depth examination of relationships among workers, management, laws and government are the major focus of this course. PREREQUISITE: 10116100 Human Resource Management.

10116106

Orientation and Training - Credits: 3

The orientation and training course prepares participants to be able to orient, train and take new hires through the onboarding process so they have the greatest opportunity to be successful, productive employees in the workplace. Key topics are: training and development, delivery techniques, assessing employee strengths, and methods to determine where employees may focus talent improvement processes. Course will also explore the value of engaging in company culture including techniques for success within that culture. PREREQUISITE: 10116100 Human Resource Management.

10116107

Benefit Administration - Credits: 3

With the ever changing health care laws, this benefits course will address the evolution of benefit offerings in health insurance as well as the other benefit areas. Taking the total reward approach, other topics to be covered include dental insurance, disability insurance, paid time off, government mandated benefits and optional work arrangements. PREREQUISITE: 10116100 Human Resource Management.

10116108

Human Resource Capstone - Credits: 3

The Human Resource Capstone course emphasizes application of advanced principles of human resource management. These principles include the application of the EEOC regulations, recruitment and selection, orientation and training, payroll and benefit administration, interpersonal skills management and business management. Learners are required to design and complete a human resource management project that begins with the fundamentals and extends to application within their workplace. PREREQUISITE: Admitted to the Human Resource Management program and have completed a minimum of 30 credits (101, 103, 105, 116, 196) of coursework.

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196136

Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10196145

Contemporary Business for Supervisors - Credits: 2

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

10196199

Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

Safety Management

17-196-4 Technical Certificate

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In-Person, and ITV (Interactive Television) instruction



Overview

The Safety Management certificate prepares you to manage, promote and oversee all aspects of safety in the workplace. You'll study state and federal safety regulations and learn how to manage industrial safety reports. By completing this certificate you will be ready to manage safety systems and reporting processes that are becoming more prevalent in business and industry today.

Special Feature

The certificate is designed to be project oriented so that you will be able to design, implement, and manage a working safety management program after completing the certificate requirements.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Safety Management program from the program of choice drop-down list.

Outcomes

The Safety Management Certificate will prepare you to:

- Handle state and federal OSHA paperwork and reporting processes
- Establish an effective safety management program for an organization
- Design preventative programs to reduce and/or eliminate injuries in the workplace
- Work with employees to maintain and enhance safe working conditions in the workplace

Career Outlook

After completing the Safety Management certificate, you will be ready to take responsibility for developing, overseeing, and managing the safety issues in an organization.

Related Program

- Leadership Development

Curriculum

Number	Course Title	Credits (cr.)
10196136	Safety in the Workplace	3 cr.
10196137	Management of Safety	3 cr.
10196139	OSHA General Standards	2 cr.
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
CERTIFICATE REQUIREMENTS		14 cr.

Course Descriptions

10196136

Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196137

Management of Safety - Credits: 3

This course is dedicated to the management of safety issues in organizations. Safety has become an important part of every business operation. We will define, study, and practice the concepts of risk management and loss control management. General topics will include all liabilities of business, disaster and recovery issues, security concerns, outside contractor matters, DOT and vehicle regulations, workers' compensation, business site evaluation of needs, and more. The Management of Safety course ties all aspects of the Safety certificate program together. Students enrolling in this course should have at least two years of prior work experience and basic working knowledge of a safety program or the approval of the instructor.

10196139

OSHA General Standards - Credits: 2

This course is designed for students to examine and gain working knowledge of the major OSHA Industrial Safety standards and paperwork process. Students will review, discuss and develop plans of action to implement OSHA requirements in the workplace.

10196164

Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

10196189

Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

Supervisory Leadership

17-196-5 Technical Certificate

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

Outreach Centers: Hayward*, Ladysmith*

*Combination of online, Your Choice, In-Person, and ITV (Interactive Television) instruction



Overview

The Supervisory Leadership certificate allows you to customize your training with short, achievable goals. Rather than completing the entire associate degree, you may select course clusters that complement your degree choice.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Supervisory Leadership program from the program of choice dropdown list.

In addition to this certificate, some campuses offer:

- Ethical Leadership certificate
- Management certificate
- Safety Management certificate

Outcomes

The Supervisory Leadership Certificate will prepare you to:

- Maximize use of time and resources
- Minimize wasted effort
- Address difficult situations in positive ways

- Possess supervisory, communication, and leadership skills
- Understand what motivates people in the workplace
- Create efficient, customer-friendly processes
- Develop productive work teams

Career Outlook

After completing the Supervisory Leadership certificate, you may be employed in a variety of businesses and industries. This certificate provides you with the opportunity to upgrade your leadership and management skills in preparation for a supervisory position or for support in your present position.

Related Programs

- Business Management
- Human Resource Management
- Leadership Development
- Nonprofit Leadership

Curriculum

Number	Course Title	Credits (cr.)
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
101961XX	Three (3) credits of 196 coursework	3 cr.
10801136	English Composition 1#	3 cr.
10801196	Oral/Interpersonal Communication # or	
10801198	Speech #	3 cr.
10809198	Introduction to Psychology #	3 cr.

CERTIFICATE REQUIREMENTS

18 cr.

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

See pages 40-42 for course descriptions.

Course Descriptions

10196190

Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196134

Legal Issues for Supervisors - Credits: 3

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

10196136

Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10196137

Management of Safety - Credits: 3

This course is dedicated to the management of safety issues in organizations. Safety has become an important part of every business operation. We will define, study, and practice the concepts of risk management and loss control management. General topics will include all liabilities of business, disaster and recovery issues, security concerns, outside contractor matters, DOT and vehicle regulations, workers' compensation, business site evaluation of needs, and more. The Management of Safety course ties all aspects of the Safety certificate program together. Students enrolling in this course should have at least two years of prior work experience and basic working knowledge of a safety program or the approval of the instructor.

10196139

OSHA General Standards - Credits: 2

This course is designed for students to examine and gain working knowledge of the major OSHA Industrial Safety standards and paperwork process. Students will review, discuss and develop plans of action to implement OSHA requirements in the workplace.

10196145

Contemporary Business for Supervisors - Credits: 2

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

10196157

Strategic Planning - Credits: 1

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

10196164

Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

10196168

Organizational Development - Credits: 3

In Organizational Development, the learner applies the skills and tools necessary to effectively deal with organization behavior and change. Each learner will demonstrate the application of the impacts of globalization on an organization, dealing with organization culture, dealing with change and future challenges affecting the total organization, organization decision making, vision, goals, performance management and planning, and the role of organization structure.

10196188

Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10196189

Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

10196192

Managing for Quality - Credits: 3

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

10196199

Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

Leadership Development Pathway

You could take this first and get a credential.

Leadership Essentials

Technical Diploma

12 Credits / Less than 1 Year

Potential Careers

Office Coordinator, Office Supervisor, Customer Service Specialist, Group Coordinator, Manufacturing Lead

Continue your education to obtain an associate degree.

Leadership Development

Associate Degree

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

Potential Careers

Supervisor, Coach, Manager, Team Leader, Group Leader, Department Head, Mentor

Range of Yearly Salary

\$29,118-\$62,395 Annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Cardinal Stritch University+

Lakeland University

Northland College

UW Oshkosh

UW Stout

UM Crookston+

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- +These colleges have developed an agreement directly related to the Leadership Development program
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Leadership Development

10-196-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

Leadership Development is designed for people who aspire or plan to be managers, leaders or supervisors in the business and professional world. The program provides you with the skills to deal with the everyday management processes of developing employees into high performing, cross-functional and interactive work teams.

Admission Requirements

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

Program Outcomes

Leadership Development graduates will be able to:

- Utilize quality strategies and tactics
- Apply effective leadership skills
- Apply Human Resource policies and procedures
- Perform supervisory management functions to achieve organizational objectives

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Supervisor
- Manager
- Team Leader
- Group Leader
- Department Head
- Coach
- Mentor

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10105123	Business Skills	1 cr.
10116100	Human Resource Management	3 cr.
10196108	Customer Service	1 cr.
10196134	Legal Issues for Supervisors	3 cr.
10196136	Safety in the Workplace	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196145	Contemporary Business for Supervisors	2 cr.
10196164	Personal Skills for Supervisors	3 cr.
10196168	Organizational Development	3 cr.
10196170	Applied Supervision *	2 cr.
10196188	Project Management	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
10196192	Managing for Quality	3 cr.
	Technical Studies Total	42 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809122	Introduction to American Government or	
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psychology or	
10809198	Introduction to Psychology	3 cr.
	General Studies Total	18 cr.
	TOTAL PROGRAM REQUIREMENTS	60 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	11	Number employed	9	% employed in WITC district	50%
Number of responses	10	Percent employed	100%	Range of yearly salary	\$29,118-\$62,395
Number available for employment	9	Employed in related field	4	Average yearly salary	\$48,097

career vision

Leadership Essentials

30-196-6 Technical Diploma (less than one-year)

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

A series of courses to assist you in developing the skills of current and future supervisors to lead today's workforce. Leadership Essentials focuses on leading people within an organization toward strategic goals, through corporate changes, or in directing processes and procedures.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Leadership Essentials program from the program of choice dropdown list.

Program Outcomes

Leadership Essentials graduates will be able to:

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations
- Select appropriate communication strategy to fit the situation

Career Outlook

Typical positions available after graduation include:

- Office Coordinator
- Office Supervisor
- Customer Service Specialist
- Group Coordinator
- Manufacturing Lead

Curriculum

Number	Course Title	Credits (cr.)
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
PROGRAM REQUIREMENTS		12 cr.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

career vision

Number of graduates	3	Number employed	2	% employed in WITC district	100%
Number of responses	3	Percent employed	100%	Range of yearly salary	\$53,000-\$67,000*
Number available for employment	2	Employed in related field	1	Average yearly salary	\$48,097*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10103106

MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10105123

Business Skills - Credits: 1

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10196108

Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196134

Legal Issues for Supervisors - Credits: 3

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

10196136

Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10196145

Contemporary Business for Supervisors - Credits: 2

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

10196164

Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

10196168

Organizational Development - Credits: 3

In Organizational Development, the learner applies the skills and tools necessary to effectively deal with organization behavior and change. Each learner will demonstrate the application of the impacts of globalization on an organization, dealing with organization culture, dealing with change and future challenges affecting the total organization, organization decision making, vision, goals, performance management and planning, and the role of organization structure.

10196170

Applied Supervision - Credits: 2

This course emphasizes application of advanced principles of supervision and project management. These principles include planning and organizing; implementation and control; and assessment. Learners are provided the opportunity to design and complete supervisory projects. Beginning with the fundamentals and extending to application, this course allows learners to undertake improvement projects within their workplace. PREREQUISITE: Students must be enrolled in the Leadership Development program and have completed 40 credits.

10196188

Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10196189

Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

10196190

Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10196192

Managing for Quality - Credits: 3

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

Management Certificate

17-196-9 Technical Certificate

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

Outreach Center: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In-Person, and ITV (Interactive Television) instruction



Overview

The Management Certificate is a series of courses to develop the practical skills for dealing with the day-to-day management of a business or organization.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Management Certificate program from the program of choice dropdown list.

Outcomes

The Management Certificate will prepare you to:

- Make good management decisions
- Create healthy working relationships within organizations
- Determine the strategic direction of a department or organization
- Gain practical skills to overcome daily workplace challenges
- Categorize managerial styles
- Apply key management concepts to various situations
- Practice delegating tasks

Career Outlook

Managers are found in every field – manufacturing, food service, banking, retail, and education. The management positions can range from front-line supervisors to upper-level managers and executives. The need to fill management positions will continue to grow as organizations continue to look for employees who can work well with others, inspire those around them, and develop human resources.

Related Programs

- Leadership Development
- Human Resource Management

Curriculum

Number	Course Title	Credits (cr.)
10116105	Employee Relations and Labor Law *	2 cr.
10116100	Human Resource Management	3 cr.
10196136	Safety in the Workplace	3 cr.
10196192	Managing for Quality	<u>3 cr.</u>
		11 cr.

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

Course Descriptions

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10116105

Employee Relations and Labor Law - Credits: 2

The course provides students with both the common and complex issues related to human behavior in the workplace as it relates to employee relations, state and federal mandates and laws. In-depth examination of relationships among workers, management, laws and government are the major focus of this course. PREREQUISITE: 10116100 Human Resource Management.

10196136

Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196192

Managing for Quality - Credits: 3

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

Nonprofit Leadership Pathway

You could take this first and get a credential.

Nonprofit Essentials

Pathway Certificate

15 Credits / Less than 1 Year

Potential Careers

Fundraising Coordinator,
Development Coordinator, Youth
Worker, Youth Specialist

Leadership Essentials

Technical Diploma

12 Credits / Less than 1 Year

Potential Careers

Office Coordinator, Office
Supervisor, Customer Service
Specialist, Group Coordinator,
Manufacturing Lead

Continue your education to obtain this technical diploma.

Nonprofit Professional

Technical Diploma

30 Credits / 1 Year

Potential Careers

Fundraising Coordinator, Relationship Manager, Marketing
Communications Associate, Program Manager

Continue your education to obtain an associate degree.

Nonprofit Leadership

Associate Degree

60 Credits | 2 Years Full-Time; Part Time Options Available

Potential Careers

Program Coordinator, Marketing and Communications Coordinator,
Volunteer Coordinator, Director of Programs

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University

Northland College

UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Nonprofit Leadership

10-196-6 Associate Degree (two-year)

Financial Aid Eligible

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

*Combination of Online or Your Choice instruction



Program Overview

As a student, you will explore the role of nonprofit organizations, developing volunteer and board relationships, coordinating grant and fundraising strategies, and managing fiscal resources. Graduates of this program could seek employment with government social services, YMCAs, assisted living centers, hospice, home care agencies, clinics, hospitals, Headstart and other childcare programs, domestic abuse and homeless shelters, and police, fire and EMS volunteer programs.

Special Feature

This is a unique program in the state

Admission Requirements

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

Program Outcomes

Nonprofit Leadership graduates will be able to:

- Apply sound decision-making about fiscal and financial resources
- Create individual professional development plans to meet organizational goals
- Facilitate effective employee relations
- Cultivate professional relationships to build community, Board, and volunteer resources
- Select appropriate communication strategy to fit the situation
- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the non-profit sector
- Plan, organize, and evaluate nonprofit organizations based on its mission, vision, and goals

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Program Coordinator
- Marketing and Communications Coordinator
- Volunteer Coordinator
- Director of Programs

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101138	Budgeting and Cost Control*	2 cr.
10101176	Financial Accounting 1A	2 cr.
10104189	Social Media Marketing	3 cr.
10116100	Human Resource Management or	
10104198	Managing Human Resources	3 cr.
10116104	Recruitment and Selection *	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196149	Dynamics of Board Relations	1 cr.
10196157	Strategic Planning	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	1 cr.
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
10520103	Ethics in Human Services	<u>3 cr.</u>
	Technical Studies Total	42 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801198	Speech	3 cr.
10804123	Math with Business Applications or	
10804134	Mathematical Reasoning or	
10804189	Introductory Statistics * or	
10806112	Principles of Sustainability or	
10806177	General Anatomy and Physiology or	
10806198	Human Biology	3-4 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
	General Studies Total	15-16 cr.
	ELECTIVES	3 cr.
	TOTAL PROGRAM REQUIREMENTS	60 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

Nonprofit Leadership is a new WITC program. No graduate follow-up information is currently available.

career vision

Nonprofit Professional

31-196-3 Technical Diploma (one-year)

Financial Aid Eligible

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

*Combination of Online or Your Choice instruction



Program Overview

As a student in the Nonprofit Professional embedded technical diploma program, you will explore the role of nonprofit organizations, develop volunteer and board relationships, explore grant and fundraising strategies, learn how to manage and control budgets, and communicate effectively. Graduates of this program can find employment with assisted living centers, hospice and home care agencies, hospitals, YMCAs, childcare programs, domestic abuse and homeless shelters, and many more nonprofit organizations, both locally and nationally.

Special Feature

This is a unique program in the state

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Nonprofit Professional graduates will be able to:

- Cultivate professional relationships to build community, Board, and volunteer resources
- Select appropriate communication strategy to fit the situation
- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the non-profit sector
- Plan, organize, and evaluate nonprofit organizations based on its mission, vision, and goals

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Fundraising Coordinator
- Relationship Manager
- Marketing Communications Associate
- Program Manager

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10101138	Budgeting and Cost Control*	2 cr.
10101176	Financial Accounting 1A	2 cr.
10104189	Social Media Marketing	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196149	Dynamics of Board Relations	1 cr.
10196157	Strategic Planning	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	1 cr.
10520103	Ethics in Human Services	<u>3 cr.</u>
Occupational Specific Total		24 cr.
Occupational Supportive/General Studies Courses**		
10801136	English Composition 1	3 cr.
10801198	Speech	<u>3 cr.</u>
Occupational Supportive/General Studies Total		6 cr.
TOTAL PROGRAM REQUIREMENTS		30 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/nonprofit-professional/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Nonprofit Professional is a new WITC program. No graduate follow-up information is currently available.

career vision

Nonprofit Essentials

61-196-6 Pathway Certificate

Campuses: Online

Program Overview

As a student in the Nonprofit Essentials career pathway program, you will explore the role of nonprofit organizations, develop volunteer and Board relationships, and coordinate grant and fundraising strategies. Graduates of this certificate can find work with assisted living centers, hospice and home care agencies, childcare programs, domestic abuse and homeless shelters, and many more nonprofit organizations, both locally and nationally.



Special Feature

This is a unique program in the state

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Nonprofit Essentials program from the program of choice drop-down list.

Program Outcomes

The Nonprofit Essentials Certificate will prepare you to:

- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the nonprofit sector
- Plan, organize, and evaluate non-profit organizations based on its mission, vision, and goals

Career Outlook

Typical positions available upon completion include:

- Fundraising Coordinator
- Development Coordinator
- Youth Worker
- Youth Specialist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10104189	Social Media Marketing	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196149	Dynamics of Board Relations	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	<u>1 cr.</u>
TOTAL CERTIFICATE REQUIREMENTS		15 cr.

Leadership Essentials

30-196-6 Technical Diploma (less than one-year)

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, or ITV (Interactive Television) instruction



Program Overview

A series of courses to assist you in developing the skills of current and future supervisors to lead today's workforce. Leadership Essentials focuses on leading people within an organization toward strategic goals, through corporate changes, or in directing processes and procedures.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Leadership Essentials program from the program of choice dropdown list.

Program Outcomes

Leadership Essentials graduates will be able to:

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations
- Select appropriate communication strategy to fit the situation

Career Outlook

Typical positions available after graduation include:

- Office Coordinator
- Office Supervisor
- Customer Service Specialist
- Group Coordinator
- Manufacturing Lead

Curriculum

Number	Course Title	Credits (cr.)
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
PROGRAM REQUIREMENTS		12 cr.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	3	Number employed	2	% employed in WITC district	100%
Number of responses	3	Percent employed	100%	Range of yearly salary	\$53,000-\$67,000*
Number available for employment	2	Employed in related field	1	Average yearly salary	\$48,097*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101138

Budgeting and Cost Control - Credits: 2

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. COREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10101176

Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10104189

Social Media Marketing - Credits: 3

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

10116100

Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10104198

Managing Human Resources - Credits: 3

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

10116104

Recruitment and Selection - Credits: 3

Getting the right employees in the right job is really an art. Learn the methods of recruitment used to attract employees to your organization. Once recruitment takes place, then selection of the most suitable candidate for an opening takes place. This process is highly governed by state and federal law which must be learned and used as the basis for lawful selection of employees. PREREQUISITE: 10116100 Human Resource Management.

10196123

Grant Writing and Management - Credits: 2

An introductory course designed to familiarize students to the language of grants. Specific topics include proposal development, funding sources and processes, writing grant proposals, creating budgets, developing effective evaluation tools, and managing grant funds.

10196127

Fundraising and Event Planning - Credits: 3

In this course students will deepen their understanding of raising funds in the nonprofit sector. Students learn about event planning and budgeting, income projections and ticketing, marketing outreach, food and beverage, and logistics management. Students will also categorize the various types of strategic tools currently used in conjunction with social media to increase fundraising campaigns.

10196131

Fundamentals of Nonprofit Management - Credits: 3

An introductory course aimed at providing an overview of the essential functions of a nonprofit organization. In this course students are introduced to the fundamentals of effective mission and vision statements, strategic planning, operations management, Board development, and budgeting.

10196138

Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10196149

Dynamics of Board Relations - Credits: 1

A dynamic course that focuses on developing a cohesive and strategic board of directors. Topics include defining the role of the board, strengthening the working relationship between staff members and board members, and organizing and facilitating effective meetings.

10196157

Strategic Planning - Credits: 1

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

10196158

Managing Volunteers - Credits: 2

Successful management of volunteers is critical to a nonprofit organization. This investigative course is intended to prepare students to assume roles as volunteer program leaders and managers, or to improve their skills in existing roles with volunteer organizations. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers.

10196159

Nonprofit Field Experience - Credits: 1

This course is designed to provide students with a hands-on experience to practice the tasks and duties typically performed in a nonprofit organization. PREREQUISITE/COREQUISITE: a minimum of 7 credits of the following courses: 10196123 Grant Writing and Management, 10196127 Fundraising and Event Planning, 10196131 Fundamentals of Nonprofit Management, 10196149 Dynamics of Board Relations, or 10196158 Managing Volunteers.

10196164

Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

10196169

Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

10196190

Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10520103

Ethics in Human Services - Credits: 3

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.



Education and Training

Early Childhood Education 118
 E-CHiLD 119
 E-Connect - Child Care Services..... 120
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 Professional Credential for Infants/Toddlers (WI)..... 122



Early Childhood Education Pathway

You could take this first and get a credential.

Professional Credential for Preschool Teachers (Wisconsin)

Technical Certificate

18 Credits / 2 Semesters Part Time

Potential Careers

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

Continue your education to obtain this technical diploma.

E-Connect-Child Care Services

Technical Diploma

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

Potential Careers

Child Care Teacher, Child Care Assistant Teacher, Family Child Care Provider, Infant or Toddler Caregiver, In-home Nanny, Early Childhood Special Needs Assistant, Public School Teacher Aide/Assistant

Range of Yearly Salary

\$15,924-\$36,000 annually

Continue your education to obtain an associate degree.

Early Childhood Education/E-CHiLD

Associate Degree

60 Credits / Associate Degree - 2 Year

Potential Careers

Preschool Teacher, Child Care Teacher, Family Child Care Provider, Infant or Toddler Caregiver, In-home Nanny, Early Childhood Special Needs Assistant, Program Director / Administrator, Public School Teacher Aide / Assistant, Head Start Assistant

Range of Yearly Salary

\$15,000-\$35,357 annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Cardinal Stritch University+ | Concordia University+ | Lakeland University+ | Northland College+ | UW La Crosse+
UW Oshkosh+ | UW Milwaukee+ | UW Parkside+ | UW River Falls+ | UW Stevens Point+ | UW Stout+ | UW Superior+ | UW Whitewater+

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Early Childhood Education Program and/or similar programs such as Elementary Education and Human Development & Family Studies
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Early Childhood Education

10-307-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Rice Lake, Superior

Program Overview

The Early Childhood Education program will prepare you to work as a teacher or caregiver in an early childhood setting. You will have the opportunity to combine hands-on learning and student teaching experiences in community-based early childhood settings with related academic work at the college. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance and working with families that will prepare you for success in this high-demand field. Graduates of this program will be recognized as Wisconsin Registry Career Level 12.



Special Features

Earn an Early Childhood Education degree in two years or less through online, daytime or evening classes.

General Studies courses are offered in a variety of delivery methods including in-person, online, or ITV (Interactive Television).

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

- Cardinal Stritch University+
- Concordia University+
- Lakeland University+
- UW La Crosse+
- Northland College+
- UW Oshkosh+
- UW Milwaukee+
- UW Parkside+
- UW River Falls+
- UW Stevens Point+
- UW Stout+
- UW Superior+
- UW Whitewater+

Contact the receiving institution for specific details.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor



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



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to www.witc.edu/ece.

Program-Specific Requirements

- Submit required Background Check information and fee
 - Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
 - Complete Staff Health Report - Child Care Provider form (physical form)
- There are four practicum experiences required in the Early Childhood Education program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience, and ECE: Preschool Practicum, ECE: Intermediate Practicum, and ECE: Advanced Practicum require a minimum of 128 hours of off-campus field experience. In-class contact time is also required as part of the practicum experience.

Program Outcomes

Early Childhood Education graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Preschool Teacher
- Child Care Teacher
- Family Child Care Provider
- Infant or Toddler Caregiver
- In-home Nanny
- Early Childhood Special Needs Assistant
- Program Director/Administrator
- Public School Teacher Aide/Assistant
- Head Start Assistant

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307112	ECE: STEM	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum*+ #	3 cr.
10307175	ECE: Preschool Practicum*+ #	3 cr.
10307177	ECE: Intermediate Practicum*+ #	3 cr.
10307179	ECE: Child Development	3 cr.
10307187	ECE: Children with Differing Abilities	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.
10307199	ECE: Advanced Practicum*+ #	3 cr.
Technical Studies Total		42 cr.
General Studies Courses**		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology or	
10809188	Developmental Psychology	3 cr.
10804123	Math with Business Applications or	
10804134	Mathematical Reasoning or	
10804189	Introductory Statistics* or	
10806112	Principles of Sustainability or	
10806198	Human Biology	3 cr.
General Studies Total		15 cr.
ELECTIVES		3 cr.
TOTAL PROGRAM REQUIREMENTS		60 cr.

- * Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- ** See pages 40-42 for course descriptions.
- # Credit for Prior Learning not applicable for this course
- + You must earn a 2.0 or better in this course

career vision

% employed in WITC district	76%
Range of yearly salary	\$15,000-\$35,357
Average yearly salary	\$24,555

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	43	Number employed	30
Number of responses	34	Percent employed	97%
Number available for employment	31	Employed in related field	21

Campus: Online

Program Overview

E-Child is an innovative Early Childhood Education associate degree program that blends online learning with community-based student teaching and prepares you to work as a teacher or caregiver in an early childhood setting. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance and working with families to prepare you for success in this high-demand field. You will engage in a variety of online teaching and learning experiences, including virtual live face-to-face classroom sessions one evening per week, with optional open teaching labs and technical support available. Graduates of this program will be recognized as Wisconsin Registry Career Level 12.



E-Child is designed to build meaningful relationships, maximize educational technology and promote timely program completion.

Special Features

- Earn an Early Childhood Associate degree online.
 - Engage in a variety of online teaching and learning experiences
 - Interact face to face in a virtual classroom setting with instructor and peers, one evening per week
 - Optional open teaching labs
 - Technical Support available
 - Community-based student teaching
- Agreements between the Wisconsin Technical College System (WITCS) and the following baccalaureate degree-granting institutions allow graduates to transfer credits to:
- Cardinal Stritch University+
 - Concordia University+
 - Lakeland University+
 - Northland College+
 - UW La Crosse+
 - UW Oshkosh+
 - UW Milwaukee+
 - UW Parkside+
 - UW River Falls+
 - UW Stevens Point+
 - UW Stout+
 - UW Superior+
 - UW Whitewater+

Contact the receiving institution for specific details.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor



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



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to www.witc.edu/ece.

Program-Specific Requirements

- Submit Background Check information and fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable
 - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
- Complete Staff Health Report - Child Care Provider form (physical form)

There are four practicum experiences required in the E-Child program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience, and ECE: Preschool Practicum, ECE: Intermediate Practicum, and ECE: Advanced Practicum require a minimum of 128 hours of off-campus field experience. Class contact time is also required as part of the practicum experience.

Program Outcomes

- E-Child graduates will be able to:
- Apply child development theory to practice
 - Cultivate relationships with children, family, and the community
 - Assess child growth and development
 - Use best practices in teaching and learning
 - Demonstrate professionalism
 - Integrate health, safety, and nutrition practices

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

- Typical positions available after graduation include:
- Preschool Teacher
 - Child Care Teacher
 - Family Child Care Provider
 - Infant or Toddler Caregiver
 - In-home Nanny
 - Early Childhood Special Needs Assistant
 - Program Director/Administrator
 - Public School Teacher Aide/Assistant
 - Head Start Assistant

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307112	ECE: STEM	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum *+#	3 cr.
10307175	ECE: Preschool Practicum *+#	3 cr.
10307177	ECE: Intermediate Practicum *+#	3 cr.
10307179	ECE: Child Development	3 cr.
10307187	ECE: Children with Differing Abilities	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.
10307199	ECE: Advanced Practicum *+#	3 cr.
	Technical Studies Total	42 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology or	
10809188	Developmental Psychology	3 cr.
10804123	Math with Business Applications or	
10804134	Mathematical Reasoning or	
10804189	Introductory Statistics * or	
10806112	Principles of Sustainability or	
10806198	Human Biology	3 cr.
	General Studies Total	15 cr.
	ELECTIVES	3 cr.
	TOTAL PROGRAM REQUIREMENTS	60 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
 ** See pages 40-42 for course descriptions.
 #Credit for Prior Learning not applicable for this course.
 +You must earn a 2.0 or better in this course

career vision

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	43	Number employed	30	% employed in WITC district	76%
Number of responses	34	Percent employed	97%	Range of yearly salary	\$15,000-\$35,357
Number available for employment	31	Employed in related field	21	Average yearly salary	\$24,555

E-Connect - Child Care Services

31-307-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Online (In-Person and/or Online + Community-Based Student Teaching)

Program Overview

E-Connect-Child care Services is an innovative Early Childhood Education one-year technical diploma that incorporates the first year of the Early Childhood Education associate degree with Wisconsin Professional Preschool Credential coursework. Choose from online or face-to-face courses, or mix and match. This coursework, combined with community-based student teaching, prepares you to work as a teacher or caregiver in an early childhood setting. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance, and working with families to prepare you for success in this high-demand field. Graduate of this technical diploma will be recognized as Wisconsin Registry Career Level 11.



Special Features

- Earn an E-Connect - Child Care Services technical diploma in one year through online, daytime and evening classes - mix and match.
- Meets "Year One" technical studies coursework required to obtain the Early Childhood Education associate degree with seamless opportunities for degree completion.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

- Submit Background Check information and fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
- Complete Staff Health Report - Child Care Provider form (physical form)

There are two practicum experiences required in the E-Connect - Child Care Services program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience and ECE: Preschool Practicum requires a minimum of 128 hours of off-campus field experience. Class contact time is also required as part of the practicum experience.

Program Outcomes

E-Connect - Child Care Services graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Child Care Teacher
- Child Care Assistant Teacher
- Family Child Care Provider
- Infant or Toddler Caregiver
- In-home Nanny
- Early Childhood Special Needs Assistant
- Public School Teacher Aide/Assistant

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum*+	3 cr.
10307175	ECE: Preschool Practicum*#+	3 cr.
10307179	ECE: Child Development	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.

TOTAL PROGRAM REQUIREMENTS **27 cr.**

- * Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- # Credit for Prior Learning not applicable for this course
- + You must earn a 2.0 or better in this course

Gainful employment information is available at this link:

<https://www.witc.edu/academic-programs/degree-programs-and-certificates/e-connect-child-care-services/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to www.witc.edu/ece.



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

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	50	Number employed	28	% employed in WITC district	67%
Number of responses	38	Percent employed	97%	Range of yearly salary	\$15,924-\$36,000
Number available for employment	29	Employed in related field	21	Average yearly salary	\$26,127

career vision

2019/2020

Professional Credential for Preschool Teachers (Wisconsin)

17-307-5 Technical Certificate

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

*Combination of Online or In person instruction + Community-Based Student Teaching



Overview

Each age group requires a little something special and preschoolers are no exception. If you work with or are interested in working with preschool children, the Wisconsin Professional Credential for Preschool Teachers will enhance your existing knowledge and skills and provide you with networking opportunities with other professionals in the field. The Preschool Credential was developed with six courses from the Wisconsin Technical College System Statewide Curriculum for the associate degree in Early Childhood Education. Graduates of this certificate will be recognized as Wisconsin Registry Career Level 10 once they successfully complete the commission process.

Upon completion of certificate classes, students may apply to The Registry to commission for the Preschool Teachers Credential, 5900 Monona Drive, Suite #205, Madison, WI 53716, 608.222.1123, the-registry.org.

Special Features

All of the courses ladder into the E-Connect - Child Care Services Technical Diploma and E-CHILD, Early Childhood Education Associate Degree programs.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Professional Credential for Preschool Teachers (WI) program from the program of choice dropdown list.

Outcomes

The Professional Credential for Preschool Teachers (Wisconsin) will prepare you to:

- Access the development of preschool children
- Provide a healthy, safe, and nutritionally sound preschool environment
- Practice positive guidance strategies
- Create developmentally appropriate preschool environments
- Create developmentally appropriate preschool curriculum
- Integrate strategies that support diversity and anti-bias perspectives
- Demonstrate professionalism

Career Outlook

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

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

Typical Positions Include:

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

Related Program

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



Curriculum

Number	Course Title	Credits (cr.)
10307108	ECE: Early Language & Literacy**	3 cr.
10307110	ECE: Social Studies, Art, & Music**	3 cr.
10307167	ECE: Health, Safety, & Nutrition**	3 cr.
10307175	ECE: Preschool Practicum*#+	3 cr.
10307179	ECE: Child Development**	3 cr.
10307188	ECE: Guiding Children's Behavior**	3 cr.

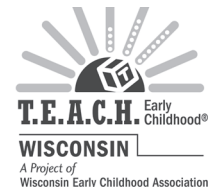
TOTAL CERTIFICATE REQUIREMENTS **18 cr.**

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

Credit for Prior Learning not applicable for this course

+ You must earn a 2.0 or better in this course

** The Wisconsin Registry commission process requires these courses be completed, with a 2.0 or better in each course, prior to starting 10-307-175, ECE: Preschool Practicum



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



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to www.witc.edu/ece.

Professional Credential for Infants/Toddlers (Wisconsin)

17-307-3 Technical Certificate

Certificate Availability Varies

Campus: Online

Overview

As a student taking the Wisconsin Professional Credential for Infants/Toddlers, you will gain a better understanding of the developmental stages for this age group, while learning how to best guide and nurture children under the age of three in both center-based and family settings. The themes of cultural diversity/sensitivity and reflective practice are woven throughout these courses. Graduates of this certificate will be recognized as Wisconsin Registry Career Level 9 once they successfully complete the commission process.

Upon completion of certificate classes, students may apply to The Registry to commission for the Infants/Toddlers Credential, 5900 Monona Drive, Suite #205, Madison, WI 53716, 608.222.1123, the-registry.org.



Outcomes

Professional Credential for Infants/Toddlers (Wisconsin) graduates will be able to:

- Apply developmental knowledge and observation to design, implement, and evaluate individual and group curriculum experiences for infants and toddlers
- Create respectful, healthy, and safe physical and interpersonal environments for infants and toddlers
- Utilize culturally responsive verbal and nonverbal caregiver strategies
- Select appropriate materials and promote health, safety, and nutrition guidelines specific to early care environments
- Design experiences and utilize caregiver strategies that support family involvement and reciprocal relationships
- Perform professionally and ethically, use self-reflection and knowledge, and access relevant resources

Career Outlook

- Professional advancement in the field of early care comes with increased specialized training in the unique needs of infants and toddlers

Related Program

- Early Childhood Education
- E-CHILD
- E-Connect - Child Care Services
- Professional Credential for Preschool Teachers(WI)

Curriculum

Number	Course Title	Credits (cr.)
10307115	ECE: Infant Toddler Capstone*+	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307169	ECE: Infant Toddler Group Care	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.

TOTAL CERTIFICATE REQUIREMENTS **12 cr.**

- * Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- + You must earn a 2.0 or better in this course



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



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements.

For more information, go to www.witc.edu/ece.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10307108

ECE: Early Language and Literacy - Credits: 3

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

10307110

ECE: Social Studies, Art, & Music - Credits: 3

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, and movement (SSAMM).

10307112

ECE: STEM

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics.

10307115

ECE: Infant Toddler Capstone - Credits: 3

This course, integrates the theory, practice, and reflection of courses 1 - 3 in the Professional Credential for Infants/Toddlers and requires demonstration of best practices. **PREREQUISITES:** 10307169 ECE: Infant Toddler Group Care, 10307151 ECE: Infant & Toddler Development, and 10307195 ECE: Family & Community Relationships.

10307148

ECE: Foundations of Early Childhood Education - Credits: 3

This 3-credit course introduces you to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, summarize types of early childhood education settings, identify the components of a quality early childhood education program, summarize responsibilities of early childhood education professionals, explore early childhood curriculum models and examine the critical role of play as it relates to developmentally appropriate practice.

10307151

ECE: Infant & Toddler Development - Credits: 3

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

10307167

ECE: Health, Safety, & Nutrition - Credits: 3

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives, examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment, plan nutritionally sound menus, examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS), incorporate health, safety, and nutrition concepts into the children's curriculum.

10307169

ECE: Infant Toddler Group Care - Credits: 3

This 3-credit course focuses on caring for infants and toddlers in a variety of settings, inclusive of center-based and family child care environments. Key course components will be based on elements of quality early care including philosophical foundation, structure and environments, health and safety responsive relationships, developmentally appropriate practice, culturally sensitive care, inclusion, brain development, assessment, and purposeful planning.

10307174

ECE: Introductory Practicum - Credits: 3

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards. **PREREQUISITE:** Admission to Early Childhood Education/ E-CHILD, or E-Connect-Child Care Services or Dean approval.

10307175

ECE: Preschool Practicum - Credits: 3

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. **PREREQUISITE:** 10307174 ECE: Introductory Practicum. Prerequisite override required for students in Professional Credential for Preschool Teachers (WI).

10307177

ECE: Intermediate Practicum - Credits: 3

This 3 credit course will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. **PREREQUISITE:** 10307174 ECE: Introductory Practicum.

10307179

ECE: Child Development - Credits: 3

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

10307187

ECE: Children with Differing Abilities - Credits: 3

This 3-credit course focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; promote inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; examine the consultation process to embed intervention in natural based settings; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; identify community and professional resources; interpret an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; examine strategies for cultivating partnerships with families who have children with developmental differences.

10307188

ECE: Guiding Children's Behavior - Credits: 3

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training.

10307195

ECE: Family & Community Relationships - Credits: 3

In this 3-credit course you will examine the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.

10307199

ECE: Advanced Practicum - Credits: 3

In this final 3-credit practicum course you will demonstrate competence in supporting child development through observation, assessment and implementation of teaching strategies as you work in and learn about and apply the course competencies in an actual early childhood setting. You will demonstrate a high level of skill in fostering relationships with children, families and early childhood professionals, and use skill learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional. **PREREQUISITE:** 10307174 ECE: Introductory Practicum, 10307175 ECE: Preschool Practicum and 1030777 ECE: Intermediate Practicum.



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Accounting Pathway

You could take this first and get a credential.

Billing and Posting Clerk

Technical Diploma

13 Credits/ Less than 1 year

Potential Careers

Payroll Assistant, Payroll Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Bookkeeper, Accounting Technician

Tax Preparer Assistant

Pathway Certificate

10 Credits / 1 Year Part Time

Potential Careers

Income Tax Preparer, Tax Associate, Tax Preparer

Continue your education to obtain this technical diploma.

Accounting Assistant

Technical Diploma

30 Credits

Potential Careers

Accounting Clerk, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Tax Accounting Clerk

Range of Yearly Salary

\$23,336-\$77,997* Annually

*Range of yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates

Continue your education to obtain an associate degree.

Accounting

Associate Degree

60 credits

Potential Careers

Accounting Supervisor, Bookkeeper, Accounts Receivable Specialist, Accounts Payable Specialist, Payroll Specialist, Cost Accounting Specialist, Tax Accounting Specialist

Range of Yearly Salary

\$31,198-\$62,000 Annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Cardinal Stritch University
Lakeland University+
Northland College+
UW Oshkosh
UW River Falls
UW Stout
UW Superior+
UM Crookston

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to Accounting
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Accounting

10-101-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith***

*Combination of Online, Your Choice, In person or ITV (Interactive Television) instruction



Program Overview

Accounting is an important tool for any business. In this two-year accounting associate degree, you will be prepared to assemble, analyze, interpret and forecast essential information about the operation of an organization. You'll prepare financial statements, cost studies and tax reports.

Admission Requirements

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

Program Outcomes

Accounting graduates will be able to:

- Process financial transactions throughout the accounting cycle
- Analyze financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks
- Perform cost accounting preparation, reporting, and analysis tasks
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks
- Identify internal controls to reduce risk

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Accounting Supervisor
- Bookkeeper
- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist
- Cost Accounting Specialist
- Tax Accounting Specialist

Some graduates also continue their education in the field of Accounting at a four-year institution.

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101105	Intermediate Accounting 1 *	4 cr.
10101107	Intermediate Accounting 2 *	4 cr.
10101121	Cost and Managerial Accounting *	4 cr.
10101123	Income Tax Accounting	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101138	Budgeting and Cost Control*	2 cr.
10101172	Accounting Applications Using Excel *	1 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101175	Accounting Systems *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10105125	Business Law	3 cr.
10196191	Supervision	3 cr.
10890116	Job Quest	<u>1 cr.</u>
	Technical Studies Total	45 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809188	Developmental Psychology or	
10809198	Introduction to Psychology	<u>3 cr.</u>
	General Studies Total	15 cr.
TOTAL PROGRAM REQUIREMENTS		60 cr.

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

** See pages 40-42 for course descriptions.

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

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	21	Number employed	16	% employed in WITC district	58%
Number of responses	18	Percent employed	100%	Range of yearly salary	\$31,198 - \$62,000
Number available for employment	16	Employed in related field	13	Average yearly salary	\$39,987

career vision

Accounting Assistant

31-101-1 Technical Diploma (one-year)

Financial Aid Eligible

**Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith***

*Combination of Online, Your Choice, In person or ITV (Interactive Television) instruction



Program Overview

The first year of the full Accounting associate degree, the Accounting Assistant technical diploma will prepare you to maintain accounting records such as receivables, payables, purchasing, billing (sales), inventory and payroll.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Accounting Assistant graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Payroll Clerk
- Tax Accounting Clerk

The Accounting Assistant program is the first year of the two-year Accounting associate degree program.

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10804123	Math with Business Applications *	3 cr.
10890116	Job Quest	1 cr.
Occupational Specific Total		21 cr.
Occupational Supportive/General Studies Courses **		
10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10809188	Developmental Psychology or	
10809198	Introduction to Psychology	3 cr.
Occupational Supportive/General Studies Total		9 cr.
TOTAL PROGRAM REQUIREMENTS		30 cr.

Graduates may choose to continue with the second year of the Accounting associate degree program.

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

** See pages 40-42 for course descriptions.

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

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/accounting-assistant/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	30	Number employed	20	% employed in WITC district	58%
Number of responses	25	Percent employed	95%	Range of yearly salary	\$23,336 - \$77,994*
Number available for employment	21	Employed in related field	13	Average yearly salary	\$39,778*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Billing and Posting Clerk

30-101-4 Technical Diploma (less than one-year)

**Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith***

*Combination of Online, Your Choice, In person or ITV (Interactive Television) instruction



Program Overview

When you complete this program you'll be able to use accounting and office software and perform a variety of tasks including basic accounting entry and assisting in the payroll process.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Billing and Posting Clerk program from the program of choice dropdown list.

Program Outcomes

Billing and Posting Clerk graduates will be able to:

- Process financial transactions throughout the accounting cycle
- Perform payroll preparation, reporting, and analysis tasks

Career Outlook

Typical positions available after graduation include:

- Payroll Assistant
- Payroll Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bookkeeper
- Accounting Technician

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101101	Financial Accounting 1	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
Technical Studies Total		13 cr.
TOTAL PROGRAM REQUIREMENTS		13 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	48	Number employed	27	% employed in WITC district	50%
Number of responses	41	Percent employed	96%	Range of yearly salary	\$24,958-\$42,481*
Number available for employment	28	Employed in related field	14	Average yearly salary	\$34,923*

Tax Preparer Assistant

61-101-2 Pathway Certificate

**Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*, Online
Outreach Centers: Hayward*, Ladysmith***

*Combination of Online, Your Choice, In person or ITV (Interactive Television) instruction



Program Overview

When you've completed the Tax Preparer Assistant pathway certificate, you have the basic knowledge to prepare tax returns for individuals or small businesses.

How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Tax Preparer Assistant program from the program of choice dropdown list.

Outcomes

The Tax Preparer Assistant Certificate will prepare you to:

- Process financial transactions throughout the accounting cycle
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks

Career Outlook

Typical positions available after certificate completion include:

- Income Tax Preparer
- Tax Associate
- Tax Preparer

Curriculum

Number	Course Title	Credits (cr.)
10101101	Financial Accounting 1	4 cr.
10101123	Income Tax Accounting	4 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
CERTIFICATE REQUIREMENTS		10 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101101

Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101103

Financial Accounting 2 - Credits: 4

Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

10101105

Intermediate Accounting 1 - Credits: 2

Intermediate Accounting course (in sequence with 10101107 Intermediate Accounting 2) covering complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

10101107

Intermediate Accounting 2 - Credits: 2

Intermediate Accounting 2 (in sequence with 10101105 Intermediate Accounting 1) covers complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITE: 10101105 Intermediate Accounting 1.

10101121

Cost and Managerial Accounting - Credits: 4

This course addresses cost accounting principles, procedures, and managerial applications of cost data; theory of job order cost, process cost, and standard cost; and managerial cost decision making. Though not required, 10101103 Financial Accounting 2 is also recommended prior to taking this course. PREREQUISITES: 10101101 Financial Accounting 1 and 10103152 MS Excel B.

10101123

Income Tax Accounting - Credits: 4

This course will prepare you to complete and file individual federal and Wisconsin income tax returns including the 1040EZ/WIZ, 1040A/1A, and 1040/1 with most common supporting schedules. This course is lecture- and project-based with most returns done manually and some comprehensive problems being computerized.

10101124

Payroll Systems and Accounting - Credits: 3

Study of state and federal laws affecting payroll -- Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1.

10101138

Budgeting and Cost Control - Credits: 2

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. Corequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10101172

Accounting Applications Using Excel - Credits: 1

Students will learn to use MS Excel as it pertains mainly to accounting related functions. Activities will include working with pivot tables, exporting/importing information, continuing with advanced formulas and macros, using analytical options, and developing creativity/application skills in building spreadsheets to replace and enhance manual record keeping, calculations, and reporting. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

10101174

QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10101175

Accounting Systems - Credits: 2

Prepares students for real-world accounting. Students will explore the role of an accountant, practice all steps of the accounting cycle, examine internal controls, complete common business forms, and demonstrate proper filing of accounting documents. Students will then tie all of the concepts together by designing their own accounting system. Coursework is almost entirely project-based. COREQUISITE: 10101107 Intermediate Accounting 2.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10103162

MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

10105125

Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Financial Services Pathway

You could take this first and get a credential.

Financial Services Customer Representative

Technical Diploma

14 Credits / 1 Semester Full Time; Part Time Options Available

Potential Careers

Bank Teller, Customer Service Associate, Member Services Representative, Teller, Cashier, Sales Associate, Loan Analyst, Loan Processor



Continue your education to obtain an associate degree.

Financial Services

Associate Degree

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

Potential Careers

Business Manager or Owner, Loan Officer or Personal Banker, Sales or Sales Manager, Financial Analyst, Investment Advisor, Insurance Sales or Broker, Real Estate Sales or Broker, Stockbroker, Accountant / Bookkeeper



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Cardinal Stritch University
Lakeland University+
Northland College+
UW Oshkosh+
UW River Falls
UW Superior+
UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Financial Services field
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Financial Services

10-114-2 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, and ITV (Interactive Television) instruction



Program Overview

In the Financial Services program, you will learn how to manage your personal finances as well as business finances. Imagine helping others get out of debt, save for retirement or increase profits and net worth for your business. If you have a passion for helping yourself and others succeed, then the financial services program is the right choice for you.

Admission Requirements

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

Program Outcomes

Financial Services graduates will be able to:

- Create reports
- Analyze financial data
- Analyze investments

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Business Manager or Owner
- Loan Officer or Personal Banker
- Sales or Sales Manager
- Financial Analyst
- Investment Advisor
- Insurance Sales or Broker
- Real Estate Sales or Broker
- Stockbroker
- Accountant/Bookkeeper

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101138	Budgeting and Cost Control*	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10104102	Marketing Principles	3 cr.
10104104	Selling Principles	3 cr.
10105125	Business Law	3 cr.
10114103	Money and Banking	3 cr.
10114107	Principles of Finance	3 cr.
10114125	Personal Finance	3 cr.
10114150	Investments	3 cr.
10114192	Principles of Insurance	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196191	Supervision	3 cr.
10890116	Job Quest	<u>1 cr.</u>
Technical Studies Total		45 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809198	Introduction to Psychology or	
10809188	Developmental Psychology	<u>3 cr.</u>
General Studies Total		15 cr.
PROGRAM REQUIREMENTS		60 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	6	Number employed	4	% employed in WITC district	0%
Number of responses	4	Percent employed	100%	Range of yearly salary	NA
Number available for employment	4	Employed in related field	0	Average yearly salary	NA

career vision

Financial Services Customer Representative

30-114-1 Technical Diploma (less than one-year)

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Combination of Online, Your Choice, In person, and ITV (Interactive Television) instruction



Program Overview

Topics studied will include credit cards, student loans, budgeting, saving, debt avoidance, debt reduction, negotiating deals, taxes, retirement, investing, buying a car, buying a house, planning or big purchases and insurance. Upon completion of the requirements of the program, you will have an understanding of where money goes and strategies for building financial security and wealth.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Financial Services Customer Representative program from the program of choice dropdown list.

Program Outcomes

Financial Services Customer Representative graduates will be able to:

- Create reports
- Analyze financial data

Career Outlook

Typical positions available after graduation include:

- Bank Teller
- Customer Service Associate
- Member Services Representative
- Teller
- Cashier
- Sales Associate
- Loan Analyst
- Loan Processor

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10101101	Financial Accounting 1	4 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10114107	Principles of Finance	3 cr.
10114125	Personal Finance	<u>3 cr.</u>
PROGRAM REQUIREMENTS		14 cr.

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

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	10	Number employed	8	% employed in WITC district	100%
Number of responses	8	Percent employed	100%	Range of yearly salary	\$28,931-\$32,757
Number available for employment	8	Employed in related field	3	Average yearly salary	\$30,962

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10101101

Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101103

Financial Accounting 2 - Credits: 4

Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

10101138

Budgeting and Cost Control - Credits: 2

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. COREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10103106

MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152

MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10104102

Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

10104104

Selling Principles - Credits: 3

This introductory course is designed to acquaint the student with the principles of selling and applications to the marketing of goods and services. Special emphasis is given to developing the selling process. Included are customer relations, sales psychology, steps to successful presentation, closing techniques, and sales motivation.

10105125

Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10114103

Money and Banking - Credits: 3

Money and Banking introduces students to money and the financial system, interest rates, financial institutions, and the Federal Reserve.

10114107

Principles of Finance - Credits: 3

The Principles of Finance course concentrates its study on the financial management of business. Students analyze profitability, cash flow, long-term investment decisions, long-term financing decisions, short-term working capital management, mergers, acquisitions, and business failure.

10114125

Personal Finance - Credits: 3

Personal Finance introduces students to money management, taxes, financial services, credit, real estate, insurance, stocks, bonds, mutual funds, retirement planning, and estate planning.

10114150

Investments - Credits: 3

Investments introduces students to stock and bond valuation models, options, futures, future options, international investing, and the spot market. In addition, the student will learn about various investment careers and the various licensing requirements, regulations, and laws that impact the investment community.

10114192

Principles of Insurance - Credits: 3

Principles of Insurance introduces students to insurance contracts, legal principles, and utilizing insurance as a risk management tool using automotive, homeowners, life, health, and commercial insurance.

10196189

Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

10196191

Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10890116

Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.



Health Sciences

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Dental Assistant

31-508-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

Dental assistants with documented skills also may carry out a variety of laboratory, clinical and office duties. Some dental assistants manage the office and are responsible for patient scheduling and bookkeeping functions. Most dental assistants work in general or specialized dental offices, either for individual dentists or for groups of dentists. Some dental assistants may choose to work for insurance companies, dental laboratories, or dental supply companies. The dental assistant also may find employment with federal agencies such as the Veterans Affairs; United States Public Health Services; the Armed Forces; or a state, county or city health facility.

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's Web address is: <http://www.ada.org/100.aspx>



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

Program Outcomes

Dental Assistant graduates will be able to:

- Perform a variety of advanced supportive dental procedures
- Manage infection and hazard control
- Produce diagnostic intraoral and extraoral radiographs on a variety of patients
- Perform advanced dental laboratory procedures
- Demonstrate professional behaviors, ethics, and appearance
- Perform dental office business procedures

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Dental Assistant
- Dental Receptionist
- Dental Office Manager
- Dental Practice Manager
- Dental Lab Technician
- Dental Laboratory Assistant
- Dental Insurance Claims Processor
- Dental Sales Representative
- Dental Treatment Coordinator
- Dental Specialty Assistant
- Maxillofacial Dental Assistant
- Endodontic Dental Assistant
- Prosthodontic Dental Assistant
- Orthodontic Dental Assistant
- Pediatric Dental Assistant
- Periodontic Dental Assistant

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10508101	Dental Health Safety *	1 cr.
10508103	Dental Radiography *	2 cr.
10508113	Dental Materials *	2 cr.
10508120	Dental Office Management *	2 cr.
10508304	Dental and General Anatomy *	2 cr.
31508302	Dental Chairside *	5 cr.
31508306	Dental Assistant Clinical *	3 cr.
31508307	Dental Assistant Professionalism *	1 cr.
31508308	Dental Chairside Advanced *	5 cr.
31508309	Dental Laboratory Procedures *	4 cr.
31508310	Dental Radiography - Advanced *	1 cr.
31508311	Dental Assistant Clinical - Adv *	<u>2 cr.</u>
Occupational Specific Total		30 cr.
Occupational Supportive/General Studies Courses **		
10801196	Oral/Interpersonal Communication	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		33 cr.

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

** See pages 40-42 for course descriptions.

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

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10508101

Dental Health Safety - Credits: 1

Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course. This course is a WTCs aligned course required in both the Dental Hygienist and Dental Assistant programs. PREREQUISITES: Current certification in CPR for Healthcare Providers and acceptance into the Dental Assistant program.

10508103

Dental Radiography - Credits: 2

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. COREQUISITES: 10508101 Dental Health Safety, 10508113 Dental Materials, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

10508113

Dental Materials - Credits: 2

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances. This course is aligned to serve students in the Dental Hygienist and Dental Assistant programs. COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

10508120

Dental Office Management - Credits: 2

Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collections, and third party reimbursements. Students use dental software programs. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

10508304

Dental and General Anatomy - Credits: 2

Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. PREREQUISITE: Acceptance into the Dental Assistant program and COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508113 Dental Materials, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

31508302

Dental Chairside - Credits: 5

Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventive dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology. COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508113 Dental Materials, 10508304 Dental and General Anatomy, and 31508306 Dental Assistant Clinical.

31508306

Dental Assistant Clinical - Credits: 3

Students apply skills developed in Dental and General Anatomy, Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills. COREQUISITES: 10508101 Dental Health Safety, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, 10508113 Dental Materials, 10508103 Dental Radiography, and 31508307 Dental Assistant Professional.

31508307

Dental Assistant Professionalism - Credits: 1

Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the work force, dental assistants customize or develop their portfolios and lay out an on-going professional development plan. PREREQUISITE: Acceptance into the Dental Assistant program.

31508308

Dental Chairside Advanced - Credits: 5

Prepares dental assistant students to adapt chairside skills to assisting with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral and maxillofacial surgery, endodontics, periodontics, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

31508309

Dental Laboratory Procedures - Credits: 4

Prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

31508310

Dental Radiography - Advanced - Credits: 1

Builds on principles and skills developed in Dental Radiography. Dental Assisting students expose full mouth series, extra-oral and specialized radiographs on adult and child patients. Emphasis is placed on protection against x-ray hazards. Students will also process, mount, and evaluate radiographs for diagnostic value. In addition, they will use radiographs to explain dental health and treatment plans to patients. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, and 31508311 Dental Assistant Clinical – Adv.

31508311

Dental Assistant Clinical - Adv - Credits: 2

Dental Assisting students apply skills developed in Dental Chairside - Advanced, Dental Lab Procedures, Dental Radiography - Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, and 31508310 Dental Radiography - Advanced.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/dental-assistant/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WTCs Graduate Survey Responses 2017-2018)

Number of graduates	15	Number employed	11	% employed in WITC district	70%
Number of responses	12	Percent employed	100%	Range of yearly salary	\$25,686-\$38,477
Number available for employment	11	Employed in related field	11	Average yearly salary	\$32,745

career vision

Gerontology - Aging Services Professional Pathway

You could take this first and get a credential.

<p>Dementia Care</p> <p>Pathway Certificate</p> <p>12 Credits / 1 Year Part Time</p>	<p>Potential Careers</p> <p>Hospitals, Hospice, Home Health Care and Assisted Living, Long Term Care, Nursing Homes and Group Homes, Adult Care, Senior Centers, Community, Non-Profit and Government Agencies, Counseling Centers, Business and Industry</p>	<p>Gerontology for Healthcare Professionals</p> <p>Pathway Certificate</p> <p>12 Credits / 1 Year Part Time</p>	<p>Potential Careers</p> <p>Hospitals, Hospice, Home Health Care and Assisted Living, Long Term Care, Nursing Homes and Group Homes, Adult Care, Senior Centers, Community, Non-Profit and Government Agencies, Counseling Centers, Business and Industry</p>	<p>Community-Based Residential Facility (CBRF) Caregiver</p> <p>Technical Diploma</p> <p>2 Credits / 1 Course/ 1 Semester Part Time</p>	<p>Potential Careers</p> <p>Hospitals, Hospice, Home Health Care and Assisted Living, Long Term Care, Nursing Homes and Group Homes, Adult Care, Senior Centers, Community, Non-Profit and Government Agencies, Counseling Centers, Business and Industry</p> <p>Average Starting Wage</p> <p>\$20,798-\$28,598 Annually</p>
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Continue your education to obtain an associate degree.

<p>Gerontology - Aging Services Professional</p> <p>Associate Degree</p> <p>60 Credits / 2 Years Full Time; Part Time Options Available</p>	<p>Potential Careers</p> <p>Aging Services Provider, Advocacy Specialist, Geriatric Care Specialist, Dementia Care Specialist/Provider, Benefits Coordinator, Client Navigation Specialist, Activity/Recreation Coordinator, Housing/Transportation Specialist, Program Planner</p> <p>Average Starting Wage</p> <p>\$26,726-\$43,677* annually</p> <p>*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.</p>
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Continue your education to obtain a bachelor's degree.

<p>BEYOND WITC</p> <p>Bachelor's Degree</p> <p>UW Eau Claire+</p> <p>Lakeland University</p> <p>UW Oshkosh+</p> <p>UW Stout+</p>	<p>Important Notes on Transferring:</p> <ul style="list-style-type: none"> - Check out witc.edu/transfer for details on specific agreements listed below - The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC - + These colleges have developed an agreement directly related to the Gerontology - Aging Services Professional program - To learn how your education, or previous college credits, will transfer, talk to transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities - Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.
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Gerontology - Aging Services Professional

10-544-1 Associate Degree (two-year)

Financial Aid Eligible

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

*Hybrid instruction



Program Overview

You will acquire comprehensive and interdisciplinary training to prepare you to work with older adults in a variety of positions and in diverse settings such as community, non-profit and government agencies, counseling centers, adult care, memory care, senior centers, home health care, assisted living, long-term care, nursing homes, group homes, hospitals, hospice, and business and industry. This innovative and flexible program blends online and in-person experiential learning with community-based fieldwork and is designed to fit into busy life schedules. You can choose part-time or full-time program options and mix and match coursework. In addition, you will be added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion.

Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8 week rotating block courses offered in online and in-person evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs
- Graduates will be added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirement

- Complete and sign Background Information Disclosure Form (BID)
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check as applicable - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation

Program Outcomes

Gerontology - Aging Services Professional graduates will be able to:

- Evaluate the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Exhibit ethical and legal practice consistent with a gerontology professional
- Distinguish the role of the gerontology professional in the coordination of service delivery
- Cultivate an age-friendly community

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Gerontology - Aging Services Professional program graduates will be well prepared to use their knowledge, skills and abilities working with older adults in a variety of positions in diverse settings such as:

- Community, Non-Profit and Government Agencies
- Counseling Centers
- Adult Care
- Senior Centers
- Home Health Care and Assisted Living
- Long-term Care, Nursing Homes and Group Homes
- Hospitals
- Hospice
- Business and Industry

Potential Job Titles:

- Aging Services Provider
- Advocacy Specialist
- Geriatric Care Specialist
- Dementia Care Specialist/Provider
- Benefits Coordinator
- Client Navigation Specialist
- Activity/Recreation Coordinator
- Housing/Transportation Specialist
- Program Planner
- Private Service Provider/Small Business Owner

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10520103	Ethics in Human Services * #	3 cr.
10520112	Family Systems	3 cr.
10544100	Communication of Aging	3 cr.
10544101	Social Gerontology	3 cr.
10544102	Psychological Aspects of Aging	3 cr.
10544104	Physical Aspects of Aging	3 cr.
10544105	Alzheimer's and Dementia	3 cr.
10544106	Healthy Aging	3 cr.
10544107	Death and Dying	3 cr.
10544108	Developing the Gerontology Professional **	3 cr.
10544112	Gerontology Fieldwork **	3 cr.
10544110	Programs of Aging Services	3 cr.
10544111	Legal and Financial Issues of Aging	3 cr.
10575100	CBRF Caregiver Fundamentals	2 cr.
Technical Studies Total:		41 cr.

General Studies Courses **

10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10806198	Human Biology or	
10806177	General Anatomy and Physiology	4 cr.
10809159	Abnormal Psychology *	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total:		19 cr.

TOTAL PROGRAM REQUIREMENTS **60**

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

** See pages 40-42 for course descriptions.

Credit for prior learning not applicable for these courses.

You must earn a grade point of 2.0 or better in all 105XXXXX courses.

Go to witic.edu for most current information.

career vision

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	10	Number employed	7	% employed in WITC district	80%
Number of responses	8	Percent employed	100%	Range of yearly salary	\$26,726-\$43,677*
Number available for employment	7	Employed in related field	5	Average yearly salary	\$37,333*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Community-Based Residential Facility (CBRF) Caregiver

30-544- 2 Technical Diploma (less than one-year)

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

Upon successful completion of this program, you will be added to the Wisconsin CBRF Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion. Coursework will include the following training modules: Fire Safety, Medication Administration and Management, Standard Precautions, First Aid and Choking, Resident's Rights and Challenging Behaviors.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Community-Based Residential Facility (CBRF) Caregiver program from the program of choice dropdown list.

Program Outcomes

CBRF Caregiver graduates will be able to:

- Practice safe medication storage and administration
- Advocate for the fair and ethical treatment of all residents
- Respond appropriately to challenging behaviors
- Practice standard precautions in all situations in the residential setting
- Apply American Red Cross (ARC) first aid and choking emergency procedures
- Apply the basics of fire, fire prevention and emergent response

Career Outlook

CBRF Caregiver program graduates will be well prepared to use their knowledge, skills and abilities in a variety of positions in diverse CBRF settings such as:

- Assisted Living
- Memory Care
- Group Homes
- Transitional Housing

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
10575100	CBRF Caregiver Fundamentals	<u>2</u>
	PROGRAM REQUIREMENTS	2

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	25	Number employed	11	% employed in WITC district	89%
Number of responses	23	Percent employed	85%	Range of yearly salary	\$20,798-\$28,598
Number available for employment	13	Employed in related field	9	Average yearly salary	\$25,929

career vision

Dementia Care

61-544-2 Pathway Certificate

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Hybrid instruction



Overview

You will gain relevant and emerging information related to dementia types, symptoms and progression. You will be provided with practical tools and strategies that promote effective communication, honor human dignity, and support the importance of advanced planning. You will examine ways to positively impact your community through advocacy, education and other cutting edge initiatives based on coursework and experiential learning activities.

Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8-week rotating block courses offered in online and in-person evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs
- This a unique program in the state

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Dementia Care certificate from the program of choice dropdown list.

Outcomes

The Dementia Care Certificate will prepare you to:

- Analyze the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Analyze the physical, social, psychological, and spiritual aspects of dementia
- Apply ethical and legal practice consistent with a gerontology professional
- Identify the role of the gerontology professional in the connection of service delivery
- Identify strategies to cultivate an age-friendly community

Career Outlook

Upon completing the Dementia Care certificate you will be well prepared to use their knowledge, skills and abilities working with older adults in a variety of positions in diverse settings such as:

- Hospitals
- Hospice
- Home Health Care and Assisted Living
- Long-Term Care, Nursing Homes and Group Homes
- Adult Care
- Senior Centers
- Community, Non-Profit and Government Agencies
- Counseling Centers
- Business and Industry

Related Programs/Certificates

- Human Services Associate
- Nursing - Associate Degree
- Occupational Therapy Assistant
- Medical Assistant
- Paramedic Technician
- EMT - Paramedic
- Nursing Assistant
- Community-Based Residential Facility (CBRF) Caregiver
- Gerontology for Healthcare Professionals

Curriculum

Number	Course Title	Credits
10544100	Communication of Aging	3
10544107	Death and Dying	3
10544105	Alzheimer's and Dementia	3
10544111	Legal and Financial Issues of Aging	3
CERTIFICATE REQUIREMENTS		12

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	10	Number employed	5	% employed in WITC district	50%
Number of responses	9	Percent employed	83%	Range of yearly salary	-*
Number available for employment	6	Employed in related field	72%	Average yearly salary	-*

*Insufficient data to report.

career vision

Gerontology for Healthcare Professionals

61-544-1 Pathway Certificate

Campuses: Ashland*, New Richmond*, Rice Lake*, Superior*
Outreach Centers: Hayward*, Ladysmith*

*Hybrid instruction



Overview

You will be able to directly apply your acquired theory, knowledge and practical skills within a variety of professional settings. This pathway certificate is designed to enhance the education and experience of practitioners who work directly with older adults in healthcare and clinical settings, community-based programs, residential facilities, and private or for-profit business and industry.

Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8-week rotating block courses offered in online and in-person evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs
- This is a unique program in the state

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Gerontology for Healthcare Professionals certificate from the program of choice dropdown list.

Outcomes

The Gerontology for Healthcare Professionals certificate will prepare you to:

- Analyze the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Apply ethical and legal practice consistent with a gerontology professional
- Identify the role of the gerontology professional in the connection of service delivery
- Identify strategies to cultivate an age-friendly community

Career Outlook

Upon completing the Gerontology for Healthcare Professionals certificate you will be well prepared to use your knowledge, skills and abilities working with older adults in a variety of positions in diverse settings such as:

- Hospitals
- Hospice
- Home Health Care and Assisted Living
- Long-Term Care, Nursing Homes and Group Homes
- Adult Care
- Senior Centers
- Community, Non-Profit and Government Agencies
- Counseling Centers
- Business and Industry

Related Programs/Certificates

- Human Services Associate
- Nursing - Associate Degree
- Occupational Therapy Assistant
- Medical Assistant
- Paramedic Technician
- EMT-Paramedic
- Nursing Assistant
- Community-Based Residential Facility (CBRF) Caregiver
- Dementia Care

Curriculum

Number	Course Title	Credits
10544101	Social Gerontology	3
10544105	Alzheimer's and Dementia	3
10544110	Programs of Aging Services	3
10544100	Communication of Aging	<u>3</u>
CERTIFICATE REQUIREMENTS		12

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	5	Number employed	3	% employed in WITC district	67%
Number of responses	5	Percent employed	100%	Range of yearly salary	-*
Number available for employment	3	Employed in related field	3	Average yearly salary	-*

*Insufficient data to report.

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Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10520103

Ethics in Human Services - Credits: 3

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

10520112

Family Systems - Credits: 3

This course focuses on issues related to families and family functioning relevant to the human services field. Major areas of focus will include child maltreatment, domestic violence, and addiction, with emphasis on relevant helping skills and services.

10544100

Communication of Aging - Credits: 3

Develop effective communication strategies and supportive interview techniques that enhance rapport and relationships with aging populations. Apply ethical principles, standards and boundaries that acknowledge self-determination.

10544101

Social Gerontology - Credits: 3

Explore aging in respect to social roles and processes. Topics include history of aging, demographics, family relationships, social supports, economics, retirement, loss, poverty and politics of aging.

10544102

Psychological Aspects of Aging - Credits: 3

Recognize how experience and history affect the value and societal expectations of each generation. Understand diversity among older adults including, but not limited to, race; ethnicity; culture; sexual orientation; and physical, cognitive and developmental disabilities.

10544104

Physical Aspects of Aging - Credits: 3

Analyze normal and pathological changes occurring in the aging human body with special emphasis on age-related chronic diseases. Topics addressed include analysis of biological theories of aging, cultural/ethnic influence on aging pathologies, and other factors impacting the aging process.

10544105

Alzheimer's and Dementia - Credits: 3

Examine the signs, symptoms and stages of Alzheimer's and other forms of dementia and how these diseases affect physiology and brain function. This course focuses on the principles of communicating and providing care to individuals with memory loss and confusion while learning the best practices for dealing with behavior changes, challenges with the activities of daily living, and strategies to assist caregivers.

10544106

Healthy Aging - Credits: 3

Investigate practices that promote healthy aging including nutrition, physical activity, prevention practices, and commonly prescribed medications for the older adult. Emphasis will focus on the "well" elderly population and practices identified to address current aging trends.

10544107

Death and Dying - Credits: 3

Explore societal, cultural, and personal views of death, dying, and bereavement. Examine losses experienced during the course of aging beyond the physical and emotional process of death and dying. Determine strategies for healthy transitions in coping with loss.

10544108

Developing the Gerontology Professional - Credits: 3

Examine the various roles of the aging services professional and the contexts in which they work. Apply relationship building, communication, ethical standards, self-care planning and practices, documentation, and other related skills to case studies and real life situations. Function as an interdisciplinary team member addressing the complex needs of aging adults. PREREQUISITE: 10520103 Ethics in Human Services and successful completion of 15 credits of 105201XX or 105441XX coursework.

10544112

Gerontology Fieldwork - Credits: 3

Examine the scope, values, and principles of the gerontology profession. Coursework introduces the typical roles and duties of aging services professionals. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours, observation and fieldwork in a community-based setting working with older adults is required. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (Wisconsin and/or Minnesota) forms, as part of this course. PREREQUISITE: 10544108 Developing the Gerontology Professional and COREQUISITES: Successful completion or co-enrollment in all other core program courses.

10544110

Programs of Aging Services - Credits: 3

Explore the wide spectrum of programs and services available to older adults that address a variety of physical, mental, emotional, social, financial, legal, spiritual, and recreational needs. Examine social policy as it relates to aging and available federal funding for the aging consumer including community resources, eligibility criteria, and how to access and coordinate services. Additional topics include supplementing social networking and enhancing mental health functioning.

10544111

Legal and Financial Issues of Aging - Credits: 3

Analyze legal and financial concepts and structures including Power of Attorney for health care/finance, guardianships, trusts, reallocation of assets, spending down, Medicare/Medicaid benefits, supplemental insurance, Social Security, elder abuse/neglect, financial exploitation, and relevant governmental policies. Apply knowledge through advocacy to benefit aging adults on local, state and federal levels.

10575100

CBRF Caregiver Fundamentals - Credits: 2

In this credit-based course, students will obtain the knowledge and skills required to become Community-Based Residential Facility (CBRF) caregivers. Coursework will include the following training modules: DHS 83.20 (2) (b) CBRF Fire Safety, DHS 83.20 (2) (d) CBRF Medication Administration and Management, DHS 83.20 (2) (a) CBRF Standard Precautions, DHS 83.20 (2) (c) CBRF First Aid and Choking, DHS 83.21 (1) CBRF Resident's Rights, and DHS 83.21 (3) CBRF Challenging Behaviors. Upon successful completion of this course, students are added to the Wisconsin CBRF Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion.

Health Information Technology Pathway

You could take this first and get a credential.

Medical Coding Specialist

Technical Diploma

28 Credits / 1 Year Full Time; Part Time Option Available

Potential Careers

Medical Coding Specialist, Clinical Coding Specialist, Claims Analyst

Range of Yearly Salary

\$27,558*-\$86,293* annually

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.



Continue your education to obtain an associate degree.

Health Information Technology

Associate Degree

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

Potential Careers

Health Information Technician, HIM Supervisor, Insurance/Business Specialist

Range of Yearly Salary

\$31,807-\$50,000 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
The College of St. Scholastica+
UW LaCrosse+
UW Oshkosh
UW Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Health Information Technology Program
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Health Information Technology

10-530-1 Associate Degree (two-year)

Financial Aid Eligible

Campus: Online

Program Overview

A degree in Health Information Technology (HIT) gives graduates the ability to work in healthcare with a focus on managing health information rather than on direct patient interaction. With this degree you will gain competency in medical coding, ensuring the integrity of health information, analyzing data, adhering to legal and regulatory standards, leading a team and quality management. You'll master this content through simulated learning activities and with the use of academic software applications (electronic health records, encoders, etc.).



Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students will attend clinical rotations in the second year (third or fourth semesters) of the program

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states as applicable
- Pass a physical exam, have current immunizations and demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

Program Outcomes

Health Information Technology graduates will be able to:

- Apply data governance principles to ensure the quality of health data
- Apply coding and reimbursement systems
- Model professional behaviors and ethics
- Apply informatics and analytics in data use
- Apply organizational management techniques

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Health Information Technician
- HIM Supervisor
- Insurance/Business Specialist

The Health Information Technology (Associate Degree) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10501101	Medical Terminology	3 cr.
10501107	Digital Literacy for Healthcare	2 cr.
10530161	Health Quality Management *	3 cr.
10530162	Foundations of HIM *	3 cr.
10530163	Healthcare Stats and Analytics *	3 cr.
10530164	Intro to Healthcare Informatics *	3 cr.
10530165	Intermediate Coding *	3 cr.
10530166	HIT Capstone *	1 cr.
10530167	Management of HIM Resources *	3 cr.
10530178	Healthcare Law & Ethics *	2 cr.
10530182	Human Disease for the Health Professions *	3 cr.
10530184	CPT Coding *	3 cr.
10530185	Healthcare Reimbursement *	2 cr.
10530196	Professional Practice *	3 cr.
10530197	ICD Diagnosis Coding *	3 cr.
10530199	ICD Procedure Coding *	2 cr.
Technical Studies Total		42 cr.

General Studies Courses **

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10801197	Technical Reporting	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		19 cr.
TOTAL PROGRAM REQUIREMENTS		61 cr.

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

** See pages 40-42 for course descriptions.

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

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	10	Number employed	9	% employed in WITC district	50%
Number of responses	10	Percent employed	100%	Range of yearly salary	\$31,807-\$50,000
Number available for employment	9	Employed in related field	9	Average yearly salary	\$38,664

career vision

Medical Coding Specialist

31-530-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Online

Program Overview

The Medical Coding Specialist reviews medical documentation provided by physicians and other healthcare providers and translates this into numeric codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally-recognized coding systems. Several uses of coded data are for payment of healthcare claims, statistics and medical research.



Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students completing the one-year Medical Coding Specialist program have the option of returning to complete the associate degree Health Information Technology program; see page 144 for information on the Health Information Technology program

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

Program-Specific Requirement

- Attend a mandatory program orientation session

Program Outcomes

Medical Coding Specialist graduates will be able to:

- Collect health data
- Model professional behaviors and ethics
- Use electronic applications to support coding and data collection
- Apply coding and reimbursement systems

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Medical Coding Specialist
- Clinical Coding Specialist
- Claims Analyst

Graduates are eligible to take the National Clinical Coding Associate (CCA) certification examination through the American Health Information Management Association (AHIMA).

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10501107	Digital Literacy for Healthcare	2 cr.
10530162	Foundations of HIM *	3 cr.
10530165	Intermediate Coding *	3 cr.
10530182	Human Disease for the Health Professions *	3 cr.
10530184	CPT Coding *	3 cr.
10530185	Healthcare Reimbursement *	2 cr.
10530197	ICD Diagnosis Coding *	3 cr.
10530199	ICD Procedure Coding *	2 cr.
Occupational Specific Total		21 cr.

Occupational Supportive/General Studies Courses

10501101	Medical Terminology	3 cr.
10806177	General Anatomy and Physiology #	4 cr.
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		28 cr.

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

See pages 40-42 for course descriptions.

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

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/medical-coding-specialist/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	18	Number employed	14	% employed in WITC district	57%
Number of responses	17	Percent employed	88%	Range of yearly salary	\$27,558-\$86,293*
Number available for employment	16	Employed in related field	7	Average yearly salary	\$38,771*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

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Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10501107

Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

10530161

Health Quality Management - Credits: 3

Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data. PREREQUISITE: 10530163 Healthcare Stats and Analytics.

10530162

Foundations of HIM - Credits: 3

Introduces learners to the healthcare delivery system, and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITE: 10501107 Digital Literacy for Healthcare.

10530163

Healthcare Stats and Analytics - Credits: 3

Explores the management of medical data for statistical purposes focusing on descriptive and inferential statistics including definition, collection, calculation and compilation of numerical data. Examines data analytics, retrieval, presentation and research methodologies. PREREQUISITE: 10530162 Foundations of HIM.

10530164

Intro to Healthcare Informatics - Credits: 3

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. PREREQUISITES: 10530162 Foundations of HIM and 10501107 Digital Literacy for Healthcare.

10530165

Intermediate Coding - Credits: 3

Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation and official coding guidance to support appropriate reimbursement. Students will participate in CDI activities, including preparation of appropriate physician queries in accordance with compliance guidelines. PREREQUISITES: 10530184 CPT Coding and 10530197 ICD Diagnosis Coding and successful completion of COREQUISITE: 10530199 ICD Procedure Coding is required prior to taking Intermediate Coding.

10530166

HIT Capstone - Credits: 1

Explore technical skills and professional attributes desired for the HIM profession, and conduct activities to assess one's own readiness to enter the health information industry. COREQUISITE: 10530196 Professional Practice.

10530167

Management of HIM Resources - Credits: 3

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. PREREQUISITE: 10530162 Foundations of HIM.

10530178

Healthcare Law & Ethics - Credits: 2

Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. PREREQUISITE: 10530162 Foundations of HIM.

10530182

Human Disease for the Health Professions - Credits: 3

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology and 10806177 General Anatomy and Physiology.

10530184

CPT Coding - Credits: 3

Prepares learners to assign CPT/HCPCS codes, supported by medical documentation, with entry level proficiency. Learners apply instructional notations, conventions, rules, and official coding guidelines when assigning codes to case studies and actual medical record documentation. COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

10530185

Healthcare Reimbursement - Credits: 2

Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners apply prospective payment systems using computerized encoding and grouping software. COREQUISITES: 10530162 Foundations of HIM, 10530182 Human Disease for the Health Professions, 10530184 CPT Coding, 10530197 ICD Diagnosis Coding, and 10530199 ICD Procedure Coding.

10530196

Professional Practice - Credits: 3

Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Student may participate in a supervised clinical experience in healthcare facilities. PREREQUISITE: 10530165 Intermediate Coding and COREQUISITES: 10530161 Health Quality Management, 10530167 Management of HIM Resources, and 10530166 HIT Capstone.

10530197

ICD Diagnosis Coding - Credits: 3

Prepares students to assign ICD diagnosis codes supported by medical documentation. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

10530199

ICD Procedure Coding - Credits: 2

Prepares students to assign ICD procedure codes supported by medical documentation with entry-level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. PREREQUISITES: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist 10501101 Medical Terminology, and 10806177 General Anatomy and Physiology and COREQUISITE: 10530182 Human Disease for the Health Professions.

Medical Assistant Pathway

You could take this first and get a credential.

Patient Services Specialist

Technical Diploma

17 Credits / 1 Year / 2 Semesters Part Time

Potential Careers

Medical Insurance Clerk, Medical Receptionist, Patient Scheduler, Healthcare Customer Service Representative



Continue your education to obtain a technical diploma.

Medical Assistant

Technical Diploma

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

Potential Careers

Medical Assistant, Clinical Assistant, Phlebotomist

Range of Yearly Salary

\$26,786-\$42,530 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants, sometimes referred to as clinical assistants, perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, drawing blood, giving injections, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription and computer applications. Laboratory functions include specimen collection, performance of basic laboratory tests and microscopic work.

The minimum goal for the Medical Assistant program, as identified by the AAMA, is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The WITC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, phone: 727-210-2350, www.caahep.org, www.aama-ntl.org.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable (required at program start and prior to practicum)
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

Program Outcomes

Medical Assistant graduates will be able to:

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

Graduates of the program are eligible to sit for the Certified Medical Assistant examination.

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Medical Assistant
- Clinical Assistant
- Phlebotomist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31501308	Pharmacology for Allied Health *	2 cr.
31509301	Medical Assistant Administrative Procedures *2	2 cr.
31509302	Human Body in Health and Disease *	3 cr.
31509303	Medical Assistant Laboratory Procedures 1 *	2 cr.
31509304	Medical Assistant Clinical Procedures 1 *	4 cr.
31509305	Medical Assistant Laboratory Procedures 2 *	2 cr.
31509306	Medical Assistant Clinical Procedures 2 *	3 cr.
31509307	Medical Office Insurance and Finance *	2 cr.
31509309	Medical Law, Ethics and Professionalism	2 cr.
31509310	Medical Assistant Practicum *	3 cr.
Occupational Specific Total		25 cr.

Occupational Supportive/General Studies Courses

10501101	Medical Terminology	3 cr.
10501107	Digital Literacy for Healthcare	2 cr.
10801136	English Composition 1 #	3 cr.
Occupational Supportive/General Studies Total		8 cr.
TOTAL PROGRAM REQUIREMENTS		33 cr.

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

See pages 40-42 for course descriptions.

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

Note: program may be completed in two or more semesters.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/medical-assistant/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	31	Number employed	29	% employed in WITC district	56%
Number of responses	30	Percent employed	100%	Range of yearly salary	\$26,786-\$42,530
Number available for employment	29	Employed in related field	26	Average yearly salary	\$32,034

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31501308

Pharmacology for Allied Health - Credits: 2

Introduces students to medication classification and basic pharmacology principles. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2 and 31509307 Medical Office Insurance and Finance.

31509301

Medical Assistant Administrative Procedures - Credits: 2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. PREREQUISITE: Declared Medical Assistant program (315091) or Patient Services Specialist plan (305092) and COREQUISITES: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1.

31509302

Human Body in Health and Disease - Credits: 3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting. COREQUISITE: 10501101 Medical Terminology.

31509303

Medical Assistant Laboratory Procedures 1 - Credits: 2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. PREREQUISITE: Admission to Medical Assistant program and COREQUISITES: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509301 Medical Assistant Administrative Procedures, and 31509304 Medical Assistant Clinical Procedures 1.

31509304

Medical Assistant Clinical Procedures 1 - Credits: 4

Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting. Learner explores communication principles and psychology theories related to patient care. PREREQUISITE: Admission into the Medical Assistant program and COREQUISITES: 10501107 Digital Literacy for Healthcare, 31509302 Human Body in Health and Disease, 10501101 Medical Terminology, 31509301 Medical Assistant Administrative Procedures and 31509303 Medical Assistant Laboratory Procedures 1.

31509305

Medical Assistant Laboratory Procedures 2 - Credits: 2

Prepares students to perform phlebotomy and CLIA waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health.

31509306

Medical Assistant Clinical Procedures 2 - Credits: 3

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, assisting with emergency preparedness in an ambulatory care setting. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health.

31509307

Medical Office Insurance and Finance - Credits: 2

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. PREREQUISITES: 10501101 Medical Terminology and 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1, and COREQUISITES: 10501107 Digital Literacy for Healthcare, 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, 31501308 Pharmacology for Allied Health.

31509309

Medical Law, Ethics and Professionalism - Credits: 2

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

31509310

Medical Assistant Practicum - Credits: 3

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours. PREREQUISITES: Current Health Care Provider CPR and first aid, successful completion or standing in all other program courses, approval of program faculty, compliance with Wisconsin Caregiver Law, and program Health Requirements are met.

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10501107

Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

Nursing Pathway

You could take this first and get a credential.

Nursing Assistant

Technical Diploma (Not embedded, but a requirement for the Nursing programs)

3 Credits / 120 Hour Course

Potential Careers

Nursing Assistant

Range of Yearly Salary

\$13,571-\$51,996 annually

Practical Nursing

36 Credits / At Least 1 Year Full Time

Potential Careers

Licensed Practical Nurse

Range of Yearly Salary

\$19,239-\$124,790* annually

*All WTCS information

Continue your education to obtain an associate degree.

Nursing - Associate Degree

Associate Degree

70 Credits / At Least 2 Years Full Time

Potential Careers

Registered Nurse

Range of Yearly Salary

\$29,118-\$79,034 annually

LPN Progression

Associate Degree

34 Credits / At Least One Year Full Time

Potential Careers

Registered Nurse

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Alverno College+
 Cardinal Stritch University+
 Chamberlain College of Nursing+
 Lakeland University
 Silver Lake College+
 Viterbo University+
 UW Eau Claire+***
 UW Green Bay+***
 UW Madison+***
 UW Milwaukee+***
 UW Oshkosh+***
 UW Stevens Point+**
 UW Stout
 UW Superior+

***Current Registered Nurses and Graduates of the Nursing – Associate Degree program (after May 1996) are eligible to receive a total 60 transfer credits to be applied to a Bachelor of Science in Nursing degree from a UW System Collaborative Nursing Program (CNP).

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Nursing - Associate Degree Program***
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Nursing - Associate Degree

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

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Program Overview

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach, to provide holistic care to individuals, families and groups within the healthcare system. Through collaboration with other healthcare professionals, nursing is responsive to the needs of the community across the health-illness continuum.



Special Features

An agreement between the Wisconsin Technical College System (WTCS) and the University of Wisconsin System (UWS) and some other private colleges allows graduates of the WTCS Nursing - Associate Degree program to transfer, with junior standing, into their baccalaureate nursing program.

For the student that is a licensed practical nurse (LPN) and is interested in becoming a registered nurse (RN), WITC offers an "LPN Progression to ADN" track. The LPN Progression pathway provides advanced standing for nursing courses in ADN Semesters 1 and 2 of the WITC ADN program. Additionally, credits may be transferred from the practical nursing program if the General Studies and/or elective credits were at an associate degree level. Contact the campus admissions advisor for more information.

Pre-Nursing Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion); note: required Accuplacer entrance assessment scores for core Nursing coursework are higher than pre-Nursing scores
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Complete WITC pre-ADN Admissions Quiz
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

Pre-Nursing students must complete the petition process to be eligible for the core Nursing program (go to: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application-for-detailed-requirements>). In addition to the requirements above, students in this program must:

- Complete one year of high school chemistry or one term of college-level chemistry with a 2.0 or better
- Complete a Nursing Assistant course with grade of C (2.0) or better
- Review the online informational presentation at <https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application>
- Complete priority petition for admission forms:
 - WITC transcripts to verify course completion (priority admission is given to students who have completed the ADN program-required General Studies courses)
 - Review and sign Background Check Disclosure
 - Review and sign the Functional Abilities Disclosure
 - Complete and sign Intent to Enter form

- Prior to attendance in core Nursing coursework, student must:
 - Submit Background Check fee
 - Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states if applicable
 - Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
 - Possess current certification of "CPR for Healthcare Providers" or the equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory orientation session

Program Outcomes

ADN Graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Graduates of this program will be qualified for the following position:

- Registered Nurse
- WITC's Nursing - Associate Degree program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, and approved by the Wisconsin State Board of Nursing. Concerns about the Nursing - Associate Degree program or questions about current status may be communicated to the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC, located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000. Concerns may also be directed to the Wisconsin State Board of Nursing, PO Box 8935, Madison, WI 53708-8935, phone (877) 617-1565.

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10543101	Nursing Fundamentals *#	2 cr.
10543102	Nursing Skills*#	3 cr.
10543103	Nursing Pharmacology *#	2 cr.
10543104	Nursing: Intro to Clinical Practice *#	2 cr.
10543105	Nursing Health Alterations *#	3 cr.
10543106	Nursing Health Promotion *#	3 cr.
10543107	Nursing: Clinical Care Across Lifespan *#	2 cr.
10543108	Nursing: Intro to Clinical Care Management *#	2 cr.
10543109	Nursing: Complex Health Alterations 1 *#	3 cr.
10543110	Nursing: Mental Health and Community Concepts *#	2 cr.
10543111	Nursing: Intermediate Clinical Practice *#	3 cr.
10543112	Nursing Advanced Skills *#	1 cr.
10543113	Nursing: Complex Health Alterations 2 *#	3 cr.
10543114	Nursing: Management and Professional Concepts *#	2 cr.
10543115	Nursing: Advanced Clinical Practice *#	3 cr.
10543116	Nursing Clinical Transition *#	2 cr.
Technical Studies Total		38 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	3 cr.
10801198	Speech	
10806177	General Anatomy and Physiology #	4 cr.
10806179	Advanced Anatomy and Physiology *#	4 cr.
10806197	Microbiology *#	4 cr.
10809188	Developmental Psychology	3 cr.
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		27 cr.
ELECTIVES		5 cr.
TOTAL PROGRAM REQUIREMENTS		70 cr.

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

** See pages 40-42 for course descriptions.

Course repeat and failure policies exist within the ADN program that allow for only a certain number of retakes and failures of these classes; please refer to these policies for details.

All courses in the ADN program must be completed with a grade of "C" (2.0) or better, except 10806177 General Anatomy & Physiology and 10806179 Advanced Anatomy & Physiology, which must be completed with a "B-" or better.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	78	Number employed	60	% employed in WITC district	58%
Number of responses	62	Percent employed	97%	Range of yearly salary	\$29,118-\$79,034
Number available for employment	62	Employed in related field	59	Average yearly salary	\$59,140

career vision

Nursing Assistant

30-543-1 Technical Diploma (less than one-year)

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



Program Overview

The Nursing Assistant program provides classroom, laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Wisconsin Department of Health Services (dhs.wisconsin.gov), Office of Quality Assurance (dhs.wisconsin.gov/rl_dsl/bqa.htm). After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Wisconsin Nurse Aide Registry.

Admission Requirements

- Be at least 16 years old
- Complete application process
- Review and sign Background Check Disclosure
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check
- Attend a mandatory orientation session scheduled prior to start of class
- Review and sign Functional Abilities Disclosure

Program-Specific Requirements

- Demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement

Program Outcomes

Nursing Assistant graduates will be able to:

- Communicate and interact effectively with clients, family, and co-workers
- Maintain and protect client rights
- Report information and record observations
- Demonstrate the ethical and legal responsibilities of the NA/HHA
- Provide safe care to a diverse population, meeting personal, physical and psychosocial client needs
- Assist with client rehabilitation and restorative care, promoting independence
- Assist clients with long-term, disabling conditions including dementia, always focusing on the strengths of the client
- Work cooperatively in a team environment
- Eligible to take the WI NA Competency evaluation

Career Outlook

Graduates of this program will be qualified for the following position:

- Nursing Assistant

Curriculum

Number	Course Title	Credits (cr.)
30543300	Nursing Assistant *	3 cr.
PROGRAM REQUIREMENTS		3 cr.

* This course requires a prerequisite and/or corequisite.

Qualifications for Entry on the Wisconsin Nurse Aide Registry. Upon completion of the program, students will be eligible to complete the written and skills exams to be placed on the Wisconsin Nurse Aid Registry. Cost of the registry exam is \$125 (check/money order/credit card).

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	464	Number employed	152	% employed in WITC district	76%
Number of responses	272	Percent employed	95%	Range of yearly salary	\$13,571-\$51,996
Number available for employment	160	Employed in related field	113	Average yearly salary	\$31,338

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10543101

Nursing Fundamentals - Credits: 2

This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance. PREREQUISITE: Admission to Nursing program and COREQUISITE: 10806177 General Anatomy and Physiology.

10543102

Nursing Skills - Credits: 3

This course focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheostomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. PREREQUISITE: Admission to Nursing program or current LPN license and COREQUISITE: 10806177 General Anatomy and Physiology.

10543103

Nursing Pharmacology - Credits: 2

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. PREREQUISITE: Admission to the Nursing program and COREQUISITE: 10806177 General Anatomy and Physiology.

10543104

Nursing: Intro to Clinical Practice - Credits: 2

This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. COREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, and 10543103 Nursing Pharmacology, 10801136 English Composition 1, 10809188 Developmental Psychology, and 10806177 General Anatomy and Physiology.

10543105

Nursing Health Alterations - Credits: 3

This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. PREREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, 10543103 Nursing Pharmacology, 10543104 Nursing: Introduction to Clinical Practice, and 10806177 General Anatomy and Physiology.

10543106

Nursing Health Promotion - Credits: 3

This course will cover topics related to health promotion for individuals and families throughout the lifespan. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, postpartum, the newborn, and the child. Recognizing the spectrum of healthy families we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyles choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. PREREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, 10543103 Nursing Pharmacology, 10543104 Nursing: Introduction to Clinical Practice, 10806177 General Anatomy and Physiology, and 10809188 Developmental Psychology and COREQUISITE: 10806179 Advanced Anatomy and Physiology.

10543107

Nursing: Clinical Care Across Lifespan - Credits: 2

This clinical experience applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. COREQUISITE: 10543106 Nursing Health Promotion.

10543108

Nursing: Intro to Clinical Care Management - Credits: 2

This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. It also provides an introduction to leadership, management, and team building. COREQUISITES: 10543105 Nursing Health Alterations, 10806179 Advanced Anatomy and Physiology, and 10801196 Oral/Interpersonal Communication.

10543109

Nursing: Complex Health Alterations 1 - Credits: 3

Complex Health Alterations 1 prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, 10806179 Advanced Anatomy and Physiology, and COREQUISITE: 10806197 Microbiology.

10543110

Nursing: Mental Health and Community Concepts - Credits: 2

This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, 10806179 Advanced Anatomy and Physiology, and COREQUISITE: 10809198 Introduction to Psychology.

10543111

Nursing: Intermediate Clinical Practice - Credits: 3

This intermediate level clinical course develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients across the lifespan and priorities. Using the nursing process, students will gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. COREQUISITES: 10543109 Nursing Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, and 10543112 Nursing Advanced Skills, 10809198 Introduction to Psychology, and 10806197 Microbiology.

10543112

Nursing Advanced Skills - Credits: 1

This course focuses on the development of advanced clinical skills. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, and 10806179 Advanced Anatomy and Physiology.

10543113

Nursing: Complex Health Alterations 2 - Credits: 3

Complex Health Alterations 2 prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary and the reproductive systems. The learner will also focus on management of care for clients with high-risk perinatal conditions, high-risk newborns and the ill child. Synthesis and application of previously learned concepts will be evident in the management of clients with critical/life threatening situations. PREREQUISITES: 10543109 Nursing Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, 10543111 Nursing: Intermediate Clinical Practice, 10543112 Nursing Advanced Skills, and 10806197 Microbiology.

10543114

Nursing: Management and Professional Concepts - Credits: 2

This course covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. PREREQUISITES: 10543109 Nursing: Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, 10543111 Nursing: Intermediate Clinical Practice, and 10543112 Nursing Advanced Skills.

10543115

Nursing: Advanced Clinical Practice - Credits: 3

This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. COREQUISITES: 10543113 Nursing Complex Health Alterations 2, and 10809196 Introduction to Sociology.

10543116

Nursing Clinical Transition - Credits: 2

This clinical experience integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. The course promotes relatively independent clinical decisions, delegation, and works collaboratively with others to achieve client and organizational outcomes. Continued professional development is fostered. PREREQUISITES: 10543113 Nursing Complex Health Alterations 2, 10543114 Nursing Management and Professional Concepts, and 10543115 Nursing Advanced Clinical Practice.

30543300

Nursing Assistant - Credits: 3

This course focuses on the physical and emotional care you will provide for clients in a health care setting. Through classroom, lab, and supervised practice in area nursing homes, you will learn to provide for the physical, emotional, and environmental client needs; communicate effectively, carry out skilled procedures and treatments, and promote client rights. Teamwork, role responsibilities, and an awareness of cultural diversity are stressed throughout the course. PREREQUISITE: Admission to Nursing Assistant program.

Occupational Therapy Assistant

10-514-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: *Ashland, *New Richmond, *Rice Lake *via ITV (Interactive Television) instruction



Program Overview

Occupational therapy assistants help people participate in things they want and need to do through the therapeutic use of everyday activities (occupations). Occupational therapy is both an art and a science. Being an occupational therapy assistant allows you to “think outside the box” while applying science in order to best meet the needs of clients

Occupational therapy assistants work with individuals of all ages, from the first day to last day of life. We work with those who are recovering from disability and disease, those who are working to overcome mental health challenges, and those who need support with healthy living and lifestyle changes.

In traditional settings, occupational therapy assistants work under the supervision of the registered occupational therapist to provide hands-on services. Some settings allow for more creativity than others but all settings require an occupational therapy assistant to use individualized approaches to help clients perform their daily occupations.

Occupational therapy assistants can work in a variety of settings such as hospitals, outpatient clinics, skilled nursing facilities, home health agencies, psychiatric facilities, day treatment, geriatric settings, community based practice and private practice.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of “CPR for Healthcare Providers” or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

Program Outcomes

Occupational Therapy Assistant graduates will be able to:

- Practice within the distinct role and responsibility of the occupational therapy assistant
- Serve a diverse population in a variety of systems that are consistent with entry-level practice
- Value lifelong learning and the need to keep current with best practice
- Apply occupational therapy principles and intervention tools to achieve expected outcomes
- Demonstrate professional behaviors, ethical standards, values, and attitudes of the occupational therapy profession
- Advocate for the profession, services, and consumers

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Occupational Therapy Assistant
- Certified Occupational Therapy Assistant (COTA)
- Activities Director/Coordinator
- Case Manager
- Community Support Worker
- Life Skills Trainer
- Mental Health Technician

The occupational therapy/occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814- 3449. ACOTE’s telephone number, c/o AOTA, is 301-652-AOTA and its web address is www.acoteonline.org. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) (www.nbcot.org/). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10514171	Introduction to Occupational Therapy	3 cr.
10514172	Medical and Psychosocial Conditions *	3 cr.
10514173	Activity Analysis and Applications *	2 cr.
10514174	OT Performance Skills *	4 cr.
10514175	Psychosocial Practice *	3 cr.
10514176	OT Theory and Practice *	3 cr.
10514177	Assistive Technology and Adaptations *	2 cr.
10514178	Geriatric Practice *	3 cr.
10514179	Community Practice *	2 cr.
10514182	Physical Rehabilitation Practice *	3 cr.
10514183	Pediatric Practice *	3 cr.
10514184	OTA Fieldwork I *	2 cr.
10514185	OT Practice and Management *	2 cr.
10514186	OTA Fieldwork IIA *	5 cr.
10514187	OTA Fieldwork IIB *	5 cr.
Technical Studies Total		45 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809188	Developmental Psychology	3 cr.
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		22 cr.
ELECTIVES		3 cr.
PROGRAM REQUIREMENTS		70 cr.

Fieldwork: Fieldwork IIA and IIB will be completed in two different settings under the supervision of a COTA or OTR. OTA students must complete Level II Fieldwork within 18 months following completion of the academic preparation.

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

** See pages 40-42 for course descriptions.

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

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	18	Number employed	14	% employed in WITC district	50%
Number of responses	16	Percent employed	93%	Range of yearly salary	\$35,357-\$53,556
Number available for employment	15	Employed in related field	12	Average yearly salary	\$45,626

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10514171

Introduction to Occupational Therapy - Credits: 3

Provides an overview of history, philosophy, ethics, and scope of occupational therapy practice. Examines legal responsibilities, professional resources, and organization. Students practice basic skills related to therapeutic relationships and determine their own suitability to a career in occupational therapy.

10514172

Medical and Psychosocial Conditions - Credits: 3

Introduces medical and psychosocial conditions as they relate to occupational therapy practice. Topics include etiology, symptomatology, treatment, and contraindications. PREREQUISITE: Admission to OTA program and COREQUISITES: 10514171 Introduction to Occupational Therapy, 10514173 Activity Analysis and Appl, and 10806177 General Anatomy and Physiology.

10514173

Activity Analysis and Applications - Credits: 2

Provides instruction in activity analysis with hands-on experience in activities across the lifespan. Students apply the teaching/learning process and adhere to safety regulations. PREREQUISITE: Admission to OTA program and COREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, and 10806177 General Anatomy and Physiology.

10514174

OT Performance Skills - Credits: 4

Emphasis on the development of skills related to assessment and intervention in the areas of sensory, motor, cognition and communication. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, 10806177 General Anatomy and Physiology and COREQUISITES: 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice.

10514175

Psychosocial Practice - Credits: 3

Examines the role of the OTA in the service delivery to individuals affected by mental health conditions. Provides opportunity for development of skills related to psychosocial assessment and interventions. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice.

10514176

OT Theory and Practice - Credits: 3

Examines the theoretical foundations that guide OT practice. Apply group dynamics and demonstrate leadership skills. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice.

10514177

Assistive Technology and Adaptations - Credits: 2

Explores technologies that support delivery of OT services. Emphasis on competency related to computer skills, ergonomics, adaptive devices, and environments. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514178 Geriatric Practice.

10514178

Geriatric Practice - Credits: 3

Examines the role of the OT in the service delivery to elders in a variety of settings. Includes analysis of the impact of age-related changes and disease processes on the function of the elderly. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514177 Assistive Technology and Adaptations.

10514179

Community Practice - Credits: 2

Explores practice options and interventions for occupation-based community practice. Students articulate the unique role of occupational therapy within the community. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice and COREQUISITES: 10514182 Physical Rehabilitation Practice, 10514183 Pediatric Practice, and 10514184 OTA Fieldwork I.

10514182

Physical Rehabilitation Practice - Credits: 3

Explores interventions relative to major physical disability diagnoses seen in OT practice. Evaluation, treatment interventions, and documentation are emphasized relative to the biomechanical, neurodevelopmental, and rehabilitative approaches to practice. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514183 Pediatric Practice, and 10514184 OTA Fieldwork I.

10514183

Pediatric Practice - Credits: 3

Explores interventions relative to major pediatric diagnoses seen in OT practice. Evaluation, treatment interventions, and documentation are emphasized within the context of the child's occupations. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514182 Physical Rehabilitation Practice, 10514184 OTA Fieldwork I, and 10809188 Developmental Psychology.

10514184

OTA Fieldwork I - Credits: 2

Integrate classroom theory and practice into a Fieldwork Level I experience. Provides experiences to assist in the development of communication, professional and observational skills. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, 10514177 Assistive Technology and Adaptations, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514182 Physical Rehabilitation Practice, and 10514183 Pediatric Practice.

10514185

OT Practice and Management - Credits: 2

Provides opportunities to practice clinical management skills, continuous quality improvement measurement, and administrative concepts and procedures. Students create a professional development plan. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514186 OTA Fieldwork IIA or 10514187 OTA Fieldwork IIB.

10514186

OTA Fieldwork IIA - Credits: 5

Develop skills and behaviors necessary for entry-level occupational therapy assistant practice. Provides a different clinical practice setting than OTA Fieldwork IIB. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514185 OT Practice and Management and 10514187 Fieldwork IIB.

10514187

OTA Fieldwork IIB - Credits: 5

Develop skills and behaviors necessary for entry-level occupational therapy assistant practice. Provides a different clinical practice setting than OTA Fieldwork IIA. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514185 OT Practice and Management and 10514186 Fieldwork IIA.

Personal Care Worker

17-510-1 Technical Certificate

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



Overview

The Personal Care Worker (PCW) course is a combination of an independent study coupled with a final 8-hour lab session with the course instructor. The independent study portion of the course is directed through a series of eight learning plans (approximately seven hours/learning plan) that carefully detail learning activities to help students learn the course content. Upon completion of the learning activities, students will contact the campus contact to schedule an 8-hour lab session that concludes with skills competency testing and the final written exam. The lab sessions are held on Saturdays and scheduled at the various WITC campuses (Ashland, New Richmond, Rice Lake, and Superior) and outreach centers throughout the district.

Special Features

This course allows you to work at your own pace to learn the content. You will work directly with an instructor to complete the written exam and skill demonstration. The course emphasizes core abilities for the workplace.

How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Personal Care Worker program from the program of choice drop-down list.

Outcomes

Personal Care Worker graduates will be able to:

- Provide personal care for clients
- Communicate effectively with clients, families, and healthcare teams
- Promote client rights

Career Outlook

Typical careers available after graduation include:

- Home care services
- County and private healthcare agencies
- Independent practices

Curriculum

Number	Course Title	Credits (cr.)
30510308	Personal Care Worker	1 cr.
CERTIFICATE REQUIREMENTS		1 cr.

Course Descriptions

30510308

Personal Care Worker - Credits: 1

This course emphasizes aspects of providing personal and supportive/rehabilitative healthcare to clients needing assistance in their home or other care facilities. Basic knowledge and skills acquired through this course include clients' rights, communication, rehabilitation, positioning and transfer skills, infection control, and safety. Personal Care Worker is a 64-hour course that combines guided independent study with a laboratory practice time and a final written exam and skills competency testing assessed under the guidance of a registered nurse.

Phlebotomy

17-513-1 Technical Certificate

Campuses: New Richmond and Rice Lake



Overview

The Phlebotomy certificate provides practical training in the collection of blood specimens by venipuncture and capillary puncture for the purpose of lab analysis. Phlebotomy students are also trained in non-blood specimen collection procedures, specimen processing and basic laboratory skills. Customer service and communications are also covered to provide required skills for working directly with patients. A 100-hour clinical phlebotomy experience is required including a minimum of 100 successful blood collection procedures. Job opportunities for phlebotomist exist in hospital and clinical laboratories.

Admission Requirements

- Complete application/registration process and submit registration fee
- Review and sign Background Check Disclosure
- Review and sign the Functional Abilities Disclosure

After Admissions Requirements are complete, register for classes:

<http://www.witc.edu/currentstudents/registration.htm>

Program-Specific Requirements

- Have acceptable results based on the Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for Tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory session scheduled prior to the start of classes

Program Outcomes

After completion of this certificate, employers will expect students to be able to:

- Collect transport, handle, and process blood and other specimens
- Recognize conditions that might alter collections
- Correlate types of lab tests to the written diagnosis
- Adhere to infection control and safety policies and procedures
- Demonstrate professional interpersonal skills with patients, family members, and other healthcare personnel
- Perform within legal and ethical boundaries
- Perform basic laboratory testing procedures under appropriate supervision
- Process requisitions

Career Outlook

Upon completion of the certificate, typical settings for employment include:

- Clinical Laboratories
- Emergency Room Services
- Extended Care Facilities
- Insurance Companies
- Nursing Homes
- Outpatient Services

Curriculum

Number	Course Title	Credits
10501101	Medical Terminology or	3
10806177	General Anatomy and Physiology	4
10160143	Medical Office Procedures and Customer Service	2
10513110	Basic Lab Skills	1
10513111	Phlebotomy [▲]	2
10513112	Phlebotomy Clinical [▲]	2
10801196	Oral/Interpersonal Communication	3

CERTIFICATE REQUIREMENTS

13-14

- [▲] Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

Course Descriptions

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10806177

General Anatomy and Physiology - Credits: 4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. This course includes a one-credit lab component that supports the course objectives. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.) NOTE: Successful completion of a chemistry course within the last five years is highly recommended.

10160143

Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

10513110

Basic Lab Skills - Credits: 1

This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests. PREREQUISITE: Admission to Phlebotomy certificate.

10513111

Phlebotomy - Credits: 2

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. PREREQUISITE: Admission to Phlebotomy certificate and COREQUISITES: 10513110 Basic Lab Skills and 10513112 Phlebotomy Clinical.

10513112

Phlebotomy Clinical - Credits: 2

Provides students with experiences at a hospital or clinic in order to complete phlebotomy activities. Students complete venipunctures, perform administration of glucose testing, collect specimens, perform bleeding times, observe or perform arterial blood gas collections and adhere to safety regulations as established by the clinical site. PREREQUISITES: Admission to Phlebotomy certificate and COREQUISITES: 10513110 Basic Lab Skills, 10513111 Phlebotomy, 10501101 Medical Terminology or 10806177 General Anatomy and Physiology, 10160143 Medical Office Procedures and Customer Service, 10801196 Oral/Interpersonal Communication and criminal background check.

10801196

Oral/Interpersonal Communication - Credits: 3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

Pharmacy Technician

31-536-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: New Richmond and Superior



Program Overview

The Pharmacy Technician program will prepare you for a rewarding, demanding and ever-evolving career as a pharmacy technician. Pharmacy technicians perform a variety of duties and responsibilities including preparation of prescriptions, record-keeping, inventory control, handling monetary transactions, filing third-party claims, preparing IV admixtures and unit dose medications and compounding.

Special Feature

The Pharmacy Technician program will be offered in the evening in a hybrid format.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 30 for more information)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- Attend a mandatory program orientation session
- Pass a mandatory drug test

Program Outcomes

Pharmacy Technician graduates will be able to:

- Demonstrate personal/interpersonal knowledge and skills in the practice of pharmacy
- Demonstrate foundational professional knowledge and skills for the practice of pharmacy
- Prepare prescriptions/medication orders and pharmaceutical products for dispensing, distribution, and disposal
- Compound sterile and nonsterile medications
- Follow established policies and procedures for procurement, billing, reimbursement and inventory management
- Utilize pharmacy technology and informatics
- Adhere to state and federal regulations governing the practice of pharmacy
- Apply the principles of quality assurance to the practice of pharmacy

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Pharmacy Technician – Hospital
- Pharmacy Technician – Nursing Home
- Pharmacy Technician – Community
- Home IV Specialist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31536301	Fundamentals of Reading Prescriptions *	2 cr.
31536302	Pharmacy Business Applications *	3 cr.
31536303	Pharmaceutical Calculations *	3 cr.
31536304	Pharmacy Benefits Management *	1 cr.
31536305	Pharmacy Law *	2 cr.
31536306	Pharmacology *	3 cr.
31536307	Pharmacy Drug Distribution Systems *	2 cr.
31536308	Pharmacy Parenteral Admixtures *	3 cr.
31536309	Pharmacy Community Clinical *	2 cr.
31536310	Pharmacy Hospital Clinical *	2 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		26 cr.

Occupational Supportive/General Studies Courses

10501107	Digital Literacy for Healthcare	2 cr.
32809380	Applied Interpersonal Skills **	2 cr.
10809198	Introduction to Psychology **	<u>3 cr.</u>
Occupational Supportive/General Studies Total		7 cr.

TOTAL PROGRAM REQUIREMENTS **33 cr.**

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

** See pages 40-42 for course descriptions.

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

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/pharmacy-technician/gainful-employment> This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 31-536-1 Pharmacy Technician and does not include WITC graduates: Blackhawk Technical College, Chippewa Valley Technical College, Lakeshore Technical College, and Milwaukee Area Technical College.

Number of graduates	37	Number employed	24	% employed in WITC district	NA
Number of responses	26	Percent employed	96%	Range of yearly salary	\$23,320-\$38,997
Number available for employment	25	Employed in related field	88%	Average yearly salary	\$31,591

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31536301

Fundamentals of Reading Prescriptions - Credits: 2

In this course, students will develop the skills and knowledge required to complete the prescription filling process. Students will learn to read and identify required information on a written prescription such as abbreviations, medical terminology, and common medication names. The role of the pharmacy technician in medication error prevention will also be discussed. PREREQUISITE: Admission to the Pharmacy Technician program.

31536302

Pharmacy Business Applications - Credits: 3

This course prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers. PREREQUISITE: Admission to the Pharmacy Technician program.

31536303

Pharmaceutical Calculations - Credits: 3

This course prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems. PREREQUISITE: Admission to the Pharmacy Technician program and COREQUISITES: 31536301 Fundamentals of Reading Prescriptions and 31536304 Pharmacy Benefits Management.

31536304

Pharmacy Benefits Management - Credits: 1

This course prepares the learner to utilize terminology pertinent to third party reimbursements in the field of pharmacy, analyze the various popular formulary systems, demonstrate calculations associated with the billing of prescription medications, analyze the role of the Pharmacy Benefits Manager in the health care system, and summarize medical coverage provided by government agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

31536305

Pharmacy Law - Credits: 2

This course prepares the learner to apply Federal laws to the practice of pharmacy; apply Wisconsin State laws to the practice of pharmacy; select appropriate drug products for substitution in accordance with the law; explain the Investigational New Drug (IND) process; explain pharmacy equipment, license, and floor plan legal requirements; apply controlled substance laws to the procurement, processing, and record keeping of controlled substances; analyze the history of pharmacy law; and summarize drug law enforcement agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

31536306

Pharmacology - Credits: 3

The purpose of this course is to provide a comprehensive overview of the principles of pharmacology and pharmacokinetics including the understanding of body system disease states and the effects of medications in treating disease conditions. Students will learn the cautions involved in adverse drug effects, food and drug interactions, and drug-disease contradictions. Students will learn the therapeutic classifications, indications, and common strengths for the most common drugs. PREREQUISITES: Admission to the Pharmacy Technician program and 31536301 Fundamentals of Reading Prescriptions.

31536307

Pharmacy Drug Distribution Systems - Credits: 2

This course introduces the learner to the basic drug distribution systems used in community and institutional pharmacies, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations. PREREQUISITE: Admission to the Pharmacy Technician program.

31536308

Pharmacy Parenteral Admixtures - Credits: 3

This course provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients. PREREQUISITES: Admission to the Pharmacy Technician program and 31536303 Pharmaceutical Calculations.

31536309

Pharmacy Community Clinical - Credits: 2

This course prepares the learner to apply policies and procedures in the pharmacy, complete the ordering process to meet inventory goals, bill third parties for patient prescriptions, process prescriptions, identify medical and surgical supplies for customers, process controlled substance prescriptions, compound extemporaneous products, maintain patient medical histories and fulfill duties in unique service areas. PREREQUISITE: Admission to the Pharmacy Technician program and current Healthcare Provider CPR and First Aid certification; COREQUISITES: 31536301 Fundamentals of Reading Prescriptions, 31536302 Pharmacy Business Applications, 31536303 Pharmaceutical Calculations, and 31536304 Pharmacy Benefits Management.

31536310

Pharmacy Hospital Clinical - Credits: 2

In this course, students will have the opportunity to experience the daily activities of a pharmacy technician in a hospital pharmacy setting. Students will learn how medication orders are prepared, processed, and delivered along with maintaining medication inventory in several areas, interacting with other medical staff and following policies and procedures of the hospital and pharmacy. PREREQUISITES: Admission to the Pharmacy Technician program, 31536303 Pharmaceutical Calculations and current Healthcare Provider CPR and First Aid certification; COREQUISITES: 31536308 Pharmacy Parenteral Admixtures and 31536309 Pharmacy Community Clinical.

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10501107

Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.



Hospitality and Tourism

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Hospitality Foundations

30-109-2 Technical Diploma (less than one-year)

Campuses: New Richmond and Rice Lake

Program Overview

Hospitality Foundations is a 16-week program preparing students for career opportunities in the area of entry-level hospitality and other customer service employment settings. This skilled based training is developed to help students learn essential hospitality duties through interactive course activities and community-based training experience, while enhancing personal awareness, career effectiveness and professionalism.



Special Feature

This program is unique in the state.

Inquire:

For more information, contact:
Heidi Diesterhaft, MS CRC CVE
Accommodation Specialist
Phone: 715-234-7082 ext. 5522
Fax: 715-234-1241
heidi.diesterhaft@witc.edu

Program-Specific Requirements

You must complete the following petition process for intent to enroll:

- Provide high school transcript (include most recent attendance record if not included on transcript, if available)
- Complete Student Questionnaire
- Provide reference (teacher/community agency)
- Review and sign Functional Abilities Disclosure
- Review and sign Roles and Responsibilities Statement of Understanding
- Review and sign Differences Between High School and College Statement of Understanding
- Complete Wisconsin Indianhead Technical College application form

Program Outcomes

Hospitality Foundations graduates will be able to:

- Identify personal strengths, barriers and transferable skills specific to work place environment.
- Demonstrate employability skills to seek and maintain employment in the hospitality service industry.
- Apply functional abilities specific to customer service and hospitality through competency-based learning.
- Identify environmental problems and correct unsafe working conditions.

Career Outlook

Positions available after graduation may include:

- Server Attendant
- Dining Room Attendant
- Maid and Housekeeping
- Environmental Services

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
30109330	Hospitality Applications	2 cr.
30109331	Safety and Sanitation Fundamentals	1 cr.
30109332	Guest Relations Fundamentals	1 cr.
30109333	Hospitality Internship *	1 cr.
Occupational Specific Total		5 cr.
Occupational Supportive/General Studies Courses		
30890320	Working Smart *	1 cr.
Occupational Supportive/General Studies Total		1 cr.
PROGRAM REQUIREMENTS		6 cr.

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

Course Descriptions

30109330

Hospitality Applications - Credits: 2

Hospitality Applications is an 8-week course that offers hands-on learning opportunities to practice and apply hospitality tasks required to seek entry-level employment. Students will be guided in applying and demonstrating positive interpersonal skills and professional customer service skills, while focusing on maintaining a safe work environment, safe food facilities and positive worker habits. Hospitality Applications enhances students' knowledge through application of tasks and demonstration of skills through classroom learning and lab experiences.

30109331

Safety and Sanitation Fundamentals - Credits: 1

Safety and Sanitation Fundamentals is an 8-week course that helps students develop a foundation in detecting safety hazards and bring awareness to best practices to maintain safe facilities. Students will explore safe working habits targeting areas such as principles of safe lifting, proper use of cleaners and chemicals, personal hygiene and health, proper storage and handling of foods, as well as cleaning and sanitizing.

30109332

Guest Relations Fundamentals - Credits: 1

Guest Relations Fundamentals is an 8-week course introducing students to the importance of working with others in a constructive and cooperative working relationship. Students will explore ways to better handle challenging customers and be provided experiences to recognize positive interpersonal skills and professional customer service.

30109333

Hospitality Internship - Credits: 1

In this 1-credit internship students will apply course competencies in employment opportunities at WITC and community-based placements. The course competencies include: apply essential hospitality tasks, demonstrate interpersonal skills, demonstrate customer service skills, apply safe food, facilities, and worker habits, apply constructive and cooperative working relationships with others, and apply strategies to better handle challenging customers. COREQUISITES: 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

30890320

Working Smart - Credits: 1

This course will work in collaboration with student internship, second 8 weeks, to address employability skills in a natural, work-based learning environment. Students will continue the development and enhancement of job seeking skills, while practicing job retention skills such as problem-solving, time management, accountability, self-awareness and working relationships. COREQUISITES: 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

Graduate Employment Information

Hospitality Foundations is a new WITC program. No graduate follow-up information is currently available.

career vision

Hospitality Specialist

31-109-4 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Custom Delivery



Program Overview

The Hospitality Specialist diploma prepares learners to enter the customer-focused hospitality field at a support level. The courses focus on customer service, professional behavior, marketing, guest relations, and communications as related to the hospitality industry. Graduates will be prepared to obtain employment as guest services coordinators, meeting/event planners, or reservation specialists.

Inquire:

For more information, contact:
Laura Wassenaar, Dean of Academic Programs
& Curriculum - Superior Region
Phone: 715-394-6677 ext. 6217
laura.wassenaar@witc.edu

Program Outcomes

Hospitality Specialist graduates will be able to:

- Demonstrate employability skills to seek and maintain employment in the hospitality service industry
- Apply knowledge of hospitality principles to customer service, event planning and daily operations within the hospitality service industry
- Identify environmental problems and correct unsafe working conditions

- Develop strategies to effectively communicate with customers, staff, and coworkers
- Identify how and when to market and advertise products and services for the hospitality industry
- Employ professional, ethical behavior

Career Outlook

Typical positions available after graduation include:

- Guest services coordinator
- Meeting and/or event planner
- Reservation specialist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31109310	Hospitality Operations	3 cr.
31109311	Safety & Sanitation	1 cr.
31109312	Guest Relations	1 cr.
31109313	Principles of Hospitality	2 cr.
31109314	Introduction to Hospitality Service	3 cr.
31109315	Meeting and Event Planning	3 cr.
31109316	Hospitality Sales and Promotions	3 cr.
31109317	Managing Services	2 cr.
31109318	Hospitality Field Experience	<u>2 cr.</u>
Occupational Specific Total		20 cr.

Occupational Supportive/General Studies Courses**

10804123	Math with Business Applications	3 cr.
10890116	Job Quest	1 cr.
32809380	Applied Interpersonal Skills	2 cr.
32801361	Applied Communications	<u>2 cr.</u>
Occupational Supportive/General Studies Total		8 cr.

PROGRAM REQUIREMENTS **28 cr.**

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

** See pages 40-42 for course descriptions.

Course Descriptions

31109310

Hospitality Operations - Credits: 3

An introductory course designed to provide a breadth of information on business fields within the hospitality industry. Students will become familiar with human resources management, applicable laws, accounting and finance theories, marketing concepts, and the automation of some hospitality processes.

31109311

Safety & Sanitation - Credits: 1

An in-depth course that helps learners to acquire knowledge to develop a management system to prevent foodborne illnesses by actively controlling risks and hazards through the entire flow of food from purchasing, receiving, storing, preparing, cooling, holding, and serving.

31109312

Guest Relations - Credits: 1

This course delves further into strategies for creating and maintaining relationships with guests and other co-workers who work with guests. In an active learning environment, students will learn about greeting guests, checking guests out, satisfaction surveys, delivering messages to guests, actively listening, solving guest problems, providing feedback, training others, and interacting with colleagues.

31109313

Principles of Hospitality - Credits: 2

This introductory course provides background on the hospitality fields of hotels, tourism, foodservice, and attractions. This course will cover the typical types of hospitality-related establishments in the US and in Wisconsin. Topics include the origin of the hospitality industry, proper protocols, productive communication strategies, professional attire and grooming, influence of social media, and career paths in the hospitality industry.

31109314

Introduction to Hospitality Service - Credits: 3

An introductory course designed to familiarize students to customer service expectations within hospitality. Specific topics include characteristics of excellent customer service, customer communication techniques, customer services expectations, and assessment of customer service interactions. Other topics include identifying potential or current customer issues and techniques for handling them.

31109315

Meeting and Event Planning - Credits: 3

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

31109316

Hospitality Sales and Promotions - Credits: 3

In this course students study marketing as it applies to hospitality industries. They will develop theoretical and practical experience to create marketing plans for a variety of customers and establishments. Topics include the fundamentals of marketing principles, development of the marketing plan, sales promotion, marketing tactics and promotions, and special problems relating to this industry.

31109317

Managing Services - Credits: 2

In this course students will master the key supervision skills needed in the hospitality fields. Topics broadly cover management skills of planning, organizing, staffing, and controlling. Specifically, students will examine service programs, marketing strategies, team building techniques, and training programs, commonly used within the hospitality industry.

31109318

Hospitality Field Experience - Credits: 2

In this course students analyze various jobs within the hospitality industry and apply what was learned in the classroom in a work-based experience.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/hospitality-specialist/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Hospitality Specialist is a new WITC program. No graduate follow-up information is currently available.

career vision

2019/2020



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Experience. Success.

Campuses: Rice Lake and Superior

Program Overview

The Cosmetology program prepares you with essential theory and hands-on instruction to develop your skills in cosmetology. You'll learn theories and techniques that are reflective of industry standards and apply these skills working with real clients in WITC's state-of-the-art salons. Upon successful completion, you will be eligible to take the Wisconsin Cosmetology Practitioner License examination.



Special Feature

WITC is a Pivot Point Member School, an educational program consisting of distinctive techniques of scientific hair designing and cosmetology. Techniques from this educational program are taught in educational institutions around the world. For more information, visit pivot-point.com.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program-Specific Requirement

- Attend a mandatory orientation session

Program Outcomes

Cosmetology graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Cosmetologist
- Color Technician
- Make-Up Artist
- Nail Technician
- Skin Care/Esthetics

With additional experience, graduates may move into one of these positions:

- Manager
- Owner
- Platform Artist
- Instructor
- Independent Contractor
- Consultant

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31502382	Hair Sculpture *	3 cr.
31502383	Hair Design *	3 cr.
31502384	Chemical Texture *	3 cr.
31502385	Hair Color *	3 cr.
31502386	Cosmetology Fundamentals *	4 cr.
31502387	Client Services 1 *	2 cr.
31502388	Client Services 2 *	3 cr.
31502389	Advanced Cosmetology Techniques *	2 cr.
31502394	Esthetics *	1 cr.
31502395	Nail Care and Design *	1 cr.
31502396	Client Services 3 *	<u>5 cr.</u>
TOTAL PROGRAM REQUIREMENTS		30 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 in all required courses.



Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/cosmetology/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	32	Number employed	22	% employed in WITC district	56%
Number of responses	23	Percent employed	96%	Range of yearly salary	\$14,400-\$72,794
Number available for employment	23	Employed in related field	19	Average yearly salary	\$30,712

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31502382

Hair Sculpture - Credits: 3

Develop skills, utilizing proper tools and equipment, in haircutting, hair tapering (clipper cuts), and razor cutting on manikins and clients. COREQUISITES: 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

31502383

Hair Design - Credits: 3

Develop skills, utilizing proper tools and equipment, in hairstyling, curling, thermal waving, finger waving, roller setting, pincurl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

31502384

Chemical Texture - Credits: 3

Develop skills, utilizing proper tools and equipment, in hair straightening, hair relaxing, thermal hair straightening, blow-outs, and permanents applying chemistry principles on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

31502385

Hair Color - Credits: 3

Develop skills, utilizing proper tools and equipment, in hair coloring, tinting, and bleaching while applying chemistry principles and law of color inclusive of color correction techniques, hair damage assessment, and appropriate product selection on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

31502386

Cosmetology Fundamentals - Credits: 4

Examine industry trends and fundamental cosmetology topics related to individual cosmetologist hygiene/grooming, professional communication, and personal and professional development. Focus on anatomy, physiology, and disorders of the hair, skin and nails and the study of bacteriology, decontamination, safety and first aid required in establishments, including Wisconsin cosmetology state statutes and administrative codes. Develop knowledge and familiarity with salon point-of-sale software. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, and 31502387 Client Services 1.

31502387

Client Services 1 - Credits: 2

Apply practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color and communication skills with clients, inclusive of individual student needs, including point-of-sale process and salon operations. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, and 31502386 Cosmetology Fundamentals.

31502388

Client Services 2 - Credits: 3

Develop practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color, and communication skills with clients, inclusive of individual student needs, with continued application of point-of-sale process and salon operations. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Client Services 3.

31502389

Advanced Cosmetology Techniques - Credits: 2

Practice advanced techniques learned in the classroom for hair sculpture, hair design, chemical texture, and hair color with manikins and clients, inclusive of individual student needs. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Client Services 3.

31502394

Esthetics - Credits: 1

Develop skills, utilizing proper tools and equipment, in hair removal, beard and mustache shaping, facial treatments, makeup, eyelashes, light therapy, and basic principles of electricity on manikins and clients. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502395 Nail Care and Design, and 31502396 Client Services 3.

31502395

Nail Care and Design - Credits: 1

Develop skills, utilizing proper tools and equipment, in manicures, pedicures, and varied nail enhancement techniques on manikins and clients. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, and 31502396 Client Services 3.

31502396

Client Services 3 - Credits: 5

Enhance practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color, esthetics, nails, and communication skills with clients, inclusive of individual student needs, with continued application of point-of-sale process and salon operations. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, and 31502395 Nail Care and Design.

Human Services Associate Pathway

You could take this first and get a credential.

Community-Based Residential Facility (CBRF) Caregiver

Technical Diploma
2 Credits / 1 Course / 1 Semester Part Time

Potential Careers

Assisted Living, Memory Care, Group Homes, Transitional Housing

Range of Yearly Salary

\$20,798-\$28,598 Annually

Substance Abuse Counselor Education

Technical Diploma
27 Credits / 1 Year Full Time

Potential Careers

Substance Abuse Counselor - In Training, Assessment Counselor, Intake Counselor, Substance Abuse Counselor

Continue your education to obtain an associate degree.

Human Services Associate

Associate Degree
60 Credits / 2 Years Full Time

Potential Careers

Case Worker, Community Outreach/Support Worker, Income Maintenance Worker, Human Services / Information and Referral Specialist, Substance Abuse Counselor (with specialized field experience), Intake Worker, Prevention Worker, Residential Manager

Range of Yearly Salary

\$24,958-\$40,494 annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
The College of St. Scholastica+
UW Eau Claire+
UW Oshkosh+
UW Stout+
UW Superior+

Important Notes on Transferring

- Check out witic.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Human Services and/or similar programs such as Social Work, Human Services, and Human Development & Family Studies
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Human Services Associate

10-520-3 Associate Degree (two-year)

Financial Aid Eligible

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

*Hybrid instruction



Program Overview

In this program, you will acquire the skills needed to support people of diverse racial, ethnic and cultural backgrounds. Work within county human services agencies, community-based organizations, residential treatment programs, schools, inpatient facilities and other settings that help people in need. Assist a variety of populations including youth, families, elders and persons with disabilities. You can choose from multiple careers focused on substance abuse counseling, domestic and family violence, community development, prevention and criminal justice. Once you complete the program, you will have successfully met the required 360 hours of approved specialized education in substance use disorder counseling in accordance with the Wisconsin Department of Safety and Professional Services, added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry and receive the American Red Cross First Aid Basic with Choking Certification of Completion.

Special Features

- Throughout the program, students will have multiple opportunities to directly explore the Human Services field through community-based observation and extended field experiences within designated organizations and agencies
- Graduates may opt to directly enter the workforce and/or choose to complete their Bachelor's Degree in Social Work or other Human Services-related field, as per existing articulation agreements
- Graduates will meet the 360 hour **educational** requirements needed for Wisconsin Substance Abuse Counselor certification, as preapproved by the Wisconsin Department of Safety & Professional Services. (Certification also requires state examination and supervised counseling experience outside of this program, <https://dsps.wi.gov/Documents/SACCCurrentPreCertificationEducation.pdf>)
- Graduates will be added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

- Complete and sign Background Information Disclosure Form (BID)
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check or Minnesota Caregiver Background Check as applicable
 - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation

Program Outcomes

Human Services Associate graduates will be able to:

- Model a commitment to cultural competence
- Uphold the ethical standards and values for human service professionals
- Demonstrate professionalism
- Utilize community resources
- Apply human services interventions and best practices
- Cultivate professional relationships

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation may include:

- Case Worker
- Community Outreach/Support Worker
- Income Maintenance Worker
- Human Services/Information and Referral Specialist
- Substance Abuse Counselor (with specialized field experience)
- Intake Worker
- Prevention Worker
- Residential Manager
- Social Services Assistant
- Volunteer Coordinator
- Adult Day Care Worker
- Human Services Technician
- Counselor Assistant
- Residential Counselor
- Youth Care Counselor
- Family Advocate
- Activities Assistant
- Visitation Worker
- Program Aide

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10520101	Introduction to Human Services	3 cr.
10520102	Interviewing	3 cr.
10520103	Ethics in Human Services #	3 cr.
10520104	Issues in Alcohol and Other Drug Abuse	3 cr.
10520105	Introduction to Counseling *	3 cr.
10520106	Methods of Social Casework	3 cr.
10520107	Gerontology or	
10520108	Child and Adolescent Behavior	3 cr.
10520110	Group Facilitation *	3 cr.
10520112	Family Systems	3 cr.
10520113	Field Experience 1 * #	3 cr.
10520114	Field Experience 2 * #	3 cr.
10520115	Substance Abuse Assessment and Treatment *	3 cr.
10575100	CBRF Caregiver Fundamentals	<u>2 cr.</u>
Technical Studies Total		38 cr.

General Studies Courses **

10801136	English Composition 1	3 cr.
10801198	Speech or	
10801196	Oral/Interpersonal Communication	3 cr.
10806198	Human Biology	4 cr.
10809159	Abnormal Psychology *	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
General Studies Total		19 cr.

ELECTIVES 3 cr.

TOTAL PROGRAM REQUIREMENTS **60 cr.**

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

** See pages 40-42 for course descriptions.

Credit for prior learning not applicable for these courses.

You must earn a grade point of 2.0 or better in all 105XXXXX courses

career vision

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	22	Number employed	12	% employed in WITC district	67%
Number of responses	19	Percent employed	100%	Range of yearly salary	\$24,958-\$40,494
Number available for employment	12	Employed in related field	9	Average yearly salary	\$31,221

Substance Abuse Counselor Education

31-550-1 Technical Diploma (one-year)

Financial Aid Eligible

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

*Hybrid instruction



Program Overview

Help to address substance abuse challenges within our communities. The Substance Abuse Counselor Education technical diploma is pre-approved by the Wisconsin Department of Safety and Professional Services to meet the six content areas (360 hours) of educational requirements for Substance Abuse Counselors. This program will provide you with the foundational coursework necessary to begin working with individuals, families and groups in need of substance abuse assessment, treatment, and counseling. Upon completion, graduates pursuing various levels of Wisconsin Substance Abuse Counselor certification will also need to pass the required state examination and obtain supervised counseling hours, as designated by the Wisconsin Department of Safety & Professional Services. This technical diploma is also fully embedded within the Human Services Associate program, creating a direct pathway for graduates to continue their education and obtain their Human Services Associate of Applied Science degree.

Special Features

- Courses in this program are available in a variety of in-person, online, and hybrid formats
- Graduates will meet the 360 hour educational requirements needed for Wisconsin Substance Abuse Counselor certification, as preapproved by the Wisconsin Department of Safety & Professional Services. (Certification also requires state application, examination and supervised counseling experience outside of this program, <https://dsps.wi.gov/Documents/SACurrentPreCertificationEducation.pdf>)

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Substance Abuse Counselor Education graduates will be able to:

- Clinically evaluate for substance use disorders and treatment needs.
- Develop treatment plans.
- Facilitate referral to meet needs.
- Demonstrate service coordination skills.
- Demonstrate counseling skills with individuals, groups and families.
- Provide culturally relevant education related to substance abuse.
- Maintain clinical records according to agency, federal and state guidelines.
- Adhere to accepted culturally competent, ethical and behavioral conduct.

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation may include:

- Substance Abuse Counselor – In Training
- Assessment Counselor
- Intake Counselor
- Substance Abuse Counselor

*Career qualifications vary based on licensure application, examination and supervised practice/employment hours as specified and approved by the Wisconsin Department of Safety and Professional Services

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10520102	Interviewing	3 cr.
10520103	Ethics in Human Services #	3 cr.
10520104	Issues in Alcohol and Other Drug Abuse	3 cr.
10520105	Introduction to Counseling *	3 cr.
10520106	Methods of Social Casework	3 cr.
10520110	Group Facilitation *	3 cr.
10520112	Family Systems	3 cr.
10520115	Substance Abuse Assessment and Treatment *	3 cr.
Occupational Specific Total		24 cr.
Occupational Supportive/General Studies Courses **		
10809198	Introduction to Psychology	3 cr.
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		27 cr.

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

** See pages 40-42 for course descriptions.

Credit for prior learning not applicable for these courses.

You must earn a grade point of 2.0 or better in all 105XXXXX courses

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/substance-abuse-counselor-education>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)
All WTCS information

Number of graduates	30	Number employed	13	% employed in WITC district	NA
Number of responses	22	Percent employed	96%	Range of yearly salary	\$21,838-\$45,756
Number available for employment	14	Employed in related field	69%	Average yearly salary	\$35,011

career vision

Community-Based Residential Facility (CBRF) Caregiver

30-544- 2 Technical Diploma (less than one-year)

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

Upon successful completion of this program, you will be added to the Wisconsin CBRF Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion. Coursework will include the following training modules: Fire Safety, Medication Administration and Management, Standard Precautions, First Aid and Choking, Resident's Rights and Challenging Behaviors.

How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Community-Based Residential Facility (CBRF) Caregiver program from the program of choice dropdown list

Program Outcomes

CBRF Caregiver graduates will be able to:

- Practice safe medication storage and administration
- Advocate for the fair and ethical treatment of all residents
- Respond appropriately to challenging behaviors
- Practice standard precautions in all situations in the residential setting
- Apply American Red Cross (ARC) first aid and choking emergency procedures
- Apply the basics of fire, fire prevention and emergent response

Career Outlook

CBRF Caregiver program graduates will be well prepared to use their knowledge, skills and abilities in a variety of positions in diverse CBRF settings such as:

- Assisted Living
- Memory Care
- Group Homes
- Transitional Housing

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
10575100	CBRF Caregiver Fundamentals	2
	PROGRAM REQUIREMENTS	2

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	25	Number employed	11	% employed in WITC district	89%
Number of responses	23	Percent employed	85%	Range of yearly salary	\$20,798-\$28,598
Number available for employment	13	Employed in related field	9	Average yearly salary	\$25,929

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10520101

Introduction to Human Services - Credits: 3

Students examine the scope, values, and principles of the human service profession. Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours, volunteer work in a community human services agency is required. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course.

10520102

Interviewing - Credits: 3

This course provides an introduction to interviewing and recordkeeping skills practiced in human service agencies. Students learn principles and techniques needed to conduct informational and supportive interviews including maintaining clinical records, documenting referrals, staffings, and supervision. Students practice interviewing skills during class.

10520103

Ethics in Human Services - Credits: 3

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

10520104

Issues in Alcohol and Other Drug Abuse - Credits: 3

Students gain a basic understanding of the use and abuse of alcohol and other drugs. Emphasis is on historical and social perspectives of drug use, trends of use, and legal and social responses to problematic alcohol and illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment, and introduces the student to local treatment services.

10520105

Introduction to Counseling - Credits: 3

This course is designed to provide the student with an overview of the major counseling theories and techniques and applications to various situations. Students will apply concepts and skills through practice in initiating, structuring, and terminating counseling sessions. PREREQUISITE: 10520102 Interviewing

10520106

Methods of Social Casework - Credits: 3

This course provides an introduction to case management theory, models, and techniques, along with the management and coordination of case records. Key components include intake assessment, creating a plan of service, coordinating care, referral techniques, client self-determination, and ethical issues.

10520107

Gerontology - Credits: 3

The focus of this course is on mental health issues, physical health issues, socioeconomic factors, and other issues that impact the aging process and the individual's adaptation to it. Dynamics of the individual, social support systems, community support systems, and the various programs that are in place to help those with special issues in the aging process will be examined.

10520108

Child and Adolescent Behavior - Credits: 3

This course examines issues related to child development, juvenile delinquency, and mental health. The course will explore healthy and appropriate child development and issues such as abuse and neglect, which alter development. Juvenile delinquency will explore common behavioral concerns of adolescents and what treatment options exist. Finally, prevalent mental health issues of children and adolescents will be explored as well as treatment including common medications.

10520110

Group Facilitation - Credits: 3

An introduction to theory and practice of group dynamics and processes are covered in this course. Knowledge areas include ethical considerations, effective group leadership, and stages of group development. Learners will record and critique practice group sessions, function as group members, and demonstrate effective group facilitation skills. COREQUISITE: 10510102 Interviewing.

10520112

Family Systems - Credits: 3

This course focuses on issues related to families and family functioning relevant to the human services field. Major areas of focus will include child maltreatment, domestic violence, and addiction, with emphasis on relevant helping skills and services.

10520113

Field Experience 1 - Credits: 3

Students develop skills as human services professionals by working directly or in-directly with clients in community agencies. This experience is designed to enhance the knowledge, skills, and behaviors essential for human services workers in the professional setting. An agency supervisor and a faculty member facilitate this learning experience. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. PREREQUISITES: 10520101 Introduction to Human Services, 10520102 Interviewing, 10520103 Ethics in Human Services, 10520104 Issues in Alcohol and Other Drug Abuse, 10520106 Methods of Social Casework, and COREQUISITES: 10520105 Introduction to Counseling and 10520115 Substance Abuse and Treatment.

10520114

Field Experience 2 - Credits: 3

Students continue their on-the-job training in a community agency. Additional hands-on experiences working with clients and agency staff provide students with the opportunity to apply and refine skills learned in coursework areas. An agency supervisor and a faculty member facilitate this learning experience. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. PREREQUISITE: 10520113 Field Experience 1.

10520115

Substance Abuse Assessment and Treatment - Credits: 3

This course will gain further understanding of substance abuse and dependence, assessment and treatment interventions. Emphasis is on assessment, diagnostics, and treatment of substance use disorders. Students will also gain further understanding of levels of care, community-based sober support, referrals and family system interventions. PREREQUISITE: 10520104 Issues in Alcohol and Other Drug Abuse.

10575100

CBRF Caregiver Fundamentals- Credits: 2

In this credit-based course, students will obtain the knowledge and skills required to become Community-Based Residential Facility (CBRF) caregivers. Coursework will include the following training modules: DHS 83.20 (2) (b) CBRF Fire Safety, DHS 83.20 (2) (d) CBRF Medication Administration and Management, DHS 83.20 (2) (a) CBRF Standard Precautions, DHS 83.20 (2) (c) CBRF First Aid and Choking, DHS 83.21 (1) CBRF Resident's Rights, and DHS 83.21 (3) CBRF Challenging Behaviors. Upon successful completion of this course, students are added to the Wisconsin CBRF Employee Registry and will receive the American Red Cross First Aid Basic with Choking Certification of Completion.



Information Technology

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WISCONSIN
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Experience. Success.

Broadband Internet Technician Pathway

You could take this first and get a credential.

Broadband Customer Service Specialist

Pathway Certificate

6 Credits / Less than 1 Semester

Potential Careers

Customer Service Phone Bank, Customer Service Receptionist, Direct Sales Representative

Range of Yearly Salary

\$ 38,789-80,000 annually

Broadband Installer

Technical Diploma

14 Credits / less than One-Year

Potential Careers

Fiber Optic Cable Splicer, CCTV Security Systems Installer, Residential/Business Installer, Aerial/Buried Cable Installation, Outside Plant Installation

Continue your education to obtain a technical diploma..

Broadband Internet Technician

Technical Diploma

37 Credits Total / 1 Year Full-Time

Potential Careers

Cellsite Technician, Broadband Technician, Broadband Consultant, Telephone Installer/Repairer, Repairer of Systems/Equipment, Cable Splicer (Fiber Optics), Central Office Repairer or Installer, Private Branch Installer/Repairer, Residential/Business Installer, Network Technician, RF Engineer, Microwave Technician

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreement listed

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

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Broadband Professionals are encouraged to look at the Broadband Networking Services Technical Certificate if interested in furthering their education

Broadband Internet Technician

31-451-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

In the Broadband Internet Technician program, you will learn the skills necessary to engineer, install and maintain video, voice and data services. You will work with fiber optics, twisted pair copper, coaxial and wireless communication.



Special Features

This is a unique program in the state.

WITC is an ETA-I (Electronics Technicians Association, International) approved training provider for the following certifications:

- Fiber Optics Installer
- Certified Computer Service Technician
- Certified Satellite Installer



Society of Cable Telecommunications Engineers



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

This IMPACT program is 100% funded with an H-1B TechHire Partnership \$5 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities by calling 711 or 800.243.9482 Voice/TTY. WITC is an Equal Opportunity/Access Employer and Educator. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Program Outcomes

Broadband Internet Technician graduates will be able to:

- Apply basic concepts for Broadband services
- Resolve Broadband service problems
- Demonstrate safe practices and techniques
- Perform installations of cellular systems
- Diagnose problem areas using electrical principles and solid-state/digital electronics
- Interpret system maps
- Perform repairs and troubleshooting of Broadband systems
- Test Broadband network levels
- Perform installations of Broadband systems

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Cellsite Technician
- Broadband Technician
- Broadband Consultant
- Telephone Installer/Repairer
- Repairer of Systems/Equipment
- Cable Splicer (Fiber Optics)
- Central Office Repairer or Installer
- Private Branch Installer/Repairer
- Residential/Business Installer
- Network Technician
- RF Engineer
- Microwave Technician



Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10150139	IT Essentials and Security	2 cr.
32150375	Broadband Network 201 *	3 cr.
32451380	Introduction to Cellular and WiFi	3 cr.
32451365	Broadband Telco Service 101	1 cr.
32451366	Broadband Television Service 101	1 cr.
32451367	Broadband Fiber Service 101	1 cr.
32451368	Broadband Internet Services 101	1 cr.
32451369	Broadband Installation	3 cr.
32451370	Broadband Fiber Service 201	3 cr.
32451372	Broadband Operations	4 cr.
32451373	Broadband Cable Installation 201	3 cr.
32451376	Broadband Termination and Testing 201	3 cr.
32605371	Broadband Electricity	4 cr.
Occupational Specific Total		32 cr.

Occupational Supportive/General Studies Courses^P

32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
Occupational Supportive/General Studies Total		5 cr.

TOTAL PROGRAM REQUIREMENTS 37 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/broadband-internet-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Broadband Internet Technician is a new WITC program. No graduate follow-up information is currently available.

career vision

2019/2020

Broadband Customer Service Specialist

61-451-1 Pathway Certificate (less than one-year)

Campus: Custom (Online)



Program Overview

The Broadband Customer Service Specialist (BCSS) program is designed to introduce a novice to the terms and technology found in the Broadband industry. Customer service specialists communicate important information about the broadband products and services their employers provide. As a broadband customer service specialist, you'll respond to customer inquiries, guide customers through the purchasing process, make product or service recommendations and resolve complaints or technical concerns.

Special Features

WITC's Broadband Customer Service Specialist program is designed to be offered in an online format. This delivery option increases training opportunities for high schools and other WITC partnering agencies.

This is a unique program in the state

Inquire

For more information on this program and how to apply, contact: Dan Schullo, Project Coordinator at Dan.Schullo@witc.edu or 715-234-7082 ext. 5267

Program Outcomes

Broadband Customer Service Specialist graduates will be able to:

- Apply basic concepts for Broadband services
- Resolve Broadband service problems
- Demonstrate safe practices and techniques

Career Outlook

Typical positions available after graduation include:

- Customer Service Phone Bank
- Customer Service Receptionist
- Direct Sales Representative

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32451365	Broadband Telco Service 101	1 cr.
32451366	Broadband Television Service 101	1 cr.
32451367	Broadband Fiber Service 101	1 cr.
32451368	Broadband Internet Services 101	1 cr.
	Occupational Specific Total	4 cr.
Occupational Supportive/General Studies Courses¹		
32801361	Applied Communications	2 cr.
	Occupational Supportive/General Studies Total	2 cr.
	PROGRAM REQUIREMENTS	6 cr.

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

** See pages 41-43 for course descriptions.

This IMPACT program is 100% funded with an H-1B TechHire Partnership \$5 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities by calling 711 or 800.243.9482 Voice/TTY. WITC is an Equal Opportunity/Access Employer and Educator. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	16	Number employed	11	% employed in WITC district	40%
Number of responses	12	Percent employed	100%	Range of yearly salary	\$38,789-\$80,000
Number available for employment	11	Employed in related field	10	Average yearly salary	\$53,245

career vision

Broadband Installer

30-451-2 Technical Diploma (less than one-year)

Campus: Custom (Online)

Program Overview

The Broadband Installer program is designed to provide basic skills to install a variety of broadband networks. Installers could work with fiber optic, voice, video transports, CCTV security systems, landline and cellular services. Work duties would include premise installation, change of service and emergency restorations.



Special Features

This is a unique program in the state.

WITC is an ETA-I (Electronics Technicians Association, International) approved training provider for the following certifications:

- Fiber Optics Installer
- Certified Computer Service Technician
- Certified Satellite Installer



WITC's Broadband Installer program is designed to be offered in an online format with a hands-on component scheduled either on-campus or at a broadband company site. This delivery option increases training opportunities for high schools and other WITC partnering agencies.

Inquire

For more information on this program, scheduled sites, and how to apply, contact: Dan Schullo, Project Coordinator at Dan.Schullo@witc.edu or 715.234.7082 ext. 5267

Program Outcomes

Broadband Installer graduates will be able to:

- Demonstrate safe practices and techniques
- Perform installations of Broadband systems

Career Outlook

Typical positions available after graduation include:

- Fiber Optic Cable Splicer
- CCTV Security Systems Installer
- Residential/Business Installer
- Aerial/Buried Cable Installation
- Outside Plant Installation

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10150139	IT Essentials and Security	2 cr.
32150375	Broadband Network 201 *	3 cr.
32451370	Broadband Fiber Service 201	3 cr.
32451373	Broadband Cable Installation 201	3 cr.
32451376	Broadband Termination and Testing 201	3 cr.

TOTAL PROGRAM REQUIREMENTS **14 cr.**

This IMPACT program is 100% funded with an H-1B TechHire Partnership \$5 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities by calling 711 or 800.243.9482 Voice/TTY. WITC is an Equal Opportunity/Access Employer and Educator. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



Graduate Employment Information

Broadband Installer is a new WITC program. No graduate follow-up information is currently available.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10150139

IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

32150375

Broadband Network 201 - Credits: 3

Students will learn to identify and describe the various components of a computer network, identify and compare the different networking topologies, and select appropriate cabling and connections options. Identification of hardware and software components that make up a local area network and configuration of the TCP/IP protocol, including planning and implementation, will be covered. Students will gain an understanding of the concept of resource sharing and network troubleshooting tools and procedures and apply them to their work. PREREQUISITE: 10150139 IT Essentials and Security.

32451380

Introduction to Cellular and WiFi - Credits: 3

This course is an introduction to the world of wireless communications. It will provide an understanding of how we use radio frequencies to transmit signals, data, and voice over the airwaves. Information will be provided to correctly set up and troubleshoot a variety of equipment used in radio communications. Course is designed for individuals who are involved in the wireless platforms and solutions, which involves installing, configuring, operating and troubleshooting WiFi networks.

32451365

Broadband Telco Service 101 - Credits: 1

This course is an introduction to the evolution of POTS (Plain Old Telephone Service) and Public Switch Telephone Networks. Students will be introduced to the physical and electrical design of cables, basic installation, troubleshooting, industry color codes, print reading, system maps and telco service procedures.

32451366

Broadband Television Service 101 - Credits: 1

This course is an introduction to the evolution of hybrid fiber coaxial and IPTV systems within the broadband industry. Students will be introduced to RF & IPTV networks, basic installation, print reading and set-top box administration. Students will address the importance of proper installation of customer equipment, troubleshooting and customer service.

32451367

Broadband Fiber Service 101 - Credits: 1

This course is an introduction to the evolution of fiber optics. Students will be introduced to the physical characteristics of cable and the transmission of light through fiber optic cable. Students will view basic installation and troubleshooting methods while being introduced to industry color codes, print reading, system maps and a variety of fiber optic services.

32451368

Broadband Internet Services 101 - Credits: 1

This course is an introduction to the evolution of Internet services. Students will be introduced to the different types of broadband Internet delivery methods, installation and troubleshooting methods, Internet transmission types, safety issues, government regulatory services, the "Internet of Things" (IoT) and future trends.

32451369

Broadband Installation - Credits: 3

This course introduces the student to the basics of the HFC (Hybrid Fiber Coaxial) portion of the broadband industry. It will focus on four (4) primary areas: cable and wire - the design of the cables physically and electrically and how to splice them; print reading - construction drawings and system maps/circuit diagrams; station installation - installation of customer materials and equipment and teaching the customers how to properly use the equipment; basic trouble shooting - finding and repairing trouble in materials and equipment.

32451370

Broadband Fiber Service 201 - Credits: 3

The student will gain a general understanding of optical fiber installation, connectorization, splicing, and testing, is familiar with optical fiber, connector, and splice performance characteristics. Students will be proficient at the installation of connectors on various types of fiber optic cables using various types of epoxies, and can perform mechanical and fusion splicing.

32451372

Broadband Operations - Credits: 4

This course provides the student with installation, testing and troubleshooting techniques of hybrid fiber optic/coaxial cable systems. System measurements, performance and government standards are also covered using various Signal Level Meters. Alternative video delivery methods to customers are explored. These include projects such as setting up satellite dishes and streaming methods. Locating of buried cable is performed.

32451373

Broadband Cable Installation 201 - Credits: 3

The student will design and install network cabling. The focus will be to understand voice and data networking. The basic cable installer will be able to build and administrate the physical layer of network infrastructure and gain a deeper understanding of the networking devices that this layer interconnects.

32451376

Broadband Termination and Testing 201 - Credits: 3

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation. The course provides comprehensive teacher-led instruction in CCTV, analog/hybrid, facial recognition, IP based security system equipment.

32605371

Broadband Electricity - Credits: 4

This course is an introduction to the basic concepts, principles, and theories of AC and DC electricity, including the analysis of circuits to learn the relationship of current, voltage, and resistance. Knowledge and use of test equipment will focus on multimeters and signal generators. Series and parallel circuits will be explored using a digital electronics trainer and computer assisted instruction (CAI).

Information Technology - Cybersecurity Specialist Pathway

You could take this first and get a credential.

Networking Professional

Technical Certificate

15 Credits / 1 Year Full-Time

Potential Careers

Network/Technical Coordinators, Network Administrator/Managers, Network Technician or Support Specialists, Computer Support Specialists

IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

Potential Careers

Computer Technician, Network Technician

Continue your education to obtain an associate degree.

IT - Cybersecurity Specialist

Associate Degree

63 Credits / 2 Years Full Time; 3 Years Part Time

Potential Careers

Network Administrator, , Network Support Specialist, Cyber Security Specialist, Network Security Specialist, Network Specialist, Computer Specialist, SOC Analyst

Range of Yearly Salary

\$47,836-\$87,000

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 10-151-2.IT-Cybersecurity Specialist: Madison Area, Northeast Wisconsin, Waukesha County and Gateway Technical College.

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Cardinal Stritch University

Lakeland University

UW Milwaukee

UW Oshkosh

UW Stout+

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed

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

- + These colleges have developed an agreement related directly to the Information Technology (IT) Program

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Information Technology - Cybersecurity Specialist

10-151-2 Associate Degree (two-year)

Financial Aid Eligible

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

Full program available at the New Richmond or Rice Lake campus

*Only first year coursework available at the Ashland or Superior campus



Program Overview

The IT - Cybersecurity Specialist program will give students hands-on experience with networking, operation systems, virtualization and security. Students will build a strong IT base as they install and configure Windows and Linux environments and create networks for a business like environment. Students will study attacks and security practices to protect data as they configure security settings, test and monitoring configurations. Students will be exposed to Router, switches, firewalls, wireless, virtual and IPS devices from multiple vendors, along with commercial and open source software. Students will be immersed in an IT ecosystem and learn how to secure an organization's desktops, servers, networks and applications to support a thriving business.

Special Features

WITC is affiliated with the following industry partners providing students with access to a variety of materials and software: Cisco, CompTIA, Microsoft, Palo Alto and VMware. WITC locations are Cisco academies, and WITC is a CompTIA academy partner. VUE testing centers are available at each location.



The IT - Cybersecurity Specialist program prepares students for a number of certifications related to the field. Students may choose to complete certifications, many through the on campus VUE testing center. Industry certifications students may pursue include CompTIA+, Network+, Linux+, Security+, PenTest+, CSA+, CISCO: CCENT, CCNA Routing and Switching, CCNA Wireless, CCNA Security, CCNA Cyber-Ops, Microsoft Windows, MTA, MCSA, MCSE, VMware, CEH and CISSP.

As a member of the Microsoft, CISCO and VMware academies students in the IT programs receive free access to vendor software and tools.

Students in the IT - Cybersecurity Specialist program have the opportunity to dual major with the IT - Systems Administration Specialist program by completing additional coursework (see page 182 for more information on the IT - Systems Administration Specialist program). Students can fulfill electives by taking classes from either program.

Graduates have the option to transfer coursework to complete a Bachelor's Degree at UW-Stout, UW-Milwaukee, and other institutions with degree completion programs

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

IT - Cybersecurity Specialist graduates will be able to:

- Identify security strategies
- Implement secure infrastructures
- Conduct security testing
- Analyze security data
- Mitigate risk
- Develop security documentation

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Network Administrator
- Network Support Specialist
- Cyber Security Specialist
- Network Security Specialist
- Network Specialist
- Computer Specialist
- SOC Analyst

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10150102	Information Security *	3 cr.
10150109	Wireless Networking and Security*	3 cr.
10150111	Cisco CCNA 1 Introduction to Networks	3 cr.
10150112	Cisco CCNA 3 Scaling Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150114	Cisco CCNA 4 Connecting Networks *	3 cr.
10150117	Server Administration 1*	3 cr.
10150139	IT Essentials and Security	2 cr.
10150161	Network and Security Case Studies *	1 cr.
10150170	Coding with Python	2 cr.
10151101	Firewall and VPN Management*	3 cr.
10151102	Digital Forensics and Incident Response*	2 cr.
10151103	Penetration Testing*	3 cr.
10151104	Intrusion Detection and Prevention*	3 cr.
10151105	Logging and Analysis*	3 cr.
10151106	Networking Security Capstone*	2 cr.
10154103	Linux Operating Systems	3 cr.
10154149	Windows Operating Systems	3 cr.
Technical Studies Total		48 cr.

General Studies Courses **

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

PROGRAM REQUIREMENTS **63 cr.**

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 10-151-2 IT-Cybersecurity Specialist: Madison Area, Northeast Wisconsin, Waukesha County and Gateway Technical College.

Number of graduates	16	Number employed	5	% employed in WITC district	NA
Number of responses	6	Percent employed	100%	Range of yearly salary	\$47,836-\$87,000
Number available for employment	5	Employed in related field	80%	Average yearly salary	\$61,209

Networking Professional

17-150-5 Technical Certificate

Campuses: New Richmond, Rice Lake, Superior

Overview

This certificate consists of completion of four Cisco courses with a 3.00 or better. You will be proud to have achieved this recognition whether you are a program student or an IT professional.



Special Feature

Friendly, skilled instructors with an emphasis in a hands-on teaching environment will teach the courses. Topics within the certificate will help prepare the student for industry certification in the Cisco Certified Networking Associate (CCNA).

How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Networking Professional program from the program of choice dropdown list.

Outcomes

The Networking Professional Certificate will prepare you to:

- Configure hardware and software
- Plan and implement routers into TCP/IP network infrastructure
- Plan, implement, and support wired and wireless networks

Career Outlook

Typical positions available after graduation include:

- Network/Technical Coordinators
- Network Administrator/Managers
- Network Technician or Support Specialists
- Computer Support Specialists

Related Program

- Information Technology - Cybersecurity Specialist

Curriculum

Number	Course Title	Credits
10150109	Wireless Networking and Security *	3 cr.
10150111	Cisco CCNA 1 Introduction to Networks *	3 cr.
10150112	Cisco CCNA 3 Scaling Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150114	Cisco CCNA 4 Connecting Networks *	<u>3 cr.</u>
TOTAL CERTIFICATE REQUIREMENTS		15 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 3.0 or better in all required courses.

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10150102

Information Security - Credits: 3

This course will cover hardware, software, and the physical environment related to IT security. The processes of defense, prevention, detection, and response will be studied. Typical types of attacks will be studied and potential solutions or defenses will be explored. Networking and operating system experience is required along with a code of ethics. This course covers topics related to the CompTIA Security+ exam. PREREQUISITE: 10154103 Linux Operating Systems.

10150109

Wireless Networking and Security - Credits: 3

In this course students will study the fundamentals of radio frequency (RF) and 802.11 technologies. They will be installing configuring, monitoring, securing and troubleshooting wireless devices. These skills will be applied to autonomous systems and wireless LAN controllers (WLC) to support business requirement. Site surveys will be conducted. Testing of secured implementations, identifying rogue devices and identify wireless attacks will be studied. This course will cover materials found on the Cisco Wireless Network Fundamentals (WIFUND) exam for the CCNA Wireless certification. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

10150111

Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces IPv4 and IPv6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

10150112

Cisco CCNA 3 Scaling Networks - Credits: 3

Cisco CCNA 3 Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot: VLANs spanning multiple switches: VTP, DTP and EtherChannel STP protocols: Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), Rapid Per VLAN Spanning Tree Plus Protocol (RPVST+), first hop redundancy protocols (HSRP) single and multi-area OSPF, Enhanced Interior Gateway Routing Protocol (EIGRP) for IPv4 or IPv6 networks. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

10150113

Cisco CCNA 2 Routing and Switching Essentials - Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

10150114

Cisco CCNA 4 Connecting Networks - Credits: 3

Cisco CCNA 4 Connecting Networks (CN), This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Configure, verify and troubleshoot: HDLC, PPP, PPPoE, virtual private networks (VPNs), eBGP in a single-homed, IPv4 and IPv6 ACLs, SNMP monitoring, SPAN, QoS, and describe

Cloud Computing, IOT and Network Programmability in an enterprise network architecture. At the completion of this course student may achieve a discount voucher for the CCNA Routing and Switching certification exam. PREREQUISITE: 10150112 Cisco CCNA 3 Scaling Networks.

10150117

Server Administration 1 - Credits: 3

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Student will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Student will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

10150139

IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

10150161

Network and Security Case Studies - Credits: 1

The primary focus of this course is to have the students receive exposure and experience with a business information system. To accomplish this goal, students will get involved with industry or complete a business lab simulation by designing and implementing a business project. PREREQUISITE: 10150102 Information Security.

10150170

Coding with Python - Credits: 2

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

10151101

Firewall and VPN Management - Credits: 3

This course covers the configuration and management of firewall and VPN technologies. Students will be exposed to products from manufacturers like: CISCO, Palo Alto, Sonic Wall and Check Point. In depth hands-on exercises are used to instruct the student in the related technologies including NAT, PAT, ACL construction, application gateways, stateful packet inspection, application layer and URL filtering. Student will configure and test VPN connection for remote access and site-to-site connections. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials

10151102

Digital Forensics and Incident Response - Credits: 2

This course provides an overview of computer forensics. Operating system structures and file/disk structures (partitions, MBR, GPT) will be covered for Windows, Android and Linux. Imaging of drives and memory will be done using computer forensic hardware and software tools. The details of data acquisition will identify artifacts for the operating system, files system, browsers, and email. File and password recovery will be performed with data carving tools. Students will generate reports to document their activities. Tools used may include FTK, dd, Kali. PREREQUISITE: 10154103 Linux Operating Systems

10151103

Penetration Testing - Credits: 3

This course provides a broad overview of the tools and techniques commonly used for penetration testing. In depth hands-on exercises are used to instruct the student in the proper selection and application for testing tools. Documenting and reporting on the outcome of the test will be analyzed. Student will need to plan a security audit in an environment that simulates a common business or organization. Tools used may include: NMap, Metasploit, Medusa, etc. PREREQUISITE: 10150102 Information Security

10151104

Intrusion Detection and Prevention - Credits: 3

This course provides a broad overview of the tools and techniques commonly used for detecting network sourced attacks. In depth hands-on exercises are used to instruct the student in the proper selection and application of a given tool for the intended task. Also included are basic strategies for documenting and reporting on detected events. The student must demonstrate the ability to plan, design, and implement a network IDS/IPS that fulfills the security needs of a common business or organization. Tools used may include: Security Onion, firepower, Palo Alto, tcpdump, snort, barnyard, etc... PREREQUISITE 10501102 Information Security

10151105

Logging and Analysis - Credits: 3

This course will examine different types of logs to identify issues and threats. Students will become familiar with policies, procedures, event correlation and continuous monitoring programs to help identify incidents. Network traffic will be monitored for anomalies. Tools used may include: Security Onion, SIEM OSSEC, ELK, OSSIM, solar wins, Prelude, splunk. PREREQUISITE 10150102 Information Security

10151106

Networking Security Capstone - Credits: 2

This capture the flag type course will focus on developing a complete network setup and the defending it. This course integrates all the skills students learn in the program and assesses their ability to put into practice their mastery of program outcomes. The student will also be attacking other student setups. Rouge devices may be introduced and topics such as social engineering will be acceptable. Attacks and defense will be the goals of the course! COREQUISITES: 10151104 Intrusion Detection and Prevention, 10151105 Logging and Analysis.

10154103

Linux Operating Systems - Credits: 3

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

10154149

Windows Operating Systems - Credits: 3

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

You could take this first and get a credential.

IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

Potential Careers

Computer Technician, Network Technician



Continue your education to obtain an associate degree.

Information Technology - Systems Administration Specialist

Associate Degree

63 Credits / 2 Years Full-Time; 3 Years Part Time

Potential Careers

Systems Administrator, Microsoft Server Administrator, Network Technician, VMware vSphere Administrator, Database Administrator, Cloud Technician

Range of Yearly Salary

\$31,198-\$39,517 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University+

UW Milwaukee

UW Oshkosh

UW Stout+

Important Notes on Transferring:

- Check out witc.edu/transfer for

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

- + These colleges have developed an agreement directly related to the Information Technology (IT) Program

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools assist your transfer process

Information Technology - Systems Administration Specialist

10-154-7 Associate Degree (two-year)

Financial Aid Eligible

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

Full program available at the Ashland or Rice Lake campus

*Only first year coursework available at the New Richmond or Superior campus. Second year coursework available at other campus locations or may be remotely offered online.



Program Overview

The first year of the IT-Systems Administration Specialist program provides you with a foundation in computer systems along with strong networking skills. These skills will allow you to support and manage computer systems and the networks connecting them.

The second year of the program focuses on server administration, database administration, virtualization and cloud computing concepts. Students learn how to securely install, configure and manage servers in a virtualized environment. The curriculum provides skills to help prepare students for the Microsoft Technology Associate (MTA), VMware Certified Professional (VCP), AWS Certified Solutions Architect, CompTIA A+, Network+, Linux+ and Server+ certifications.

Special Features

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



WITC locations are Cisco academies, and WITC is a CompTIA academy partner and does VUE testing.

As a member of the Microsoft, CISCO and VMware academies students in the IT programs receive free access to vendor software

Students in the IT – Systems Administration Specialist program have the opportunity to dual major with the IT – Cybersecurity Specialist program by completing additional coursework (see page 178 for more information on the IT - Cybersecurity Specialist program). Students can fulfill electives by taking classes from either program.

Graduates have the option to transfer coursework to complete a Bachelor's Degree at UW-Stout, UW-Milwaukee, and other institutions with degree completion programs.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Information Technology - Systems Administration Specialist graduates will be able to:

- Manage information technology hardware
- Manage software
- Support computer networks
- Provide end user support
- Solve information technology problems
- Demonstrate customer service skills as an IT professional

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Systems Administrator
- Microsoft Server Administrator
- Network Technician
- VMware vSphere Administrator
- Database Administrator
- Cloud Technician

With additional education and/or work experience, graduates may find employment as:

- Network Administrator
- Information Security Analyst
- Data Center Manager



Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10150111	Cisco CCNA 1 Introduction to Networks	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150117	Server Administration 1 *	3 cr.
10150118	Server Administration 2 *	3 cr.
10150139	IT Essentials and Security	2 cr.
10150170	Coding with Python	2 cr.
10152100	Database Concepts and SQL	3 cr.
10154103	Linux Operating Systems	3 cr.
10154141	VMware Certified Professional *	3 cr.
10154165	Introduction to Systems Center *	2 cr.
10154166	Introduction to PowerShell Automation *	3 cr.
10154144	Ethical Hacking *	3 cr.
10154145	Database Administration *	3 cr.
10154146	Cloud Computing *	3 cr.
10154147	Capstone Project *	2 cr.
10154148	IT Field Experience *	1 cr.
10154149	Windows Operating Systems	3 cr.
	Technical Studies Total	45 cr.

General Studies Courses **

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804123	Math with Business Applications or	
10804113	College Technical Mathematics 1A or	
10804133	Mathematics and Logic	3 cr.
10809166	Introduction to Ethics: Theory and Application or	
10809172	Introduction to Diversity Studies or	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
	General Studies Total	15 cr.
	ELECTIVES	3 cr.
	PROGRAM REQUIREMENTS	63 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	8	Number employed	6	% employed in WITC district	67%
Number of responses	7	Percent employed	86%	Range of yearly salary	\$31,198-\$39,517
Number available for employment	7	Employed in related field	3	Average yearly salary	\$35,798

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10150111

Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces IPv4 and IPv6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

10150113

Cisco CCNA 2 Routing and Switching Essentials- Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

10150117

Server Administration 1 - Credits: 3

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

10150118

Server Administration 2 - Credits: 3

This course introduces students to some of the most important server roles for systems administrators. These roles will include DHCP, storage, and Hyper - V virtualization. Students will learn how to Manage IP addresses on a network. They will learn how to create and secure file and block level storage. They will also learn how to create, manage and network virtual machines in a secure environment. PREREQUISITE: 10154149 Windows Operating Systems.

10150139

IT Essentials and Security- Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTIA A+ certification exam.

10150170

Coding with Python - Credits: 2

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

10152100

Database Concepts and SQL - Credits: 3

This course is a comprehensive introduction to database concepts. The interaction between software applications and databases will be discussed. Database terminology will be introduced. Students will learn how to manage, design, and construct relational databases. Structured Query Language (SQL) will be used to define and access databases. Other topics include normalization, entity relationship diagrams, foreign key constraints, and indexes.

10154103

Linux Operating Systems - Credits: 3

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

10154141

VMware Certified Professional - Credits: 3

This course is an introduction to Enterprise virtualization using VMware vSphere, ESXi and vCenter. Students receive hands-on experience in the installation, configuration and management of VMware. This course also covers storage and networking concepts important to virtualization. This course fulfills the "VMware vSphere: Install, Configure, Manage" requirement to take the VCP certification exam. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

10154165

Introduction to Systems Center - Credits: 2

This course will explore virtualization with Microsoft Hyper-V. Topics include Hyper-V installation, virtual networking, storage configurations, and Hyper-V management with Systems Center Virtual Machine Manager (SCVMM). In addition, this course will introduce Microsoft System Center Configuration Manager (SCCM). Students will learn administrative procedures to setup a Configuration Manager environment, create and deploy applications and packages, deploy Windows operating systems, and manage the environment. PREREQUISITE: 10150117 Server Administration 1.

10154166

Introduction to PowerShell Automation - Credits: 3

Scripting technologies are used to automate system management tasks and create system management utilities. Students will learn basic programming logic concepts to develop scripts. Windows PowerShell is utilized to administer and automate tasks in Microsoft network environments. PREREQUISITE: 10150117 Server Administration 1.

10154144

Ethical Hacking - Credits: 3

Ethical hacking students will scan, test and secure their own systems. Students in the lab environment will apply practical experience to implement essential security for systems. Studies will include how perimeter defenses are applied to their own networks. The processes of escalating privileges, Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus will be studied from an ethical and defense point of view to help secure resources in the information technology. PREREQUISITES: 10150117 Server Administration 1 and 10154103 Linux Operating Systems.

10154145

Database Administration - Credits: 3

This course covers basic concepts of database administration including setting up and securing users, tuning operations, database security, and backups. This course also covers web server administration and web site deployment as well as basics of SharePoint administration. PREREQUISITES: 10150118 Server Administration 2 and 10152100 Database Concepts and SQL.

10154146

Cloud Computing - Credits: 3

This course will examine how storage and virtualization technologies are making possible the enormous rise of cloud computing. The course will look at the impact that cloud computing is having on traditional datacenters. It will also discuss security and disaster recovery from a cloud computing perspective. PREREQUISITE: 10154141 VMware Certified Professional.

10154147

Capstone Project - Credits: 2

This course is the capstone work-based experience for the IT - Systems Administration Specialist program. Learners will design, develop, and perform a project either in an actual work experience or a simulated project. The project will be designed to utilize skills typical of a graduate in the field. Weekly simulated timesheets, job progress reports, and oral reports to management will be used to track project progress. Successful completion will require project documentation. COREQUISITE: 10154146 Cloud Computing.

10154148

IT Field Experience - Credits: 1

Provides work experience in IT Field related to course work within the program. The experience should complement program courses to implement practical application of skills students obtain. By consent of instructor, a special project(s) may be substituted for the field experience. COREQUISITE: 10154146 Cloud Computing.

10154149

Windows Operating Systems - Credits: 3

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

Information Technology - Web and Software Developer

10-152-7 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Online



Program Overview

Web and software development teaches you how to solve problems. You will learn how to read/write in multiple languages, understand the concepts of object oriented programming, smart software design, troubleshooting, debugging and creating solutions.

Special Feature

The Information Technology - Web and Software Developer program is available online.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Information Technology - Web and Software Developer graduates will be able to:

- Design software systems
- Integrate database technologies
- Develop software applications
- Develop technical documentation

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Web Developer
- Software Developer
- Database Developer

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10152100	Database Concepts and SQL	3 cr.
10152101	Web Design and Development	3 cr.
10152102	Advanced Web Site Development *	3 cr.
10152106	Java Programming - Beginning *	3 cr.
10152107	Java Programming - Advanced *	3 cr.
10152108	Enterprise Java Programming *	3 cr.
10152110	Programming in SQL *	3 cr.
10152111	Systems Analysis and Design *	3 cr.
10152112	Server-Side Web Development *	3 cr.
10152113	Applications Development *	3 cr.
10152115	Beginning .NET Programming *	3 cr.
10152116	Web Tools of the Trade *	2 cr.
10152117	Advanced .NET Programming *	3 cr.
10152118	Enterprise Programming in .NET *	3 cr.
10152119	Development in Emerging Technologies *	3 cr.
10152135	Program Logic	3 cr.
	Technical Studies Total	47 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804123	Math with Business Applications or	
10804113	College Technical Mathematics 1 or	
10804133	Mathematics and Logic	3 cr.
10809166	Introduction to Ethics: Theory and Application or	
10809172	Introduction to Diversity Studies or	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
	General Studies Total	15 cr.
	PROGRAM REQUIREMENTS	62 cr.

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

** See pages 40-42 for course descriptions.

You must earn a grade point of 2.0 or better in 10152113 Applications Development

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	6	Number employed	4	% employed in WITC district	100%
Number of responses	6	Percent employed	100%	Range of yearly salary	\$30,303-\$82,000*
Number available for employment	4	Employed in related field	2	Average yearly salary	\$50,937*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10152100

Database Concepts and SQL - Credits: 3

This course is a comprehensive introduction to database concepts. The interaction between software applications and databases will be discussed. Database terminology will be introduced. Students will learn how to manage, design, and construct relational databases. Structured Query Language (SQL) will be used to define and access databases. Other topics include normalization, entity relationship diagrams, foreign key constraints, and indexes.

10152101

Web Design and Development - Credits: 3

Students plan and develop well-designed Web sites that combine effective navigation and a balanced use of text, images, and color. Emphasis is on understanding the basics of HTML5, Cascading Style Sheets (CSS), accessibility, and responsive Web design. Students create a multi-page web site that is easily viewable across a wide range of devices. Students deploy a web site to a web server using FTP.

10152102

Advanced Web Site Development - Credits: 3

Students gain hands-on experience with the design and implementation of dynamic business Internet Web sites. Topics include JavaScript, jQuery, Ajax, and APIs with which students thoroughly explore event-driven techniques, data storage, accessing the DOM, and JSON. Students create Web sites that are easily viewable across a wide range of devices. PREREQUISITE: 10152101 Web Design and Development and 10152135 Program Logic.

10152106

Java Programming - Beginning - Credits: 3

This Java course familiarizes the student with the fundamentals of the Java language including data types, operators, expressions, event-driven programming, and conditional statements. Students learn how to set up an environment for developing Java programs, define classes and utilize class objects. Students explore object-oriented programming concepts including encapsulation and inheritance. Other topics include string manipulation, Collections, Array Lists, Exception Handling, and creating graphical user interfaces (GUI). This course covers software architectural patterns, such as model-view-controller (MVC). Students use the JDBC API to communicate with a database. PREREQUISITE: 10152135 Program Logic.

10152107

Java Programming - Advanced - Credits: 3

This Java web-programming course provides an in-depth look at advanced features of the Java language. With a solid grasp of Java language basics and object-oriented concepts, students develop Java applications for the web using Java Server Pages (JSP), and Servlets. Topics include JSPs, Servlets, session management, Expression Language (EL), JSP Standard Tag Library (JSTL), JavaBeans, and authentication. Students develop applications that communicate with a database. PREREQUISITE: 10152106 Java Programming – Beginning.

10152108

Enterprise Java Programming - Credits: 3

The third course in the Java sequence continues exploring advanced Java topics within a Java web development platform. Students hone their skills in JSPs, Servlets, session management, Expression Language (EL), JSP Standard Tag Library (JSTL), JavaBeans, and authentication. New concepts include, working with listeners, filters, encryption, as well as, working with HTTP requests and responses headers. Student develop applications that communicate with a database. PREREQUISITE: 10152107 Java Programming - Advanced.

10152110

Programming in SQL - Credits: 3

This course covers using Microsoft SQL Server and SQL Server Management Studio to design and create databases, tables, view, functions and stored procedures. Students will also learn management tasks, how to setup security, how to encrypt data, and best practices for working with SQL server. PREREQUISITE: 10152100 Database Concepts and SQL.

10152111

Systems Analysis and Design - Credits: 3

This course covers the introduction to principles and techniques for analyzing and designing information systems. Included will be the definition of the problem, fact gathering, and evaluation of alternative solutions. A majority of the course will focus on the importance and techniques of gathering requirements for a project. Students will also have the opportunity to work with various design and project management software tools. COREQUISITE: 10152107 Java Programming - Advanced.

10152112

Server-Side Web Development - Credits: 3

This course will familiarize the student with techniques to create Server Side processing for building fully functional Web applications. Topics covered include the use of Server Side Scripting, functions, sessions, GET, POST and session management. Students will work with PHP and MariaDB and will learn the fundamental programming concepts to build interactive data based web applications. PREREQUISITE: 10152117 Advanced .NET Programming..

10152113

Applications Development - Credits: 3

The purpose of this capstone course is to provide the student with experience developing applications in a business environment. Students apply analysis, design, database, and programming techniques to develop a fully functional software application. The project progresses through all the stages of the development process including planning, analysis, design, construction, testing, and deployment. Students estimate their development effort and track actual time spent within each development phase. PREREQUISITES: 10152107 Java Programming - Advanced and 10152111 Systems Analysis and Design and COREQUISITE: 10152118 Enterprise Programming in .NET.

10152115

Beginning .NET Programming - Credits: 3

Introduction to the concepts and techniques of programming in the .NET environment using the C# language. Topics covered include requirement analysis, program design, coding, and debugging. The majority of projects will be Windows form applications. COREQUISITE: 10152135 Program Logic.

10152116

Web Tools of the Trade - Credits: 2

In Web Tools of the Trade, students will learn about WordPress, Domain Name Registration, cPanel, and different Web Hosting Environments. Besides working with Web tools, students will also explore current events and hot topics in technology. PREREQUISITE: 10152102 Advanced Web Site Development.

10152117

Advanced .NET Programming - Credits: 3

This course provides the student with an object-oriented view of the .NET development environment using C#. Topics include Lists, Classes, Debugging, Error Handling, Data Access connecting to an SQL server, and designing clean readable code. Windows Forms will be used for the majority of applications. PREREQUISITE: 10152115 Beginning .NET Programming and 10152135 Program Logic.

10152118

Enterprise Programming in .NET - Credits: 3

This course is designed to provide students with an enterprise view of the .NET development environment. The course will use Visual Studio development environment to create fully functional web sites using ASP.NET and C#. Multiple techniques will be used for database access. Students will start with web forms and move into the MVC model for development. PREREQUISITE: 10152117 Advanced .NET Programming.

10152119

Development in Emerging Technologies - Credits: 3

This course focuses on the development of applications for mobile devices. Students learn best practices for programming, testing, and deploying mobile applications. Students use device emulators for coding and testing mobile applications. Students effectively use layouts, themes, menus, and preferences to produce professional looking mobile applications. Students create applications that communicating with a SQLite database. PREREQUISITES: 10152102 Advanced Web Site Development, 10152115 Beginning .NET Programming, and COREQUISITE: 10152107 Java Programming - Advanced.

10152135

Program Logic - Credits: 3

In Program Logic, students learn to develop clear consistent strategies to create computer-programming solutions. The student analyze problems, review requirements, and then create solutions. Students learn to focus on understanding the logic behind each solution. Students also learn the proper use data types, variables and variable scope, as well as, decision and repetition structures, methods, and arrays. Although this course emphasizes programming logic, students develop working computer programs.



Law, Public Safety, Corrections and Security

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Experience. Success.

Advanced EMT

30-531-6 Technical Diploma (less than one-year)

Campus: New Richmond, Rice Lake



Program Overview

The Advanced EMT program is for students who are seeking advanced skills and a higher level of challenge in an exciting field. Students will develop more sophisticated emergency treatment skills including assessment skills and medication administration. Students will also perform a variety of patient assessments and skills including intravenous, intraosseous, intranasal, inhalation and intramuscular injections on real patients. Students will be expected to successfully complete the clinical course after obtaining a Training Center Training Permit. Students who successfully complete the program, with a program plan GPA of 2.0 or better, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for Advanced Emergency Medical Technician (AEMT) level of certification. Prerequisite: 30-531-3 Emergency Medical Technician.

Special Feature

Advanced EMT training is offered at various off-campus locations for your convenience.

Admission Requirements

- Complete application process

Program-Specific Requirements

- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable
- Be affiliated with an Advanced EMT service approved by the Wisconsin EMS Unit or approval from the Training Center Medical Director
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure and Statement of Understanding Form
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Submit a copy of the appropriate Wisconsin (or other state(s)) Department of Transportation (DOT) Driving Abstract if you have any violations/suspension/revocation

- Submit Background Information Disclosure (BID) Statement and Confidentiality Statement of Understanding
- Attend a mandatory orientation session scheduled prior to start of class

Program Outcomes

The Advanced EMT program is approved by the Wisconsin EMS Unit and follows the National Emergency Medical Services Education Standards. Employers will expect graduates to be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Licensure as an Advanced EMT allows the Advanced EMT to initiate intravenous therapy and administer selected medications as authorized by the Wisconsin EMS Unit and Ambulance Service Medical Director.

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Course		
30531336	Advanced EMT *	3 cr.
30531337	Advanced EMT Clinical *	1 cr.
PROGRAM REQUIREMENTS		4

* Courses require a prerequisite and/or corequisite.

Course Descriptions

30531336

Advanced EMT - Credits: 3

The Advanced EMT course expands the role and skills of the EMT. Skills involved in obtaining intravenous and intraosseous access, intranasal, intramuscular and subcutaneous medication administration, and fluid therapy will be included. Student must hold a current Wisconsin EMT license. Extensive patient assessment knowledge and skills have been integrated throughout the curriculum, as well as enhanced critical decision making. This class meets the National Emergency Medical Services Education Standards, which qualifies students to certify with the National Registry of Emergency Medical Technicians. PREREQUISITE: Admission to the program.

30531337

Advanced EMT Clinical - Credits: 1

The Advanced EMT course expands the role and skills of the EMT. Skills involved in obtaining intravenous and intraosseous access, intranasal, intramuscular and subcutaneous medication administration, and fluid therapy will be included. Student must hold a current Wisconsin EMT license. Extensive patient assessment knowledge and skills have been integrated throughout the curriculum, as well as enhanced critical decision making. Participants will be required to participate in a clinical experience as part of their training. This class meets the National Emergency Medical Services Education Standards, which qualifies students to certify with the National Registry of Emergency Medical Technicians. PREREQUISITE: Admission to the program and 30531336 Advanced EMT.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	22	Number employed	19	% employed in WITC district	82%
Number of responses	21	Percent employed	100%	Range of yearly salary	\$13,103-\$56,156
Number available for employment	19	Employed in related field	18	Average yearly salary	\$33,660

career vision

Criminal Justice - Law Enforcement 720 Academy

30-504-2 Technical Diploma (less than one-year)

Financial Aid Eligible

Campuses: Rice Lake

Program Overview

The Criminal Justice - Law Enforcement 720 Academy will provide students with the right skills to handle complex situations encountered as a criminal justice official at municipal, county, or state government levels.

To become eligible to work as an officer in the State of Wisconsin, the student must have basic policing skills. The Wisconsin Department of Justice's (WisDOJ) Law Enforcement Standards Board has established criteria. Admission is restricted to those who qualify under WisDOJ administrative rules. Upon completing the Academy, the student becomes certifiable for a period of two years from the date of completion. This makes the student eligible for formal certification as a Basic Law Enforcement Officer upon hiring by a law enforcement agency.

Work as an officer requires integrity. Candidates for the Criminal Justice - Law Enforcement 720 Academy must undergo criminal history and traffic record checks and may be required to submit fingerprints and do drug screening. All candidates will be asked to participate in a personal screening interview. See www.wilenet.org for additional information from the Law Enforcement Standards Board.



Admission Requirements

- Complete application form
- Review and sign the Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Review and sign Background Check Disclosure

Program-Specific Requirements

- Have earned a high school diploma or GED certificate
- Have achieved an associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state; OR have earned at least 60 accredited college credits. The 60-college credit standard is defined in terms of semester credits. Quarter credits may be converted to semester credits by multiplying quarter credits by two-thirds. Generally, 90 quarter credits are equivalent to 60 semester credits. Applicants must provide an official college transcript.
- Submit Background Check fee.
- Complete physical fitness assessment.
- Attend a mandatory program orientation session.
- If employed, the employing agency must provide a copy of completed form DJ-LE-303, Verification of Employment Standards and Application for Certification, to enroll an officer in preparatory training. This form documents that the student has met all of the required employment standards.
- Complete form DJ-LE-310, Student Authorization for Release of Information.
- Complete form DJ-LE-327, Application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer Training.
- Sign and acknowledge compliance with the Criminal Justice - Corrections, Criminal Justice - Law Enforcement, Law Enforcement Academy Jail Academy Handbook, Grading Policy and Program Rules, Penalties, and Grievance Procedures.
- Complete an oral interview with a panel of criminal justice executives or with teaching or counseling staff affiliated with the training school.
- Undergo a criminal history records check. An

unpardoned felony conviction or misdemeanor crime of domestic violence conviction will prohibit a student from attending the unified tactics portion of preparatory law enforcement officer training, and will prohibit employment as a law enforcement officer.

- Undergo a physical assessment. A physical assessment will be conducted to verify that the applicant can meet the physical standards required. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the Physician's Assessment form (DJ-LE-332), or a form similar to DJ-LE-332, which provides the physician with a job description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.
- Possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle.
- Be at least 18 years of age and a United States citizen, and complete form DJ-LE-322, Birth Certificate Verification, to provide verification of age and citizenship.

Program Outcomes

Criminal Justice - Law Enforcement 720 Academy graduates will be able to:

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

Career Outlook

Typical positions available after graduation include:

- Police Officer
- Deputy Sheriff
- WisDNR Warden/Ranger
- Forest Service Ranger

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
30504321	Overview of Criminal Justice	1 cr.
30504322	Overview of Patrol Response	2 cr.
30504324	Application of Traffic Response	3 cr.
30504325	Overview of Investigations	2 cr.
30504326	Principles of Investigations	1 cr.
30504327	Application of Investigations	1 cr.
30504328	Physical Fitness	1 cr.
30504329	Principles of Emergency Vehicle Response	2 cr.
30504331	Overview of Tactics	1 cr.
30504332	Principles of Tactics	5 cr.
30504333	Scenario Assessment*	1 cr.
30504334	Sensitive Crimes	2 cr.

PROGRAM REQUIREMENTS **22 cr.**

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

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/criminal-justice-academy/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	18	Number employed	14	% employed in WITC district	77%
Number of responses	16	Percent employed	88%	Range of yearly salary	\$31,822-\$77,994
Number available for employment	16	Employed in related field	13	Average yearly salary	\$51,249

career vision

Course Descriptions

30504321

Overview of Criminal Justice - Credits: 1

Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and professional Communication.

30504322

Overview of Patrol Response - Credits: 2

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

30504324

Application of Traffic Response - Credits: 3

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

30504325

Overview of Investigations - Credits: 2

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing.

30504326

Principles of Investigations - Credits: 1

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following 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.

30504327

Application of Investigations - Credits: 1

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

30504328

Physical Fitness - Credits: 1

Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention.

30504329

Principles of Emergency Vehicle Response - Credits: 2

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

30504331

Overview of Tactics - Credits: 1

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, and Officer Wellness, and DAAT. The DOJ Phase I Written Examination will be administered in this course.

30504332

Principles of Tactics - Credits: 5

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

30504333

Scenario Assessment - Credits: 1

Scenario Assessment is a capstone course to assess the learner's cumulative knowledge through the use of scenarios in the certifiable Law Enforcement curriculum. COREQUISITES: All Criminal Justice - Law Enforcement 720 Academy Courses.

30504334

Sensitive Crimes - Credits: 2

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestic, Juvenile Law, Victim, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course.

Criminal Justice Studies

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

Financial Aid Eligible

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

*Combination of Online, In-Person, and ITV (Interactive Television) instruction



Program Overview

Protective services today require employees that are knowledgeable, ethical, have strong communication skills and are adaptable to ever-changing technological and societal changes. The Criminal Justice Studies program will prepare you for various positions in the criminal justice field such as a juvenile detention officer, police dispatcher or security officer positions. As an associate degree program, the credits focus on preparing a graduate to pursue other associated careers such as probation/parole agent, public defense lawyer, FBI agent or other law enforcement positions requiring a bachelor's degree and beyond.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

- Submit background check fee
- Have acceptable results based on the Wisconsin Criminal History Record Check - information from the Criminal History Record Check may affect ability to secure internship placement and the ability to find employment after graduation

Program Outcomes

Criminal Justice Studies graduates will be able to:

- Examine the components of and interrelationships in the criminal justice system
- Analyze situational responses
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Adhere to the professional code of ethics for a criminal justice practitioner
- Maintain personal wellness

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Police Officers
- Deputy Sheriffs
- State Patrol/Troopers
- Jail Deputy/Officers
- Correctional Officers
- Youth Care Workers
- Detention Workers
- Private Investigators
- Security Officers
- Dispatcher
- Park and Forestry Personnel

After completing the associate degree program, graduates may apply for the 160 Jail Officer Academy or 720 Law Enforcement Training.

With additional education or work experience, graduates may also pursue a position as a(n):

- Adult/Juvenile Administrator
- Institutional Case Worker/Social Worker
- Probation/Parole Administrator
- Probation/Parole Agent
- Youth Counselor/Case Aide
- Youth Detention Home Supervisor

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10504161	Courts/Jurisdiction	3 cr.
10504163	Criminal Justice-Introduction	3 cr.
10504164	Introduction to Criminal Law	3 cr.
10504165	Communication Strategies	3 cr.
10504167	Policing Strategies	3 cr.
10504168	Wellness	2 cr.
10504169	Criminal Justice Due Process	3 cr.
10504172	Criminology	3 cr.
10504173	Criminal Justice Investigations or	
10504174	Correctional Institutions	3 cr.
10504175	Juvenile Justice System	3 cr.
10504176	Criminal Justice Ethics	3 cr.
10504177	Traffic Law Enforcement or	
10504146	Probation/Parole	3 cr.
10504181	Criminal Justice Report Writing	3 cr.
10504182	Criminal Justice Internship* or	
10504183	Criminal Justice Capstone*	2 cr.
10520104	Issues in Alcohol and Other Drug Abuse	<u>3 cr.</u>
Technical Studies Total		43 cr.
General Studies Courses **		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804123	Math with Business Applications or	
10804134	Mathematical Reasoning or	
10804189	Introductory Statistics *	3 cr.
10809122	Introduction to American Government	3 cr.
10809172	Introduction to Diversity Studies or	
10809174	Social Problems or	
10809159	Abnormal Psychology *	3 cr.
10809196	Introduction to Sociology	<u>3 cr.</u>
10809198	Introduction to Psychology	<u>3 cr.</u>
General Studies Total		21 cr.
TOTAL PROGRAM REQUIREMENTS		64 cr.

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

** See pages 40-42 for course descriptions.

You must earn a grade point of 2.0 or better in all required 10504XXX and 10520XXX courses.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	23	Number employed	11	% employed in WITC district	100%
Number of responses	18	Percent employed	79%	Range of yearly salary	\$21,838-\$51,559
Number available for employment	14	Employed in related field	4	Average yearly salary	\$34,259

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10504161

Courts/Jurisdiction - Credits: 3

This introductory course explores the development of the American judicial system. Students will examine the operational procedures of the federal, state, municipal, and specialized court systems as they impact law enforcement and/or corrections.

10504163

Criminal Justice-Introduction - Credits: 3

Students will explore the evolution of criminal justice systems, including courts, corrections, and law enforcement. Understand career pathways within the criminal justice system, including roles, functions, and professionalism.

10504164

Introduction to Criminal Law - Credits: 3

Identify basic concepts of criminal law. Students will explore the elements of various crimes against persons, property and crimes involving drugs, alcohol, or other criminal activity. Understand the diverse sentence structures in the criminal justice system.

10504165

Communication Strategies - Credits: 3

Students will learn about the communication process and techniques used to make them effective, professional communicators. Verbal and nonverbal communication strategies will be incorporated for a variety of situations and populations. Professional communication skills, including Motivational Interviewing (MI), interviewing, and interrogation techniques will be emphasized.

10504167

Policing Strategies - Credits: 3

Students will learn various policing strategies. Emphasis will be placed on community policing philosophies and problem solving using community resources. Understand how to identify and develop partnerships in the community to promote positive community relationships.

10504168

Wellness - Credits: 2

Understand how to maintain a healthy lifestyle, including stress management and relaxation, weight control, effective sleep, minimization of alcohol and tobacco use, financial stability, and spirituality. Recognize factors contributing to suicide within the criminal justice profession.

10504169

Criminal Justice Due Process - Credits: 3

Learn key concepts and principles of due process and constitutional law. The U.S. Constitution, particularly the Bill of Rights, will be analyzed as it applies to the criminal justice professionals. Legal precedent setting cases and state law will be reviewed.

10504172

Criminology - Credits: 3

This introductory course examines the nature, demographics, and impact of crime in the United States. Using a scientific approach, students will analyze the theoretical causation of criminal activity. Explore legal and political implications of crime prevention and control.

10504173

Criminal Justice Investigations - Credits: 3

Gain general knowledge of investigative strategies and techniques. Learn basic information on identifying, processing and preserving various types of evidence, and processing crime scenes. Interview and interrogation techniques will be practiced within legal guidelines of Miranda.

10504174

Correctional Institutions - Credits: 3

Students will study the evolution of punishment, jails, and prisons. Emphasis will be given to institutional subgroups, evidence based practice and rehabilitative institutional programs and services.

10504175

Juvenile Justice System - Credits: 3

Compare and contrast the juvenile and adult justice systems. The historical aspect of the juvenile system will be studied and compared to the modern day system. Juvenile sanctions and dispositions, including rehabilitation and therapy, will be discussed. Laws covering child maltreatment and children in need of protection services will be recognized.

10504176

Criminal Justice Ethics - Credits: 3

This course explores the ethical, legal, and criminal justice professional issues. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in the criminal justice system for criminal justice professionals.

10504177

Traffic Law Enforcement - Credits: 3

Gain a basic knowledge of Wisconsin traffic laws. General skills of detecting traffic violations, issuing traffic citations, directing traffic, and crash investigation will be gained. Identify responsibilities of a first responding officer, how to manage the response to a scene, and take necessary steps to enable effective follow-up as needed.

10504146

Probation/Parole - Credits: 3

Explore the function, duties, and role of probation and parole. Learn the types of offenses, sentencing process, presentence investigation, revocation procedures, transitioning, and alternatives to incarceration. Identify and implement classification and assessment tools proved to be effective in evidence based practice.

10504181

Criminal Justice Report Writing - Credits: 3

Learn basic requirements, guidelines, and skills for proper and professional written documentation of activities in a criminal justice setting. The student will explain the context of report writing, take effective field notes, organize information in reports, write narratives, and describe what information should/should not be included in certain types of reports.

10504182

Criminal Justice Internship - Credits: 2

The Criminal Justice Internship is designed to provide on-the-job experiences in actual work situations. These experiences strengthen student competencies through participation in a wide variety of criminal justice system experiences ranging from routine assignments to specialized work-related duties. Instructor approval is required prior to enrolling in this course. PREREQUISITE: 32 Credits of 10504XXX or 10520XXX coursework must be completed.

10504183

Criminal Justice Capstone - Credits: 2

This course is the capstone work-based experience for the Criminal Justice Studies program. It is designed to encourage students to think critically and solve challenging problems. Students will design, develop, and perform a project either in an actual work experience or a simulated project. The project will be designed to utilize skills typical of a graduate in the field. Instructor approval is required prior to enrolling in this course. PREREQUISITE: 32 Credits of 10504XXX or 10520XXX coursework must be completed.

10520104

Issues in Alcohol and Other Drug Abuse - Credits: 3

Students gain a basic understanding of the use and abuse of alcohol and other drugs. Emphasis is on historical and social perspectives of drug use, trends of use, and legal and social responses to problematic alcohol and illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment, and introduces the student to local treatment services.

Paramedic Technician Pathway

You could take this first and get a credential.

Emergency Medical Technician

Technical Diploma (Not embedded, but a requirement for the Paramedic Programs)

5 Credits / 1 Course / 180 Required Hours

Potential Careers

Emergency Medical Technician (EMT)

Range of Yearly Salary

\$10,200-\$49,916 annually



Continue your education to obtain this technical diploma.

EMT-Paramedic

Technical Diploma

38 Credits / 1 Year Full Time

Potential Careers

EMT – Paramedic

Range of Yearly Salary

\$30,374-\$63,000 annually



Continue your education to obtain an associate degree.

Paramedic Technician

Associate Degree

67 Credit / 2 Years Full Time; Part Time Option Available

Potential Careers

Paramedic

Range of Yearly Salary

\$32,757-\$99,999* annually

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCs) which may or may not include WITC graduates.



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University

UW Oshkosh

UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Paramedic Technician

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

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior
Outreach Centers: Hayward, Ladysmith



Program Overview

The Paramedic Technician program offers students the opportunity to further their professional EMS careers by pursuing a two-year associate degree. Paramedic Technicians can find a career in a variety of healthcare settings such as ambulance services, dispatch centers, first responder units, hospitals/emergency departments, industrial safety departments, rescue squads and urgent care facilities.

The program consists of classroom lectures, practical skills labs, laboratory simulations, and hospital and pre-hospital clinical experiences. Additional certifications in Advanced Cardiac Life Support, and Pediatric Advanced Life Support are offered, as well as neonatal advanced life support competencies. Students who successfully complete the program, with a grade point of 2.0 or better in all required courses, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for paramedic level of certification.

Special Features

- Core lecture coursework will be offered via ITV (interactive television) on two evenings per week to all campus locations and the Hayward and Ladysmith Outreach Centers (days and originating site to be determined)
- On-site skills labs will be scheduled every other Saturday at the Rice Lake Campus (per course schedule)

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure and Statement of Understanding Form
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

- Attend a mandatory program orientation session
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable
- Submit a copy of the appropriate Wisconsin (or other state(s)) DOT Driving Abstract if you have any violations/suspension/revocation
- Submit signed Syllabi Form, Background Information Disclosure (BID) Statement, and a Student ID Form

Program Outcomes

Employers will expect graduates of this program to be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Graduates of the program will be ready to start their career as paramedic technicians in a variety of healthcare settings including:

- Ambulance services
- Dispatch centers
- First responder units
- Hospitals/Emergency Departments
- Industrial Safety Departments
- Rescue squads
- Urgent care facilities

With further education, advancement potential may include:

- Critical Care Transport Paramedic
- Ambulance Service Training Coordinator
- EMS Shift Supervisor
- EMS Instructor
- Ambulance Service Manager
- Medic
- Flight Paramedic

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10501101	Medical Terminology	3 cr.
10531911	EMS Fundamental*	2 cr.
10531912	Paramedic Medical Principles *	4 cr.
10531913	Adv. Patient Assessment Principles *	3 cr.
10531914	Adv. Pre-hospital Pharmacology *	3 cr.
10531915	Paramedic Respiratory Management *	2 cr.
10531916	Paramedic Cardiology *	4 cr.
10531918	Advanced Emergency Resuscitation *	1 cr.
10531920	Paramedic Trauma *	3 cr.
10531921	Special Patient Populations *	3 cr.
10531922	EMS Operations *	1 cr.
10531930	Paramedic Medical Emergencies *	3 cr.
10531931	Paramedic Portfolio 1 *	2 cr.
10531932	Paramedic Portfolio 2 *	2 cr.
10531933	Paramedic Clinical/Field 2 *#	3 cr.
10531934	Paramedic Capstone *	2 cr.
10804138	Math for Health Professionals **	2 cr.
		43 cr.

General Studies Courses **

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801197	Technical Reporting or	
10801198	Speech	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10806179	Advanced Anatomy and Physiology *	4 cr.
10806197	Microbiology *	4 cr.
10809196	Introduction to Sociology or	
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
		24 cr.

PROGRAM REQUIREMENTS

67 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
 ** See pages 40-42 for course descriptions.

This course will be offered in various regional hospitals and clinical settings.

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

career vision

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	2	Number employed	2	% employed in WITC district	0%
Number of responses	2	Percent employed	100%	Range of yearly salary	\$32,757-\$99,999*
Number available for employment	2	Employed in related field	2	Average yearly salary	\$57,660*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Emergency Medical Technician - Paramedic

31-531-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Outreach Centers: Hayward, Ladysmith



Program Overview

The one-year Emergency Medical Technician - Paramedic (EMT - Paramedic) program is identical to the 531 coursework in the Paramedic Technician associate degree program. The program offers students the opportunity to further their professional EMS careers. Instruction is based upon the U.S. DOT Administration/Wisconsin Bureau of Local Health Support and EMS Curriculum - Paramedic Technician Curriculum. Students are prepared with the knowledge and skills to work competently as an EMT - Paramedic. The program consists of classroom lectures, practical skills labs, laboratory simulations, and hospital and pre-hospital clinical experiences. Additional certifications in Advanced Cardiac Life Support and Pediatric Advanced Life Support are offered, as well as neonatal advanced life support competencies. Students who successfully complete the program, with a grade point of 2.0 or better in all required courses, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for paramedic level of certification.

Students completing the one-year EMT - Paramedic program have the option of returning to complete the associate degree program by completing Medical Terminology and all of the General Studies coursework outlined on Page 193.

The Emergency Medical Technician - Paramedic program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). This will enable graduates to take the Wisconsin Paramedic licensing examinations upon successful completion of all portions of the technical studies courses.

Special Features

- Core lecture coursework will be offered via ITV (interactive television) on two evenings per week to all campus locations and the Hayward and Ladysmith Outreach Centers (days and originating site to be determined)
- On-site skills labs will be scheduled every other Saturday at the Rice Lake Campus (per course schedule)
- The EMT - Paramedic program will be scheduled over 16 months

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure and Statement of Understanding form
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program-Specific Requirements

- Attend a mandatory program orientation session
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states, if applicable
- Submit a copy of the appropriate Wisconsin (or other state(s)) DOT Driving Abstract if you have any violations/suspension/revocation
- Submit signed Syllabi Form, Background

Information Disclosure (BID) Statement, and a Student ID Form

Program Outcomes

EMT - Paramedic graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Graduates of the program will be ready to start their career as paramedic technicians in a variety of healthcare settings including:

- Ambulance services
- Dispatch centers
- First responder units
- Hospitals/Emergency Departments
- Industrial Safety Departments
- Rescue squads
- Urgent care facilities

With further education, advancement potential may include:

- Critical Care Transport Paramedic
- Ambulance Service Training Coordinator
- EMS Shift Supervisor
- EMS Instructor

- Ambulance Service Manager
- MedicFlight Paramedic

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
10531911	EMS Fundamental *	2 cr.
10531912	Paramedic Medical Principles *	4 cr.
10531913	Adv. Patient Assessment Principles *	3 cr.
10531914	Adv. Pre-hospital Pharmacology *	3 cr.
10531915	Paramedic Respiratory Management *	2 cr.
10531916	Paramedic Cardiology *	4 cr.
10531918	Advanced Emergency Resuscitation *	1 cr.
10531920	Paramedic Trauma *	3 cr.
10531921	Special Patient Populations *	3 cr.
10531922	EMS Operations *	1 cr.
10531930	Paramedic Medical Emergencies *	3 cr.
10531931	Paramedic Portfolio 1 *	2 cr.
10531932	Paramedic Portfolio 2 *	2 cr.
10531933	Paramedic Clinical/Field 2 *#	3 cr.
10531934	Paramedic Capstone *	2 cr.
TOTAL PROGRAM REQUIREMENTS		38 cr.

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

This course will be offered in various regional hospitals and clinical settings.

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

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/emergency-medical-technician-paramedic/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	9	Number employed	9	% employed in WITC district	71%
Number of responses	9	Percent employed	100%	Range of yearly salary	\$30,374-\$63,000
Number available for employment	9	Employed in related field	8	Average yearly salary	\$45,901

career vision

Emergency Medical Technician

30-531-3 Technical Diploma (less than one-year)

Campus: Ashland, New Richmond, Rice Lake, Superior
Outreach Centers: Hayward, Ladysmith



Program Overview

Emergency Medical Technicians are the crucial link in the healthcare system. Graduates of the EMT program must complete the National Registry of Emergency Medical Technicians Exam for licensing. If successful, students will be eligible to apply for licensure as an EMT. Students who successfully complete the program, with a program plan GPA of 2.0 or better, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for Emergency Medical Technician (EMT) level of certification.

Graduates will know how to respond quickly to high-level emergencies such as a motor vehicle accident, heart attack, near drowning, childbirth, poisoning and other life-threatening injuries. Students must be 18-years-old for licensing and will also be expected to complete 10 patient contacts after obtaining a training center permit.

Special Feature

Emergency Medical Technician (EMT) training is offered at various off-campus locations for your convenience.

Admission Requirements

- Complete application process

Program-Specific Requirements

- Be at least 17 years old
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable
- Provide current immunization history and demonstrate negative status for tuberculosis (Tb)
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Submit a copy of the appropriate Wisconsin (or other state(s)) Department of Transportation (DOT) Driving Abstract if you have any violations/suspension/revocation
- Submit Background Information Disclosure (BID) Statement and Confidentiality Statement of Understanding
- Attend a mandatory orientation session scheduled prior to the start of class

Program Outcomes

The Emergency Medical Technician program is approved by the Wisconsin Division of Health Services because it uses the current National Emergency Medical Services Education Standards. Graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Emergency Medical Technicians are the crucial link in the healthcare system. Graduates of the EMT program must complete the National Registry of Emergency Medical Technicians Exam for licensing. If successful, graduates will be eligible to apply for licensure as an:

- EMT

Curriculum

Number	Course Title	Credits (cr.)
30531330	Emergency Medical Technician *	5 cr.
PROGRAM REQUIREMENTS		5 cr.

* This course requires a prerequisite and/or corequisite.

Note: in order to successfully complete the program, you must complete the clinical portion of the class.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	51	Number employed	25	% employed in WITC district	94%
Number of responses	33	Percent employed	93%	Range of yearly salary	\$10,200-\$49,916
Number available for employment	27	Employed in related field	21	Average yearly salary	\$32,471

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

10531911

EMS Fundamentals - Credits: 2

This course provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. The students will obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introducing students to comprehensive anatomical and medical terminology and abbreviations will foster the development of effective written and oral communications with colleagues and other health care professionals. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531912

Paramedic Medical Principles - Credits: 4

This course addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing the paramedic students to the topics of shock, immunology, and bleeding. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531913

Adv. Patient Assessment Principles - Credits: 3

This course teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. By utilizing a structured and organized assessment process with knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time, the students will learn to develop a list of differential diagnoses through clinical reasoning, along with the ability to modify the assessment as necessary to formulate a treatment plan for their patients. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531914

Adv. Pre-hospital Pharmacology - Credits: 3

This course provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531915

Paramedic Respiratory Management - Credits: 2

This course teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Specific knowledge pertaining to the respiratory system is also provided to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531916

Paramedic Cardiology - Credits: 4

This course teaches the paramedic student to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a cardiovascular complaint. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531918

Advanced Emergency Resuscitation - Credits: 1

By teaching Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) methodologies and protocols, this course prepares the paramedic student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states with an emphasis on early intervention to prevent respiratory and/or cardiac arrest if possible. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531920

Paramedic Trauma - Credits: 3

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531921

Special Patient Populations - Credits: 3

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Gynecological emergencies, along with special considerations in trauma are also included within this course. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531922

EMS Operations - Credits: 1

This course provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531930

Paramedic Medical Emergencies - Credits: 3

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531931

Paramedic Portfolio 1 - Credits: 2

This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in simulation or in the health care environment. The experiences will be in simulation or with actual patients under the supervision of instructors or approved preceptors. Students will also participate in formal high-fidelity human patient simulator experiences and assessment as a part of this course. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531932

Paramedic Portfolio 2 - Credits: 2

This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in simulation or in the health care environment. The experiences will be in simulation or with actual patients under the supervision of instructors or approved preceptors. Students will also participate in formal high-fidelity human patient simulator experiences and assessment as a part of this course. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531933

Paramedic Clinical/Field 2 - Credits: 3

This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of instructors or approved preceptors. Successful completion of this course requires the student to meet all clinical/field requirements leading up to the paramedic field capstone phase of education. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

10531934

Paramedic Capstone - Credits: 2

This course provides the student with a final opportunity to incorporate their cognitive, psychomotor, and affective skills through labs and scenario-based practice and evaluations prior to taking the National Registry examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum. Students will also participate in a field capstone internship as identified by CoAEMSP accreditation in which the student must be provided with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

30531330

Emergency Medical Technician - Credits: 5

This course prepares students for all aspects of emergency medical care, both medical and trauma situations, sanctioned by the Wisconsin Division of Health, at the basic level. Following the most current Wisconsin Revision of the National Standard Curriculum, this course includes didactic and practical skill information in the following areas: legal aspects, anatomy and physiology, patient assessment, critical thinking skills, airway adjuncts, fractures and dislocations, spinal injuries, soft tissue wounds, pharmacology, stroke, cardiac, diabetic, respiratory, altered mental status, pediatric, geriatric, ambulance operations, and triage. Successful completion of this course prepares the learner for the National Registry practical and written examination at the EMT level. PREREQUISITE: Admission to the program.



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Experience. Success.

Automated Packaging Pathway

You could take this first and get a credential.

Mechatronics Basics

Technical Diploma

14 Credits / 1 Year Part Time

Potential Careers

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



Continue your education to obtain this technical diploma

Automated Packaging Systems Technician

Technical Diploma

64 Credits / 2 Years Full Time

Potential Careers

Packaging Systems Assembler, Maintenance Technician, Field Service Technician, Line Mechanic/ Adjuster, Packaging Systems Operator

Range of Yearly Salary

\$34,068-\$90,000



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degrees

UW-Stout

Important Notes on Transferring:

- Check out witic.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Automated Packaging Systems Technician

32-454-1 Technical Diploma (two-year)

Financial Aid Eligible

Campuses: New Richmond

Program Overview

The Automated Packaging Systems Technician program will give you the skills you need to enter a career in the packaging industry. You learn to service and repair a variety of packaging equipment and automated systems. This program emphasizes the maintenance and troubleshooting of electrical, mechanical, fluid power, robotics and Programmable Logic Controller components on packaging machines. Classroom and hands-on instruction on packaging machines plus visits to the packaging industry are all parts of the program. You may participate in the Institute of Packaging Professionals meetings each month as a member of the student chapter.



Special Features

This is a unique program in the state.

An outstanding feature of this program is the reliance on actual automated packaging machinery. The packaging industry, both locally and nationally, provides support to the program by providing scholarships. Coursework will help prepare students to take PMMI exams for industry certification.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Automated Packaging Systems Technician graduates will be able to:

- Demonstrate safe practices and techniques
- Install power transmission components, fluid power components, and automation components
- Maintain power transmission components, fluid power components, and automation components
- Troubleshoot power transmission components, fluid power components, and automation components
- Electrically connect automation and communication components
- Troubleshoot automated control systems
- Create electrical systems drawings and schematics for automated machines

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Packaging Systems Assembler
- Maintenance Technician
- Field Service Technician
- Line Mechanic/Adjuster
- Packaging Systems Operator

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32150300	Applied IT Basics	2 cr.
32414335	DC Electricity	3 cr.
32414336	AC Electricity *	3 cr.
32414380	Basic PLCs *	3 cr.
32420314	Basic Machine Shop	3 cr.
32454340	Packaging Machine Maintenance	3 cr.
32454341	Fluid Power Systems	3 cr.
32454343	Packaging Machine Rebuilding *	5 cr.
32454344	Schematics, Prints, and Layouts *	2 cr.
32454345	Packaging Systems Equipment Control *	3 cr.
32454347	Electromechanical Componentry *	4 cr.
32454348	Troubleshooting *	2 cr.
32454349	Installation of Packaging Machines *	5 cr.
32454357	Power Transmission Componentry *	2 cr.
32454359	Packaging Materials/Processes *	2 cr.
32454362	Processes of Manufacturing - Packaging	2 cr.
32454364	Motion Controls *	2 cr.
32454366	Introduction to Robotics *	2 cr.
	Occupational Specific Total	51 cr.

Occupational Supportive/General Studies Courses **

32442307	Welding for Mechanics	2 cr.
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
	Occupational Supportive/General Studies Total	13 cr.

PROGRAM REQUIREMENTS

64 cr.

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

** See pages 40-42 for course descriptions.



Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/automated-packaging-systems-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	9	Number employed	6	% employed in WITC district	0%
Number of responses	7	Percent employed	100%	Range of yearly salary	\$34,068-\$90,000
Number available for employment	6	Employed in related field	6	Average yearly salary	\$61,979

career vision

Mechatronics Basics

30-454-1 Technical Diploma (less than one-year)

Campus: Rice Lake, Mobile Site Delivery



Program Overview

The Mechatronics Basics program will give students the skills to repair, install, adjust, or maintain industrial production and processing machinery. Students are also trained on how to lubricate machinery, change parts, or perform other routine machinery maintenance. The courses in this short-term embedded technical diploma are tied to The Association of Packaging and Processing Technologies (PMMI) Certification - Level 1 tests - Industrial Electricity 1, Fluid Power 1, Programmable Logic Controllers 1 and Mechanical Components 1.

Special Features

This is a unique program in the state.

WITC's Mechatronics mobile site delivery is designed to offer coursework at off campus sites to provide increased training opportunities for manufacturing partners and high schools. State of the art equipment is used to provide hands-on training.

Part time options are available

How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Mechatronics program from the program of choice dropdown list.

Inquire

For more information on this program, scheduled sites, and how to apply, contact: Eric Lockwood, Director, Apprenticeship and Workforce Training at Eric.Lockwood@witc.edu or 715.246.6561 ext. 4297

Program Outcomes

Mechatronics Basics graduates will be able to:

- Demonstrate safe practices and techniques
- Install power transmission components, fluid power components, and automation components
- Maintain power transmission components and fluid power components

Career Outlook

Typical positions available after graduation include:

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

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32414335	DC Electricity	3 cr.
32414336	AC Electricity *	3 cr.
32454341	Fluid Power Systems	3 cr.
32454345	Packaging Systems Equipment Control *	3 cr.
32454357	Power Transmission Componentry *	<u>2 cr.</u>
TOTAL PROGRAM REQUIREMENTS		14 cr.

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



Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	11	Number employed	3	% employed in WITC district	0%
Number of responses	10	Percent employed	100%	Range of yearly salary	-*
Number available for employment	3	Employed in related field	3	Average yearly salary	-*

*Insufficient data to report.

career vision

2019/2020

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32150300

Applied IT Basics - Credits: 2

This course provides students with an introduction to basic Information Technology concepts. Students will learn to identify and install basic PC hardware components, install a desktop operating system, and configure and use its utilities and tools. Also covered is understanding basic network communication, including identifying network devices and identifying, creating, and testing common Ethernet cables.

32414335

DC Electricity - Credits: 3

This course is an introduction to electricity. The focus will be on direct current as used in industry. You will learn the basics of series, parallel and combination circuits. You will develop skills in circuit analysis, and electrical measurement using a digital multimeter.

32414336

AC Electricity - Credits: 3

This course is an introduction to alternating current electricity as used in industry. You will study series and parallel alternating current circuits that contain inductance and capacitance, as well as, single and three phase transformers, direct current, single phase and three phase motors. PREREQUISITE: 32414335 DC Electricity.

32414380

Basic PLCs - Credits: 3

This course will provide a foundation for working with microprocessor controls. Students will learn the theory and application of electrical principles as they are applied to control systems found in industry. The learner will use trainers and machine components to provide recognition and understanding of modern microprocessor-based control systems. PREREQUISITE: 32454345 Packaging Systems Equipment Control.

32420314

Basic Machine Shop - Credits: 3

This lab-based course will provide instruction in shop safety, measuring, print reading, and basic setup and operation of saws, mills, and lathes.

32454340

Packaging Machine Maintenance - Credits: 3

You will learn to research and locate suppliers for mechanical, electrical, pneumatic and automation components that are required to maintain and repair equipment. You will learn to read machine electrical diagrams and trace control circuits using a digital multimeter.

32454341

Fluid Power Systems - Credits: 3

This course develops the skills required for the implementation of vacuum, air, and oil used to transmit force for performing useful functions on machines. Students will apply symbols to components and connect components to understand the assembly, operation, and maintenance of fluid power systems. The transmission of force is used in a variety of applications and can be hazardous to individuals who do not understand the related laws of physics.

32454343

Packaging Machine Rebuilding - Credits: 5

The student will learn to plan, organize, and perform various tasks for the repair of packaging machines. Individuals and groups will disassemble mechanical components on packaging equipment simulating the work environment. Rebuilding and repairing machines gives students the opportunity to develop mechanical skill and see the potential problems that may require maintenance on packaging machinery. PREREQUISITE: 32454347 Electromechanical Componentry.

32454344

Schematics, Prints, and Layouts - Credits: 2

This course covers an introduction and use of engineering drawings used to represent machines components. Students will draw sketches and develop interpretation skills required for the correct translation of machine drawings. Students will sketch electrical and control systems symbols that are used in electrical diagrams. COREQUISITE: 32454340 Packaging Machine Maintenance.

32454345

Packaging Systems Equipment Control - Credits: 3

This course gives the students the opportunity to perform the selection, design, installation, and operation of control systems found on automated packaging machines. The student will work with many types of components to gain recognition and skill development in the correct installation of electrical control systems. The modern control system requires specialized skills that are useful for understanding high technology applications such as robotics and climate control. PREREQUISITE: 32414335 DC Electricity.

32454347

Electromechanical Componentry - Credits: 4

This course will develop an understanding of the skills necessary for the application of electromechanical components used in machine control systems. You will have the opportunity to simulate a control system by wiring and testing circuits that use control system devices. PREREQUISITE: 32454345 Packaging Systems Equipment Control.

32454348

Troubleshooting - Credits: 2

The learner will develop the skills necessary for troubleshooting by analyzing the process of problem solving. You will perform troubleshooting procedures on components, machines, and systems. You will learn to think critically as an individual and as a member of a team. Prior knowledge of machine controls is required. PREREQUISITE: 32454347 Electromechanical Componentry.

32454349

Installation of Packaging Machines - Credits: 5

The learner will develop skills necessary to plan, install, and perform system checkouts. You will develop a schedule to simulate a machine installation, provide operator training, and develop a team approach to the installation. A variety of packaging machines will be used for the installation projects. A successful installation requires proper planning, teamwork, and the ability to analyze the machine's performance. PREREQUISITE: 32454347 Electromechanical Componentry.

32454357

Power Transmission Componentry - Credits: 2

The learner will develop skills necessary to install, maintain, and repair mechanical drive system components. The learner will use machine components to develop skills for installing and repairing defective mechanical drive systems. The correct installation and maintenance is required for trouble-free operation. COREQUISITE: 32454345 Packaging Systems Equipment and Control.

32454359

Packaging Materials/Processes - Credits: 2

You will learn about glass, metal, paper and plastic materials that are used in the packaging industry. Each material has special properties that provide benefits for packaging various products. You will learn about the processes that are used to create these materials as they are used in the packaging industry. PREREQUISITE: 32454347 Electromechanical Componentry.

32454362

Processes of Manufacturing - Packaging - Credits: 2

You will learn how to select materials, fabricate parts, and perform quality assurance used in a manufacturing environment. Students will perform a variety of tasks to develop skills necessary for the manufacturing of components. Manufacturing is a fast-paced, highly technical, and globally competitive industry that requires a basic understanding of manufacturing principles.

32454364

Motion Controls - Credits: 2

The student will learn the application of motion controllers used in industry that accurately control position or speed. The student will select the correct motion controller from application requirements as used in industry. Performance will include the installation, connection, configuring, and troubleshooting of basic motion controllers. PREREQUISITES: 32414380 Basic PLCs and 32454347 Electromechanical Componentry.

32454366

Introduction to Robotics - Credits: 2

This course presents an overview of robotics in practice and research with topics including vision, motion planning, mobile mechanisms, kinematics, inverse kinematics, and sensors. PREREQUISITES: 32414335 DC Electricity and 32414336 AC Electricity.

32442307

Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

Automation for Industrial Systems Pathway

You could take this first and get a credential.

IT-Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

Potential Careers

Computer Technician, Network Technician

Industrial Systems Specialist

Technical Diploma

26 Credits / 1 Year Full Time

Potential Careers

Field Service Technician, Instrumentation and Controls Technician (I&C), Electrical and Instrument Technician (E&I), Service Technician, Electrical Maintenance Technician

Continue your education to obtain an associate degree.

Automation for Industrial Systems

Associate Degree

64 Credits / 2 Years Full Time; 3 Years Part Time

Potential Careers

Control Systems Technician, Instrument Technician, Programmable Logic Controller (PLC) Technician, Industrial Automation Technician, Computer Technician, Network Technician, Controls Engineer, Automation Engineer

Range of Yearly Salary

\$41,597-\$61,000 annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

Lakeland University
UW Oshkosh
UW Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The colleges listed have developed a Technical Diploma/Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Automation for Industrial Systems

10-631-2 Associate Degree (two-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

Process and manufacturing plants employ technicians to keep their machines and processing running, and install and maintain equipment. In this two-year associate degree program, you will be prepared to be employed at the technician level or higher on computers, industrial computer networks, programmable logic controllers (PLCs), and process instruments. You will have both classroom and hands-on laboratory instruction with several systems to gain an understanding of computer and PLC interfacing, control systems, network installation and network administration.



Special Feature

This is a unique program in the state.

Students in the Automation for Industrial Systems program have the opportunity to dual major with the IT-Cybersecurity Specialist or IT-Systems Administration Specialist programs by completing additional coursework (see pages 178 and 182 for more information on these programs).

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Automation for Industrial Systems graduates will be able to:

- Support basic computer networks
- Support client systems
- Utilize network operating systems
- Apply basic IT security principles
- Demonstrate safe practices and techniques
- Perform installations of controls hardware/software/cabling
- Perform installations and supportive functions for LAN/communication busses
- Perform programming and configuration of Programmable Logic Controllers (PLCs) and Distributed Control Systems (DCSs)
- Integrate control systems
- Troubleshoot hardware/software of PLCs, instrumentation, and control systems
- Develop system documentation

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Control Systems Technician
- Instrument Technician
- Programmable Logic Controller (PLC) Technician
- Industrial Automation Technician
- Computer Technician
- Network Technician
- Controls Engineer
- Automation Engineer

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10150111	Cisco CCNA 1 Introduction to Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150117	Server Administration 1*	3 cr.
10150139	IT Essentials and Security	2 cr.
10150170	Coding with Python	2 cr.
10154103	Linux Operating Systems	3 cr.
10154149	Windows Operating Systems *	3 cr.
10605167	Electricity 1 *	2 cr.
10605168	Electricity 2 *	2 cr.
10631100	Introduction to Process Control	2 cr.
10631102	Industrial Power Electronics *	2 cr.
10631103	Process Control and Instrumentation *	3 cr.
10631104	Smart Instruments *	2 cr.
10631105	Industrial Networks and Communication Buses	2 cr.
10631106	Supervisory and Distributed Control Systems*	3 cr.
10631107	Industrial Automation Case Project *	1 cr.
10631108	PLC Programming and Interfacing *	3 cr.
10631109	Industrial AC, Motor Control, and Pilot Devices *	3 cr.
10631110	Advanced PLC Programming and Interfacing*	3 cr.
Technical Studies Total		47 cr.
General Studies Courses**		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10804113	College Technical Mathematics 1A	3 cr.
10804114	College Technical Mathematics 1B *	2 cr.
10809166	Introduction to Ethics: Theory and Application or	
10809172	Introduction to Diversity Studies or	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		17 cr.
PROGRAM REQUIREMENTS		64 cr.

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

** See pages 40-42 for course descriptions.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	7	Number employed	7	% employed in WITC district	25%
Number of responses	7	Percent employed	100%	Range of yearly salary	\$41,597-\$61,000
Number available for employment	7	Employed in related field	4	Average yearly salary	\$50,045

career vision

Industrial Systems Specialist

31-631-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

Process and manufacturing plants employ technicians to keep their machines and processing running and install and maintain equipment. With this one-year technical diploma, you will be prepared to be employed at the technician level or higher on industrial computer networks, programmable logic controllers (PLCs) and process instruments. You will have both classroom and hands-on laboratory instruction with several systems to gain an understanding of controller and PLC interfacing, control systems and network installation.



Special Feature

This is a unique program in the state.

This program is recommended for individuals with a background in electrical equipment or electricity.

Inquire

For more information on this program, and how to apply, contact: Jon Haglin, Instructor at Jon.Haglin@witc.edu or 715.246.6561 ext. 4370

Program Outcomes

Industrial Systems Specialist graduates will be able to:

- Demonstrate safe practices and techniques
- Perform installations of controls hardware/software/cabling
- Perform programming and configuration of Programmable Logic Controllers (PLCs) and Distributed Control Systems (DCSs)
- Integrate control systems
- Troubleshoot hardware/software of PLCs, instrumentation, and control systems
- Develop system documentation

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Field Service Technician
- Instrumentation and Controls Technician (I&C)
- Electrical and Instrument Technician (E&I)
- Service Technician
- Electrical Maintenance Technician

Curriculum

Number	Course Title	Credits (cr.)
Technical Studies Courses		
10605167	Electricity 1 *	2 cr.
10631100	Introduction to Process Control	2 cr.
10631102	Industrial Power Electronics *	2 cr.
10631103	Process Control and Instrumentation *	3 cr.
10631104	Smart Instruments *	2 cr.
10631105	Industrial Networks and Communication Busses	2 cr.
10631106	Supervisory and Distributed Control Systems *	3 cr.
10631107	Industrial Automation Case Project *	1 cr.
10631108	PLC Programming and Interfacing *	3 cr.
10631109	Industrial AC, Motor Control, and Pilot Devices *	3 cr.
10631110	Advanced PLC Programming and Interfacing *	3 cr.
TOTAL PROGRAM REQUIREMENTS		26 cr.

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

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/industrial-systems-specialist/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	7	Number employed	7	% employed in WITC district	25%
Number of responses	7	Percent employed	100%	Range of yearly salary	~*
Number available for employment	7	Employed in related field	4	Average yearly salary	~*

*Insufficient data to report.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

10150111

Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces IPv4 and IPv6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

10150113

Cisco CCNA 2 Routing and Switching Essentials - Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

10150117

Server Administration 1 - Credits: 3

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including user, workstation, servers and shared folders using Active Directory, role management, Sever Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

10150139

IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

10150170

Coding with Python - Credits: 2

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

10154103

Linux Operating Systems - Credits: 3

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

10154149

Windows Operating Systems - Credits: 3

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

10605167

Electricity 1 - Credits: 2

Electricity 1 is a lecture/hands-on course designed to introduce students to basic electrical terminology, laws, concepts, instrumentation, and application. Hands-on activities will be stressed to reinforce electrical concepts related to practical applications dealing with computer networks. Topics covered will include electrical safety, terminology and symbols, electrical laws, basic circuits, multimeter use, DC power supplies, and troubleshooting. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. COREQUISITE: 10804113 College Technical Mathematics 1A or 10804115 College Technical Math 1.

10605168

Electricity 2 - Credits: 2

This course is designed to introduce students to the basic concepts of alternating current. Emphasis is placed on circuit analysis and problem-solving skills necessary for the maintenance of modern industrial electric systems. PREREQUISITE: 10605167 Electricity 1.

10631100

Introduction to Process Control - Credits: 2

The Introduction to Process Control course explains the function of basic devices for measuring and controlling different kinds of variables in process control. It introduces closed-loop control, PID functions, analog and digital devices, and control system applications. It also covers instrumentation symbols and the interpretation and use of process diagrams.

10631102

Industrial Power Electronics - Credits: 2

The Industrial Power Electronics course is a hands-on course dealing with the electronics that are used to control, power, and operate machines and processes in the modern manufacturing plant. The course includes the study and use of the oscilloscope and digital multimeter, thyristors, ICS, and AC, DC, stepper and servo motor drive systems. PREREQUISITE: 10605167 Electricity 1 or equivalent.

10631103

Process Control and Instrumentation - Credits: 3

The Process Control and Instrumentation course offers hands-on skill exercises on controlling and manipulating temperature, pressure, flow, and level in the manufacturing process. Students will be able to identify, connect, operate, troubleshoot, and perform preventive maintenance on the components that form a process control system. PREREQUISITE: 10605167 Electricity 1 or equivalent and COREQUISITE: 10631100 Introduction to Process Control.

10631104

Smart Instruments - Credits: 2

The Smart Instruments course introduces students to smart instruments including temperature devices, pressure devices, and smart control valves. Students will be able to calibrate, configure, and troubleshoot smart devices. Students will be able to identify appropriate applications for smart instruments. PREREQUISITE: 10631100 Introduction to Process Control or equivalent.

10631105

Industrial Networks and Communication Busses - Credits: 2

This course introduces networks, communication busses, and protocols used in industrial applications. Students will be able to discuss strengths and weaknesses of each communications solution and pick the most appropriate for given applications.

10631106

Supervisory and Distributed Control Systems - Credits: 3

This course will provide an overview exposure to networked distributed control systems and data acquisition systems. Included are PLCs, data acquisition systems, Single Loop Controllers, Smart Devices, and Distributed Control Systems. Students will connect, configure, and operate a simulated process that includes the elements of distributed control and data acquisition systems. PREREQUISITES: 10631100 Introduction to Process Control and 10631108 PLC Programming and Interfacing or equivalent.

10631107

Industrial Automation Case Project - Credits: 1

The primary focus of this course is to have the students receive exposure and experience with an industrial process control or manufacturing automation system. Students will complete a project or research dealing with an existing process in an area industry or complete an advanced project in the lab dealing with applications of industrial networks, sensors, control, and data acquisition. PREREQUISITES: 10631100 Introduction to Process Control; 10631102 Industrial Power Electronics; 10631103 Process Control and Instrumentation; 10631108 PLC Programming and Interfacing; and 10631109 Industrial AC, Motor Control, and Pilot Devices.

10631108

PLC Programming and Interfacing - Credits: 3

PLC Programming and Interfacing offers students a hands-on approach to implementing industrial control by integrating typical plant floor electrical components with microprocessor-based controllers. Students will learn to identify and connect field inputs and outputs; communicate with, and program microprocessor-based controllers. Students will also connect, communicate with, and develop displays for computer-based operator interfaces. PREREQUISITE: 10605167 Electricity 1.

10631109

Industrial AC, Motor Control, and Pilot Devices - Credits: 3

This course gives students the opportunity to learn about AC theory, circuits, and control devices used in industry. The course begins with an overview of AC theory including resistance, inductance, and capacitance. The course includes topics on AC and DC motors, motor controls, and pilot devices. The student will engage in hands-on activities with real industrial components to enable them to recognize, select, apply, and troubleshoot industrial electrical control circuit components. PREREQUISITE: 10605168 Electricity 2 or equivalent.

10631110

Advanced PLC Programming and Interfacing - Credits: 3

Advanced PLC offers students a hands-on approach to implementing industrial control using modern controllers to implement programs that utilize advanced functions. Students will complete hands-on activities with Allen Bradley ControlLogix PLCs. The course will examine the use of basic instructions and addressing with RSLogix 5000 as well as more advanced PLC instructions in Ladder Logic and Function Block. Other topics include PLC configuration and commissioning, communications with RSLinx, OPC, and RSNetwork, HMI configuration using PanelView, Wonderware and/or RSView. PREREQUISITE: 10631108 PLC Programming and Interfacing.

Industrial Maintenance Technician

32-462-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Superior

Program Overview

The Industrial Maintenance Technician program will give you practical “hands-on” experience in welding, hydraulics, machining, plumbing, electricity and mechanical maintenance. Opportunities for advancement increase with further education.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Industrial Maintenance Technician graduates will be able to:

- Demonstrate safe work procedures
- Install industrial equipment and systems
- Maintain industrial equipment and systems
- Troubleshoot industrial equipment and systems
- Repair industrial equipment and systems
- Communicate technical information

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Maintenance Technician Assistant
- Maintenance Technician Foreperson
- Maintenance Machinist
- Maintenance Technician
- Maintenance Welding

Graduates may also enter the trades of Machine Repair, Machine Rebuilder, and Millwright. Graduates may advance to such positions as Maintenance Leadperson, Maintenance or Millwright Apprentice, Foreperson, or Superintendent.

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31442370	Gas Metal Arc Welding 1	3 cr.
31442373	Shielded Metal Arc Welding 1	3 cr.
31442374	Shielded Metal Arc Welding 2 *	2 cr.
31442379	Gas Tungsten Arc Welding 1	2 cr.
32414340	Basic Electrical Theory	2 cr.
32414341	Electrical Systems *	3 cr.
32414343	Industrial Systems Control *	3 cr.
32419301	Hydraulics/Pneumatics	3 cr.
32420305	Maintenance Machining	3 cr.
32420310	Print Reading	2 cr.
32462305	Rigging	2 cr.
32462306	Fabrication Processes	2 cr.
32462308	Piping Systems	2 cr.
32462309	Pump Applications	2 cr.
32462312	Bearings and Lubrication	1 cr.
32462314	Machine Leveling and Alignments	2 cr.
32462317	Industrial Safety	1 cr.
32462320	Gears, Belts, and Chain Drives	1 cr.
32462321	Conveyors (WBL)	2 cr.
32462322	Conveyor Systems Repair Lab *	3 cr.
32462330	Fluid Systems Repair Lab (WBL) *	2 cr.
	Occupational Specific Total	46 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
	Occupational Supportive/General Studies Total	9 cr.
TOTAL PROGRAM REQUIREMENTS		55 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/industrial-maintenance-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	8	Number employed	8	% employed in WITC district	13%
Number of responses	8	Percent employed	100%	Range of yearly salary	\$35,856-\$118,551
Number available for employment	8	Employed in related field	8	Average yearly salary	\$60,975

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Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31442370

Gas Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

31442373

Shielded Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques.

31442374

Shielded Metal Arc Welding 2 - Credits: 2

This course introduces the student to the next level of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442373 Shielded Metal Arc Welding 1.

31442379

Gas Tungsten Arc Welding 1 - Credits: 2

This course introduces the student to the basics of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

32414340

Basic Electrical Theory - Credits: 2

This course is designed to introduce the student to the basic concepts of electricity. Students will be introduced to basic electrical components such as resistors, switches, indicators, relays, and basic testing equipment. Reading wiring diagrams will be introduced during this course.

32414341

Electrical Systems - Credits: 3

This course introduces the student to advanced interpretation of the various wiring and ladder diagrams used in electrical systems. The selection and application of interconnecting wiring and control devices used in industrial electrical control systems will be the focus of this course. COREQUISITE: 32414340 Basic Electrical Theory.

32414343

Industrial Systems Control - Credits: 3

This course is designed to introduce the student to the basics of the programmable logic controllers used in industry. Training in ladder logic, logic gates, Boolean equations, and truth tables will be given. Basic program and troubleshooting will be the focus of this course. COREQUISITE: 32414340 Basic Electrical Theory.

32419301

Hydraulics/Pneumatics - Credits: 3

This course is designed to introduce the student to the theory of fluid power. The common gas laws will be analyzed. The basic system of a hydraulic unit and pneumatic unit will be the focus of this laboratory-based course. Common applications of different circuits will be explored and constructed.

32420305

Maintenance Machining - Credits: 3

This course is designed to introduce the student to the basic machines and procedures of machines common to the industrial maintenance industry.

32420310

Print Reading - Credits: 2

This course will cover the basic principles of print reading. The emphasis will be on interpreting lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, sketching, drawing changes, and the reading of prints in maintenance areas of machining, fabrication, piping systems, and welding.

32462305

Rigging - Credits: 2

During this course the student will be introduced to the safety procedures, the common hardware components, and the equipment used in industry for rigging to lift and move machines and equipment. The student will demonstrate industry standard rigging and lifting procedures in a laboratory-based environment.

32462306

Fabrication Processes - Credits: 2

This course is designed to introduce the student to the basics of fabrication processes that are common to the industrial maintenance field along with the tools and components used in these processes. This course is a theory-based course with hands-on lab applications.

32462308

Piping Systems - Credits: 2

This course is designed to introduce the student to basic plumbing of air, water, and other process systems found in industrial plants. Layout, cutting, threading, and installing these systems will be the focus of this course.

32462309

Pump Applications - Credits: 2

This course is designed to enable the student to explore the theory of fluid pumping applications common to industry. General troubleshooting and maintenance procedures will be stated and practiced during this competency lab-based course.

32462312

Bearings and Lubrication - Credits: 1

This course is designed to introduce the student to the applications of bearings and lubrication processes used in industries. Instruction will be given in the basic principles of operations, preventive maintenance, and repair procedures of all bearing types common to industry.

32462314

Machine Leveling and Alignments - Credits: 2

This course is designed to introduce the student to the standard applications of machine leveling and alignment of shafts, couplings, bearings, and machines common to industries. This course will cover several leveling and alignment procedures that meet industry standards.

32462317

Industrial Safety - Credits: 1

This course is designed to introduce the student to safety topics required by OSHA for general industries. Safety committees and their function in the workplace will also be discussed. The history of OSHA and the role it plays in industry, along with the roles of all workers and employers toward safety, will be the focus of this course.

32462320

Gears, Belts, and Chain Drives - Credits: 1

This course is designed to introduce the student to the applications of gears, belts, and chain drives used in industry. Instruction will be given in the basic principles of operation, installation, preventive maintenance, and repair procedures of these components to industry standards.

32462321

Conveyors (WBL) - Credits: 2

This course is designed to introduce the student to bulk handling belt conveyor systems common to many industries. While examining the different systems used that make up an effective belt conveyor, the student will design a system of their own. Standard applications, preventive maintenance, repair, and installation of conveyors will be the focus of this course. The screw, flat belt, and roller conveyors will also be examined. A strong background in mechanical drive and fabrication is recommended.

32462322

Conveyor Systems Repair Lab - Credits: 3

This course is designed to provide a "real" work-like environment where the student is placed in a team environment to build a conveyor from the design that was created in the conveyors theory class. All welding, machining, and the fabrication of the conveyor will be done by the team. The ordering of parts and components, along with creating a journal of the project, will be a team function. COREQUISITE: 32462321 Conveyors (WBL).

32462330

Fluid Systems Repair Lab (WBL) - Credits: 2

This course is designed to give the student a chance to apply fluid power system skills in a shop environment. Students will work on projects that will require troubleshooting of fluid systems and components, and construction of fluid systems common to industry. COREQUISITES: 32419301 Hydraulics/Pneumatics, 32462308 Piping Systems, and 32462309 Pump Applications.

Machine Tool Technician Pathway

You could take this first and get a credential.

Machine Tool Operation

Technical Diploma

31 Credits / 1 Year Full Time

Potential Careers

Machine Operator, Machinist Apprentice, Machine Setup Operator

Range of Yearly Salary

\$30,886-\$66,846* annually

*Range of yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.



Continue your education to obtain this technical diploma.

Machine Tool Technician

Technical Diploma

61 Credits / 2 Years Full Time

Potential Careers

Machine Tool Operator, Apprentice Machinist, Machine Setup Person, Tool Room Machinist, CNC Machinist, Maintenance Machinist, CNC Programmer

Range of Yearly Salary

\$39,517-\$74,874 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Machine Tool Technician

32-420-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Superior

Program Overview

The two-year machine tool technician program at WITC will prepare you to operate and set up machine tools for the machining industry. You will learn general machining skills based on the skills and knowledge identified by the Metalworking Industry Skill Standards Board. You will gain skills in production planning, quality control, metallurgical processes, precision measuring, using an engineer's handbook and interpreting prints. Computer-aided machining and programming techniques are emphasized.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Machine Tool Technician graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set up and operation
- Perform programming, set up, and operation of CNC machine tools
- Perform advanced CNC machining operations

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Machine Tool Operator
- Apprentice Machinist
- Machine Setup Person
- Tool Room Machinist
- CNC Machinist
- Maintenance Machinist
- CNC Programmer

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32420312	CNC Programming - Turning *	2 cr.
32420313	CNC Turning Operations *	2 cr.
32420315	CNC Programming - Milling *	2 cr.
32420316	CNC Milling Operations *	2 cr.
32420318	Production Machining 1*	4 cr.
32420319	Production Machining 2 (WBL)*	4 cr.
32420320	CAD/CAM Applications *	2 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420325	Machine Tool Operation 1	4 cr.
32420326	Machine Tool Operation 2 *	4 cr.
32420327	Machine Tool Operation 3 *	4 cr.
32420328	Machine Tool Operation 4 (WBL) *	4 cr.
32420329	Machine Tool Theory 1	2 cr.
32420330	Machine Tool Theory 2 *	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32420363	Production Fixturing and Quality	2 cr.
32420364	Multiaxis Programming and Operations	2 cr.
32420365	CNC Fundamentals	2 cr.
32420375	Job Shop Machining 1 *	4 cr.
32420376	Job Shop Machining 2 *	4 cr.
Occupational Specific Total		54 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		61 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/machine-tool-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	5	Number employed	4	% employed in WITC district	67%
Number of responses	4	Percent employed	100%	Range of yearly salary	\$39,517-\$74,874
Number available for employment	4	Employed in related field	3	Average yearly salary	\$56,849

career vision

Machine Tool Operation

31-420-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Ashland

Program Overview

Machine Tool Operation is a nine-month technical diploma program designed to provide in-depth study and hands-on skills in the machine processing of a variety of metals.

You will become proficient in the set up and operation of manual mills, lathes, grinders, drills and saws as you complete increasingly complex projects while holding tight tolerances. Various pieces of precision measuring equipment are used to check quality. Additional work in blueprint reading, heat-treating and computer numerical controlled (CNC) machining is required to complete the Machine Tool Operation program.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Machine Tool Operation graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set-up and operation
- Perform programming, set up, and operation of CNC machine tools

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Machine Operator
- Machinist Apprentice
- Machine Setup Operator

With further training, graduates may advance to:

- All-round Machinist
- Tool and Die Maker
- Machine Programming
- Machine Shop Operator
- Tool-machine Setup Operator

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32420321	Print Reading for Machine Trades	1 cr.
32420325	Machine Tool Operation 1	4 cr.
32420326	Machine Tool Operation 2 *	4 cr.
32420327	Machine Tool Operation 3 *	4 cr.
32420328	Machine Tool Operation 4 (WBL) *	4 cr.
32420329	Machine Tool Theory 1	2 cr.
32420330	Machine Tool Theory 2 *	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32420365	CNC Fundamentals	<u>2 cr.</u>
Occupational Specific Total		24 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		31 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/machine-tool-operation/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	2	Number employed	2	% employed in WITC district	100%
Number of responses	2	Percent employed	100%	Range of yearly salary	\$30,886-\$66,846*
Number available for employment	2	Employed in related field	1	Average yearly salary	\$40,903*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32420312

CNC Programming - Turning - Credits: 2

Students will learn about program structure (startup, work, shutdown), and basic G-codes including variations caused by machine type and programmer style. They will write simple programs and edit prewritten programs in order to hone their skill. The goal will be to start out simple and move to programs that are both efficient and effective. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.

32420313

CNC Turning Operations - Credits: 2

CNC turning centers produce many of the cylindrical shapes machined in production machine shops today. This course will include machine/control familiarization, machine startup procedures, program transfers, work holding preparation, tooling preparation, setting tooling offsets, and part origins. In addition, students learn how to run the first part including dry runs and making minor tool offset adjustments. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.

32420315

CNC Programming - Milling - Credits: 2

Productive users of CNC machining centers benefit from the execution of effective and efficient CNC programs. Students will become familiar with frequently used G-codes and will be exposed to canned cycles. They will learn how to convert print specifications into CNC G-code format using linear and circular interpolation functions as well as utilizing the benefits of canned cycles for drilling, reaming, tapping, and boring holes. Programs will be entered and edited on personal computers and at the CNC Machining Center. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.

32420316

CNC Milling Operations - Credits: 2

CNC machining centers will be utilized in this course for the production of machined parts. This course will include machine/control familiarization, machine startup procedures, program transfers, work-holding preparation, tooling preparation, setting tooling offsets, and part origins. In addition, students will learn how to run the first part including dry runs and making minor tool offset adjustments. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.

32420318

Production Machining 1 - Credits: 4

This course is intended to develop the advanced skills and knowledge needed for entry into a production machining environment. The student machinist will use knowledge and skills developed in previous study to solve production machining problems. Emphasis will be placed on machine elements and prototype development and testing. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL).

32420319

Production Machining 2 (WBL) - Credits: 4

This course will continue to develop the advanced skills and knowledge needed for entry into a production machining environment. The student machinist will use knowledge and skills developed in previous study to solve production machining problems. Emphasis will be placed on the efficient manufacture of parts in higher quantities. This course will also serve as a work-based learning experience. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL) and COREQUISITE: 32420318 Production Machining 1.

32420320

CAD/CAM Applications - Credits: 2

Computer-Aided Design (CAD) and Computer-Assisted Manufacturing (CAM) have become standard tools used almost wherever CNC production in metalworking takes place. Students will use the CAD/CAM software to build geometry, tool and material libraries, and define cutting paths/patterns. Post-processing of these CAD/CAM files will generate CNC programs in machine-specific G-code format. PREREQUISITE: 32420361 Introduction to CAD/CAM or consent of instructor.

32420321

Print Reading for Machine Trades - Credits: 1

This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.

32420325

Machine Tool Operation 1 - Credits: 4

Students will be assigned introductory, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed.

32420326

Machine Tool Operation 2 - Credits: 4

Students will be assigned basic, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will also machine parts on conversationally-programmed CNC lathes and vertical mills. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420325 Machine Tool Operation 1.

32420327

Machine Tool Operation 3 - Credits: 4

A continuation of Machine Tool Operation featuring advanced operations on milling machines, grinders, lathes, and drill presses. CNC operation and programming on a vertical mill and a turning center are introduced. Also included are machine maintenance and precision measurement. The capability and safe use of machine tools will be stressed. PREREQUISITE: 32420326 Machine Tool Operation 2.

32420328

Machine Tool Operation 4 (WBL) - Credits: 4

Machine Tool Operation 4 features advanced operations on milling machines, grinders, lathes, and drill presses. CNC programming and operation on vertical mills and turning centers will be emphasized. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420327 Machine Tool Operation 3. **32420329**

Machine Tool Theory 1 - Credits: 2

This course will cover the basic principles of machine tool theory. The course will emphasize safety in the machine shop, measurement, metal cutting technology, basic lathe and mill operations, drilling machines, saws, layout procedures, and an introduction to CNC machining. The capability and safe use of machine tools will be stressed.

32420330

Machine Tool Theory 2 - Credits: 2

This course will cover principles of machine tool theory emphasizing conventional and CNC machining operations. There will be in-depth training on the engine lathe, milling machines, CNC programming and operation, grinding machines, and metallurgy. The capability and safe use of machine tools will be stressed. PREREQUISITE: 32420329 Machine Tool Theory 1.

32420361

Introduction to CAD/CAM - Credits: 1

This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.

32420363

Production Fixturing and Quality - Credits: 2

This course will introduce the student to the elements involved in the manufacture of a product. The course will include designing and building fixtures for use on a production project. The student will also develop the process plans and created quality documentation for this production project.

32420364

Multiaxis Programming and Operations - Credits: 2

This course will provide the students the opportunity to program, set-up and operate 4th and 5th axis vertical CNC Milling Centers.

32420365

CNC Fundamentals - Credits: 2

This course introduces the student to the development and editing of Computer Numerical Control (CNC) programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. Strongly recommend a basic understanding of algebra, geometry, and trigonometry.

32420375

Job Shop Machining 1 - Credits: 4

This course is intended to develop the skills and knowledge needed in a job shop environment. The student machinist will use knowledge and skills developed in previous study to solve typical job shop problems. PREREQUISITES: 2420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL).

32420376

Job Shop Machining 2 - Credits: 4

This course is intended to develop the advanced skills and knowledge needed in a job shop environment. The student machinist will use knowledge and skills developed in previous study to solve typical job shop problems. This course builds on Job Shop Machining 1 experiences and provides additional skills in cutting tool selection and material characteristics. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL) and COREQUISITE: 32420375 Job Shop Machining 1..

Machine Tool Operation - CNC Pathway

You could take this first and get a credential.

Manufacturing Production Technician

Technical Diploma

11 Credits / 1 Semester Part Time

Potential Careers

CNC Set-up Operator, CNC Operator



Continue your education to obtain this technical diploma.

CNC Technician

Technical Diploma

20 Credits / 1 Year Part Time

Potential Careers

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



Continue your education to obtain this technical diploma.

Machine Tool Operation - CNC

Technical Diploma

35 Credits / 1 Year Full Time; Part Time Available

Potential Careers

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

Range of Yearly Salary

\$30,418-\$58,236 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Machine Tool Operation - CNC

31-444-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

Machine Tool Operation - CNC program is a 9-month technical diploma program designed to provide in-depth study and hands-on skills in the machine processing of a variety of metals.

Students become proficient in the set up and operation of mills, lathes, grinders, drills, and saws as you complete increasingly complex projects while holding tight tolerances. Various pieces of precision measuring equipment are used to check quality. Additional work in blueprint reading, heat-treating, and computer numerical controlled (CNC) machining is required to complete the Machine Tool Operation - CNC program.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Machine Tool Operation - CNC graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set-up and operation
- Perform programming, set-up, and operation of CNC machine tools

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

After completing this program, graduates will be ready for their career in a variety of positions such as:

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

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31420322	Print Reading for Machine Trades 1	1 cr.
31420323	Print Reading for Machine Trades 2 *	1 cr.
32420320	CAD/CAM Applications *	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32444300	CNC Turning – Basic Operation and Programming	2 cr.
32444301	CNC Milling – Basic Operation and Programming	2 cr.
32444302	Machining - Fundamentals and Drilling Processes	2 cr.
32444303	Machining - Turning Processes	3 cr.
32444304	Machining - Milling Processes	3 cr.
32444305	Machining – Surface Grinding Processes	3 cr.
32444306	CNC Milling – Advanced Operation and Programming	4 cr.
32444307	CNC Turning – Advanced Operation and Programming	4 cr.
Occupational Specific Total		28 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		35 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
 ** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/machine-tool-operation-cnc/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	4	Number employed	4	% employed in WITC district	75%
Number of responses	4	Percent employed	100%	Range of yearly salary	\$30,418-\$58,236
Number available for employment	4	Employed in related field	4	Average yearly salary	\$43,908

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31420322

Print Reading for Machine Trades 1 - Credits: 1

This course will cover the basic principles of print reading. The emphasis will be on object representation, geometric dimensioning and tolerances (GDT), threads, and section views. Strongly recommend a basic understanding of mathematics concepts.

31420323

Print Reading for Machine Trades 2 - Credits: 1

This advanced print reading course will cover drawing changes, auxiliary and section views, detail and assembly prints, machined features, gears, and CNC documents. PREREQUISITE: 31420322 Print Reading for Machine Trades 1.

32420320

CAD/CAM Applications - Credits: 2

Computer-Aided Design (CAD) and Computer-Assisted Manufacturing (CAM) have become standard tools used almost wherever CNC production in metalworking takes place. Students will use the CAD/CAM software to build geometry, tool and material libraries, and define cutting paths/patterns. Post-processing of these CAD/CAM files will generate CNC programs in machine-specific G-code format. PREREQUISITE: 32420361 Introduction to CAD/CAM or consent of instructor.

32420361

Introduction to CAD/CAM - Credits: 1

This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.

32444300

CNC Turning - Basic Operation and Programming - Credits: 2

This course includes the operation of CNC (Computer Numerical Control) lathes and turning centers including calling up programs, loading and unloading parts, part inspection, and monitoring tool wear. The use of process plans, inspection sheets and set up guides will also be covered. This course will also provide an introduction to planning and writing programs for CNC turning centers using standard G and M codes. Learners will set up work pieces in machines, enter programs, set tool offsets, enter tool compensation, and complete part projects.

32444301

CNC Milling - Basic Operation and Programming - Credits: 2

This course includes the operation of CNC (Computer Numerical Control) mills and machining centers including calling up programs, loading and unloading parts, part inspection, and monitoring tool wear. The use of process plans, inspection sheets, and set up guides will also be covered. This course will provide an introduction to planning and writing programs for CNC mills and machining centers using standard G and M codes. Learners will set up work pieces in machines, enter programs, set tool offsets, enter work offsets, and complete part projects.

32444302

Machining - Fundamentals and Drilling Processes - Credits: 2

This course will provide the basic machining information needed by the learner in subsequent CNC Machine Tool Operation courses. It will also provide instruction and practice in the use of sawing and drilling machines and related processes.

32444303

Machining - Turning Processes - Credits: 3

This course will provide basic instruction and practice in the use of lathes and various turning machines. Students will learn about lathes, associated processes, turning tools, and related safety/maintenance issues.

32444304

Machining - Milling Processes - Credits: 3

This course will provide instruction and practice in the use of milling machines and various processes performed on them. Students will learn about mills, associated processes, milling machine tooling, and related safety/maintenance issues.

32444305

Machining - Surface Grinding Processes - Credits: 3

This course will provide instruction and practice in the use of the manual surface grinder and various surface grinding processes.

32444306

CNC Milling - Advanced Operation and Programming - Credits: 4

The advanced setup and operation of CNC (Computer Numerical Control) machining centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work offsets, calling up programs, proofing programs, making edits and machine adjustments. Advanced level programming for CNC machining centers is also covered in this course. Learners will write programs at the machine and computer, enter offsets and compensation, and machine multiple parts to prove out programs.

32444307

CNC Turning - Advanced Operation and Programming - Credits: 4

The advanced setup of CNC (Computer Numerical Control) turning centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work coordinate positions, calling programs, proofing programs, making edits and machine adjustments. Advanced level programming for CNC turning centers is also covered in this course. Learners will write programs at the machine and computer, enter offsets and tool compensation, and machine multiple parts to prove out programs.

Machine Tooling Technics Pathway

You could take this first and get a credential.

Entry Level Machining

Technical Diploma

27 Credits / 1 Year Full Time

Potential Careers

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

Range of Yearly Salary

\$39,666-\$56,156 annually

Multi-Axis CNC Milling

Technical Diploma

14 Credits / 1 Semester Full Time

Potential Careers

CNC Machinist, Programmer



Continue your education to obtain this technical diploma.

Machine Tooling Technics

Technical Diploma

57 Credits / 2 Years Full Time

Potential Careers

Tool and Die Mold Maker, Machinist Apprentice, Machine Operator, CNC Machinist, Setup Person, Programmer, Maintenance Machinist

Range of Yearly Salary

\$27,038-\$52,000 annually



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

Machine Tooling Technics

32-420-5 Technical Diploma (two-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

The Machine Tooling Technics program emphasizes mold and toolmaking for the plastic injection molding industry including using computerized machining equipment. You will use basic machining skills along with math and print reading. You will gain skills in precision measurement, metallurgical processes, in-depth programming, operation on CNC milling machines and lathes, shop theory courses in toolmaking and CAD/CAM operation.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Machine Tooling Technics graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform basic machine tool equipment set up and operation
- Perform programming, set up, and operation of CNC machine tools
- Perform advanced tool, die, and mold operations

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical careers available after graduation include:

- Tool and Die Mold Maker
- Machinist Apprentice
- Machine Operator
- CNC Machinist
- Setup Person
- Programmer
- Maintenance Machinist

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32420306	Machine Shop Theory 1	2 cr.
32420307	Machine Shop Theory 2 *	2 cr.
32420308	Applied Machine Tooling 1	4 cr.
32420309	Applied Machine Tooling 2 *	4 cr.
32420311	Materials for Machine Tooling Technics	1 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420334	CAD/CAM Demo *	2 cr.
32420336	Applied Machine Tooling 3 *	4 cr.
32420337	Applied Machine Tooling 4 *	4 cr.
32420338	CAD Basics	1 cr.
32420339	Mastercam *	2 cr.
32420357	Advanced Machining Concepts	1 cr.
32420370	Machine Tooling Technics 1 *	4 cr.
32420371	Machine Tooling Technics 2 *	4 cr.
32420372	Machine Tooling Technics 3 (WBL) *	5 cr.
32420391	Toolmaking Theory	2 cr.
Occupational Specific Total		43 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804335	Advanced Technical Math *	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	2 cr.
Occupational Supportive/General Studies Total		14 cr.
TOTAL PROGRAM REQUIREMENTS		57 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/machine-tooling-technics/gainful-employment> This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	14	Number employed	10	% employed in WITC district	56%
Number of responses	11	Percent employed	100%	Range of yearly salary	\$27,038-\$52,000
Number available for employment	10	Employed in related field	9	Average yearly salary	\$42,992

career vision

Entry Level Machining

31-420-6 Technical Diploma (one-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

Students will learn the machining skills required to set up and operate manual and computer-controlled machines. Students will learn to use hand tools, precision measuring instruments, read prints and create parts through manual programming and a computer-aided manufacturing system for CNC machine tools.



Special Features

Available as a part time evening cohort, with some Saturdays

This program is a pathway into the Machine Tooling Technics Technical Diploma (two year)

Admissions Requirements

- Complete application form and submit with fee (waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure

Program Outcomes

Entry Level Machining graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Perform basic machine tool equipment set-up and operation
- Perform programming, set-up, and operation of CNC machine tools

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Graduates from the Entry Level Machining program will be ready to start their careers as:

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

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32420306	Machine Shop Theory 1A	1 cr.
32420306	Machine Shop Theory 1B*	1 cr.
32420307	Machine Shop Theory 2A *	1 cr.
32420307	Machine Shop Theory 2B*	1 cr.
32420308	Applied Machine Tooling 1	4 cr.
32420309	Applied Machine Tooling 2 *	4 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420336	Applied Machine Tooling 3 *	4 cr.
32420337	Applied Machine Tooling 4 *	4 cr.
32420338	CAD Basics	1 cr.
32420339	Mastercam A*	1 cr.
32420339	Mastercam B*	1 cr.
	Occupational Specific Total	24 cr.

Occupational Supportive/General Studies Courses**

32804325	Applied Technical Math 1	3 cr.
	Occupational Supportive/General Studies Total	3 cr.

TOTAL PROGRAM REQUIREMENTS 27 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/entry-level-machining/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	6	Number employed	5	% employed in WITC district	50%
Number of responses	5	Percent employed	100%	Range of yearly salary	\$39,666-\$56,156
Number available for employment	5	Employed in related field	4	Average yearly salary	\$45,806

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32420306

Machine Shop Theory 1 - Credits: 2

This course provides the student with knowledge in the areas of safety, speed and feed calculations, layout equipment, cutting tools, and machine tool equipment. Also introduces and studies the more technical shop operations of threading, tapping, boring, carbide tooling, and principles of metal cutting. Principles of metal cutting include the machinability of metals and how it relates to chip formation. Students will study the makeup of carbide tooling, how carbide is affected by operating conditions, and various carbide characteristics, sizes, shapes, grades, and applications as identified by the American Standards Association. The content supports activities in Applied Machine Tooling 1 and 2.

32420307

Machine Shop Theory 2 - Credits: 2

This course is a continuation of Machine Shop Theory 1. This lecture-based course will use lecture, group work, and individual projects to introduce you to surface grinding, CNC theory, application, programming, and inspection procedures. PREREQUISITE: 32420306 Machine Shop Theory 1.

32420308

Applied Machine Tooling 1 - Credits: 4

This lab-based course will provide instruction in shop safety, measuring, print reading, and basic setup and operation of saws, mills, and lathes.

32420309

Applied Machine Tooling 2 - Credits: 4

This lab-based course will introduce the student to threading, boring, precision and taper turning, and inspection procedures using optical comparators and coordinate measuring machines. COREQUISITES: 32420308 Applied Machine Tooling 1 and 32420321 Print Reading for Machine Trades.

32420311

Materials for Machine Tooling Technics - Credits: 1

During this course students will learn the basic principles of metallurgy related to mechanical, physical, and chemical properties of materials used for Machine Tooling Technics. Materials covered will be steel, cast iron, aluminum, copper, and plastics. Lab activities will include hardening, tempering, and hardness testing. This course will give the student the ability to make material selections and perform problem solving for specific applications that they will encounter in industry.

32420321

Print Reading for Machine Trades - Credits: 1

This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.

32420334

CAD/CAM Demo - Credits: 2

This course builds on CAD Basics and Mastercam with additional CAD drawing concepts and CAM projects. Learners will utilize Solidworks and Mastercam applications to complete their learning objectives. Students will gain competency in file management by saving, converting, and working with different file types. Learners will create geometry in each application and convert files between CAD and CAM. Students will apply various tool paths to the designs they have created. Surface creation and machining exercises will be demonstrated by each individual. Each learner will design and detail a plastic part including a plotted final drawing to the correct scale. PREREQUISITES: 32420321 Print Reading for Machine Trades and 32420339 Mastercam.

32420336

Applied Machine Tooling 3 - Credits: 4

Students will further build their skills in machining and develop confidence in their ability to produce good workpieces. Students will continue to use the tools and procedures introduced in Machine Shop Theory 1. Students will also be introduced to surface grinding, coordinate measuring machine inspection, optical comparator, and CNC programming, setup, and machining. PREREQUISITES: 32420306 Machine Shop Theory 1 and 32420309 Applied Machine Tooling 2.

32420337

Applied Machine Tooling 4 - Credits: 4

This lab-based course further develops students' skills in CNC vertical mill and CNC lathe setup, operation, and programming. Students will set up increasingly complex projects on both the CNC lathe and CNC vertical mill. Students will learn how to troubleshoot CNC setups, programs, and tooling variations. Students will also troubleshoot and run their own programs created in Machine Shop Theory 2 and Mastercam. Finally, students will complete surface grinding projects. COREQUISITES: 32420307 Machine Shop Theory 2 and 32420336 Applied Machine Tooling 3.

32420338

CAD Basics - Credits: 1

This course offers instruction on individual computer workstations in a computer lab. This computer-aided drafting (CAD) instruction uses SolidWorks software that is capable of creating 3D drawings. In this course you will spend a majority of the time creating 3D models and exploring the concepts of working in 3D space. Students will create complete and fully dimensioned 3-view part prints ready to be transferred to paper.

32420339

Mastercam - Credits: 2

This introductory course prepares students for using Computer-Aided Machining (CAM) software to create CNC machining programs. This CAM instruction utilizes Mastercam software that is capable of creating 2D and 3D wire drawings, from which toolpaths to machine part features can be generated. Students will complete a variety of exercises before working on 2D machining projects. Students will create complete CNC process projects including drawings, toolpaths, CNC code, and all setup sheets and diagrams. These projects will be shop ready for machining. PREREQUISITE: 32420338 CAD Basics.

32420357

Advanced Machining Concepts - Credits: 1

In this course students will learn about advanced CNC programming and setup techniques, electrical discharge machining, and advanced inspection techniques.

32420370

Machine Tooling Technics 1 - Credits: 4

In this course learners will learn to set up, program, and run CNC mills, lathes, and EDM equipment. Learners will continue to build competencies in surface grinding, tool and cutter grinding, and manual milling. PREREQUISITE: 32420337 Applied Machine Tooling 4.

32420371

Machine Tooling Technics 2 - Credits: 4

In this course learners will build upon their machining skills using CNC mills, lathes, and EDM equipment. Learners will continue to build competencies in surface grinding, tool and cutter grinding, and manual milling. Learners will create, program, and run CNC programs with helical interpolation, subroutines, cutter compensation, and multiple fixture offsets. Learners will practice final grinding and fitting operations. COREQUISITE: 32420370 Machine Tooling Technics 1.

32420372

Machine Tooling Technics 3 (WBL) - Credits: 5

In this course, the learner will build and polish one plastic injection mold. Learners will do several projects to gain competency, which will include electrical discharge machining, tool and cutter grinding, and a project that requires problem solving set-up problems. A work-based learning component will be completed by each individual; you will contact a manufacturer to get a job that you will bring back to the campus lab and complete the work as directed by the manufacturer and your instructor. Learners will gain additional skills in the operation of basic and advanced machine tools in the areas of milling, drilling, boring, reaming, grinding, CNC milling, and EDMing operations. PREREQUISITES: 32420321 Print Reading for Machine Trades, 32420371 Machine Tooling Technics 2, and COREQUISITE: 32420391 Toolmaking Theory.

32420391

Toolmaking Theory - Credits: 2

This course provides the classroom instruction that supports shop activities in semester four of the Machine Tooling Technics program. It is a lecture course that addresses the technology of various types of plastic injection mold dies. Major emphasis will be placed on the theory, design, and building of plastic injection molds. Small group activities will be utilized to enhance student learning.

Welding Pathway

You could take this first and get a credential.

Shielded Metal Arc (SMAW)

Technical Diploma
7 Credits / Less Than 1 Year
Part Time

Potential Careers

Production Welding,
Welder Helper

Gas Metal Arc Welding (GMAW)

Technical Diploma
7 Credits / Less Than 1 Year
Part Time

Potential Careers

Production Welder,
Welder Helper

Range of Yearly Salary

\$22,878-\$39,288

Salary information is from WTCS

You could take this first and get a credential.

Flux Cored Arc Welding (FCAW)

Technical Diploma
6 Credits / Less than 1 Year
Part Time

Potential Careers

Production Welder,
Welder Helper

Gas Tungsten Arc Welding (GTAW)

Technical Diploma
6 Credits / Less than 1 Year
Part Time

Potential Careers

Production Welder,
Welder Helper

Range of Yearly Salary

\$37,437-\$56,156

Salary information is from WTCS

Continue your education to obtain this technical diploma.

Welding/Maintenance and Fabrication

Technical Diploma
14 Credits / Less Than 1 Year Part Time

Potential Careers

Production Welding, Welder / Fitter, Flame Cutter / Machine Operator

Continue your education to obtain this technical diploma.

Welding

Technical Diploma
34 Credits / 1 Year Full Time

Potential Careers

Production Welder, Construction Welding, Maintenance Welding, Welding
Machine Operator

Range of Yearly Salary

\$24,958-\$91,331 annually

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed

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

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Welding

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

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

The Welding program teaches safety during all aspects of welding and cutting. Safety is the most important aspect of proper workmanship. Next, you will be taught the science and art of cutting, fabricating and welding using the latest equipment and technologies. Most entry-level welders can expect to be employed full time with full fringe benefits. Their duties can include fabricating parts and assemblies by reading blueprints, codes, specifications, weld symbols and drawings. Beginners can assist with material preparation, tack up, fitting and finally welding when you prove your ability in the workplace. The work can be physically demanding. Welding requires good manual dexterity and hand-eye coordination. Other essential employability skills include paying attention to details, working well with others in teams, having good communication skills, a positive attitude, excellent attendance and punctuality, and a good work ethic. Manual, semi-automatic and robotic welding will all continue to enjoy strong demand for the foreseeable future.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Welding graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Production Welder
- Construction Welder
- Maintenance Welder
- Welder/Fitter
- Welder Helper
- Welding Machine Operator
- Flame Cutter/Machine Operator

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31442321	Print Reading - Welding Trades	2 cr.
31442325	Welding Fabrication/Production (WBL) *	3 cr.
31442370	Gas Metal Arc Welding 1	3 cr.
31442371	Gas Metal Arc Welding 2 *	2 cr.
31442372	Gas Metal Arc Welding 3 *	1 cr.
31442373	Shielded Metal Arc Welding 1	3 cr.
31442374	Shielded Metal Arc Welding 2 *	2 cr.
31442375	Shielded Metal Arc Welding 3 *	2 cr.
31442376	Oxyfuel and Arc Cutting Processes	2 cr.
31442377	Flux Cored Arc Welding 1	2 cr.
31442378	Flux Cored Arc Welding 2 *	2 cr.
31442379	Gas Tungsten Arc Welding 1	2 cr.
31442380	Gas Tungsten Arc Welding 2 *	2 cr.
	Occupational Specific Total	28 cr.

Occupational Supportive/General Studies Courses **

32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
	Occupational Supportive/General Studies Total	6 cr.

PROGRAM REQUIREMENTS **34 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/welding/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	73	Number employed	49	% employed in WITC district	55%
Number of responses	55	Percent employed	92%	Range of yearly salary	\$24,958-\$91,331
Number available for employment	53	Employed in related field	42	Average yearly salary	\$44,850

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31442321

Print Reading - Welding Trades - Credits: 2

Orthographic projection, sketching, dimensioning, section and auxiliary views, structural shape identification, weld symbols, welding symbol nomenclature, welded joint geometry, metric conversion, and interpretation of fabrications from prints.

31442325

Welding Fabrication/Production (WBL) - Credits: 3

This course introduces the student to the basics of metal fabrication including the use of layout tools and principles, and blueprint interpretation. Also, weldment fit-up, tacking, distortion, and flame straightening are covered. The use of shears, drilling, taping, painting, and CNC cutting equipment for fabrication purposes is also covered. PREREQUISITES: 31442321 Print Reading - Welding Trades, 31442370 Gas Metal Arc Welding 1, 31442373 Shielded Metal Arc Welding 1, 31442374 Shielded Metal Arc Welding 2, 31442376 Oxyfuel and Arc Cutting Processes, and COREQUISITE: 31442375 Shielded Metal Arc Welding 3.

31442370

Gas Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

31442371

Gas Metal Arc Welding 2 - Credits: 2

This course introduces the student to the next level of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442370 Gas Metal Arc Welding 1.

31442372

Gas Metal Arc Welding 3 - Credits: 1

This course introduces the student to an advanced level of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442371 Gas Metal Arc Welding 2.

31442373

Shielded Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques.

31442374

Shielded Metal Arc Welding 2 - Credits: 2

This course introduces the student to the next level of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442373 Shielded Metal Arc Welding 1.

31442375

Shielded Metal Arc Welding 3 - Credits: 2

This course introduces the student to an advanced level of SMAW welding. It includes the study of the type of metals and equipment utilized in SMAW welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442374 Shielded Metal Arc Welding 2.

31442376

Oxyfuel and Arc Cutting Processes - Credits: 2

This course introduces the student to the basics of cutting and gouging operations. It includes the study of the common processes, techniques, and equipment utilized when cutting and gouging. The instruction emphasizes accepted applications in the use of carbon steel, stainless steel, and aluminum.

31442377

Flux Cored Arc Welding 1 - Credits: 2

This course introduces the student to the basics of FCAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

31442378

Flux Cored Arc Welding 2 - Credits: 2

This course introduces the student to the next level of FCAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442377 Flux Cored Arc Welding 1.

31442379

Gas Tungsten Arc Welding 1 - Credits: 2

This course introduces the student to the basics of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

31442380

Gas Tungsten Arc Welding 2 - Credits: 2

This course introduces the student to the next level of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing the standard industry techniques. COREQUISITE: 31442379 Gas Tungsten Arc Welding 1.



Transportation, Distribution and Logistics

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Advanced Marine Repair Technician

17-461-1 Technical Certificate

Campus: Ashland

Overview

Diagnostics and the repair of outboard motors, inboard engines, marine transmissions, along with sterndrive units will be examples of coursework designed within this advanced certificate. Students are encouraged to adhere to projects which will increase their level of expertise as a qualified Marine Repair Technician. This certificate is designed to adapt to specific student interests in combination with the advance technological changes taking place within the marine industry.



Special Features

This certificate is unique in the state.

Prerequisite requirements for this certificate must be met. This certificate has the ability to be adapted to unique interests in the marine repair field.

Outcomes

The Advanced Marine Repair Technician Certificate will prepare you to:

- Adhere to project completion deadlines
- Follow proper repair instructions
- Complete projects that meet professional standards
- Complete project work as intended
- Be able to have an in-depth knowledge related to select product-specific training

Career Outlook

Completing this certificate will prepare you to begin your career as a marine repair technician and be able to complete advanced repairs such as (depending on selected learning activities):

- Diagnose and repair outboard motors
- Diagnose and repair sterndrive and inboard engines
- Repair marine transmissions and sterndrive units

Related Program

- Marine Repair Technician

Curriculum

Number	Course Title	Credits (cr.)
31461344	Advanced Marine Engine Rebuilding *	3 cr.
31461345	Advanced Marine Engine Systems *	3 cr.

CERTIFICATE REQUIREMENTS **6 cr.**

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

Course Descriptions

31461344

Advanced Marine Engine Rebuilding - Credits: 3

This course is designed to study in detail the process of rebuilding a marine engine or its related major components. The student will choose and provide a major project(s) and rebuild it to the manufacturer's specifications. The student will have to provide the instructor with a list of project(s) and the time estimated for their completion. The instructor will need to approve the project(s) and will guide the student as to the feasibility of completion. The estimated hours of completion will equal 3 credit hours (96 hours of time). The instructor will offer guidance to assure the students success in completion of the project. Lab work will need to be completed during the open time of the marine lab. PREREQUISITE: Successful completion of the Marine Repair Technician program.

31461345

Advanced Marine Engine Systems - Credits: 3

This course is designed to increase the student's knowledge of specific manufacturers' operation systems. The student will be able to complete additional manufacture training programs. There may be an additional cost to the student for some of these programs. Also the student will select areas of interest to study in detail, and provide training to program students and the public. Student to submit an outline of work to be completed that equals the number of credit hours of the course. Lab work will need to be completed during the open time of the marine lab. PREREQUISITE: Successful completion of the Marine Repair Technician program.

Automotive Technician Pathway

You could take this first and get a credential.

Automotive Maintenance and Light Repair Technician

Technical Diploma

11 Credits / 1 Semester

Potential Careers

Lube Technician, Automotive Maintenance and Light Repair Technician, Quick Service Technician

Range of Yearly Salary

\$20,155-\$30,555 annually

Automotive Service Technician

Technical Diploma

29 Credits / One Year / 2 Semesters Full Time

Potential Careers

Automotive Service Technician, Drivability Technician, Brake Technician, Suspension and Alignment Technician, Quick Service Technician, Lube Technician

Range of Yearly Salary

\$25,998-\$38,955* annually

*Range of yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

Continue your education to obtain this technical diploma.

Automotive Technician

Technical Diploma

55 Credits / Two Years Full Time

Potential Careers

Brake Technician, Air Conditioning Technician, Auto Transmission Technician, Automotive Electrical Technician, Service Writer, Drive Train Technician, Suspension and Alignment Technician, Drivability Technician, Automotive Technician

Range of Yearly Salary

\$18,199-\$83,194* annually

*The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 32-404-2 Automotive Technician: Western, Southwest Wisconsin, Madison Area, Blackhawk, Moraine Park, Fox Valley, Mid-State, Northcentral, Nicolet Area, Chippewa Valley, Northeast Wisconsin, Lakeshore and Gateway Technical College

Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Automotive Technician

32-404-2 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Rice Lake

Program Overview

With an emphasis on hands-on experience, in the Automotive Technician program you'll learn essential service techniques including testing, repairing and rebuilding of basic automotive systems. Coursework will prepare you to diagnose and repair concerns in engines, drivetrains, brakes, electrical systems, steering, suspension, transmission systems as well as basic diesel, hybrid and alternative systems.



Special Feature

This program has received certification by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). See their Web sites at www.natef.org and www.ase.com.

The Automotive programs at Wisconsin Indianhead Technical College have adopted new certification(s) established by The National Coalition of Certifications (NC3).

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Automotive Technician graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Brake Technician
- Air Conditioning Technician
- Auto Transmission Technician
- Automotive Electrical Technician
- Service Writer

- Drive Train Technician
- Suspension and Alignment Technician
- Drivability Technician
- Automotive Technician

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32404375	Automotive Fundamentals	2 cr.
32404376	DC Automotive Electrical	2 cr.
32404377	Electrical Systems *	3 cr.
32404378	Engine Repair *	4 cr.
32404379	Suspension and Alignment *	3 cr.
32404380	Automotive Brake Systems *	3 cr.
32404381	Engine Performance *	3 cr.
32404382	Body Electrical Systems *	3 cr.
32404383	Automatic Transmissions *	4 cr.
32404384	Manual Drive Trains *	3 cr.
32404385	Air Conditioning and Heating Systems (WBL) *	3 cr.
32404386	Advanced Body Electrical Systems *	3 cr.
32404387	Advanced Engine Repair *	4 cr.
32404388	Intro to Hybrid Vehicles *	2 cr.
32404389	Advanced Engine Performance *	3 cr.
32442307	Welding for Mechanics	<u>2 cr.</u>
Occupational Specific Total		47 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	<u>2 cr.</u>
Occupational Supportive/General Studies Total		8 cr.

PROGRAM REQUIREMENTS **55 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/automotive-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) for 32-404-2 Automotive Technician: Western, Southwest Wisconsin, Madison Area, Blackhawk, Moraine Park, Fox Valley, Mid-State, Northcentral, Nicolet Area, Chippewa Valley, Northeast Wisconsin, Lakeshore and Gateway Technical College

Number of graduates	115	Number employed	59	% employed in WITC district	N/A
Number of responses	67	Percent employed	97%	Range of yearly salary	\$18,199-83,194
Number available for employment	61	Employed in related field	90%	Average yearly salary	\$32,994

career vision

Automotive Service Technician

31-404-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Superior

Program Overview

The nine-month program is designed to provide you with skills necessary for entry-level automotive industry positions. You will learn automotive maintenance, repair and diagnosis. As an Automotive Service Technician, you may work on a variety of cars and light trucks or specialize in specific automobile brands or types, depending on your place of employment. A career in automotive service and repair offers a variety in day-to-day work, along with the sense of a job well done when returning a repaired vehicle to its owner.



Special Feature

This program has received certification by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). See their Web sites at www.natef.org and www.ase.com.

The Automotive programs at Wisconsin Indianhead Technical College have adopted new certification(s) established by The National Coalition of Certifications (NC3).

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Automotive Service Technician graduates will be able to:

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

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Automotive Service Technician
- Drivability Technician
- Brake Technician
- Suspension and Alignment Technician
- Quick Service Technician
- Lube Technician
- Auto Service Writer
- Automotive Parts Technician

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32404375	Automotive Fundamentals	2 cr.
32404376	DC Automotive Electrical	2 cr.
32404377	Electrical Systems *	3 cr.
32404378	Engine Repair *	4 cr.
32404379	Suspension and Alignment *	3 cr.
32404380	Automotive Brake Systems *	3 cr.
32404381	Engine Performance *	3 cr.
32404382	Body Electrical Systems *	3 cr.
	Occupational Specific Total	23 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	6 cr.
	PROGRAM REQUIREMENTS	29 cr.

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/automotive-service-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	6	Number employed	5	% employed in WITC district	33%
Number of responses	5	Percent employed	100%	Range of yearly salary	\$25,998-\$38,955*
Number available for employment	5	Employed in related field	4	Average yearly salary	\$32,477*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WTCS) which may or may not include WITC graduates.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32404375

Automotive Fundamentals - Credits: 2

This course is an introduction to the automotive field. Career opportunities together with employer expectations will be discussed. Students will begin to use required safety practices for both general lab activities and when operating equipment. Vehicle maintenance inspections together with light repairs will take place.

32404376

DC Automotive Electrical - Credits: 2

This course will introduce students to Ohm's law, electrical fundamentals, magnetism, and series and parallel circuits. Further studies will include automobile wiring diagrams, electrical test equipment, and basic troubleshooting.

32404377

Electrical Systems - Credits: 3

This course introduces battery, starting, and charging systems; theory of operation; diagnostic techniques; and servicing procedures. This course also includes exterior lighting systems; diagnostics and repair procedures. Wiring diagrams will be used and emphasized throughout the course. COREQUISITE: 32404376 DC Automotive Electrical.

32404378

Engine Repair - Credits: 4

This course is designed to provide the student with the skills needed to diagnose, service, and repair internal combustion engines found on late model vehicles. Emphasis is placed on in-vehicle systems repairs including: lubrication systems, valve timing, leak diagnosis and repair, engine noise & failure diagnosis, cylinder head replacement, and intake systems. COREQUISITE: 32404375 Automotive Fundamentals.

32404379

Suspension and Alignment - Credits: 3

This course introduces steering system types, suspension geometry, troubleshooting procedures, and repair of suspensions including both two- and four-wheel alignments. PREREQUISITE: 32404375 Automotive Fundamentals.

32404380

Automotive Brake Systems - Credits: 3

This course introduces students to automotive braking systems, troubleshooting procedures, and repair of brake systems to include manual, power, and anti-lock types. PREREQUISITE: 32404375 Automotive Fundamentals.

32404381

Engine Performance - Credits: 3

This course is designed to develop the skills needed to diagnose, service, and repair powertrain control, fuel and ignition systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. PREREQUISITE: 32404375 Automotive Fundamentals.

32404382

Body Electrical Systems - Credits: 3

This course is an introduction to automotive body electrical systems. Students will learn about various body electrical components and how to diagnose and repair body electrical systems. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

32404383

Automatic Transmissions - Credits: 4

This course includes the principles of construction and operation of automatic transmissions and transaxles. Diagnosis and repair of front-, rear-, and four-wheel drive transmissions will be covered. PREREQUISITE: 32404375 Automotive Fundamentals.

32404384

Manual Drive Trains - Credits: 3

This course introduces the operation and repair of manual transmissions, transaxles, drivelines, differential assemblies, and transfer cases. PREREQUISITE: 32404375 Automotive Fundamentals.

32404385

Air Conditioning and Heating Systems (WBL) - Credits: 3

This course introduces automotive air conditioning and heating systems. Theory of operation, diagnostic techniques, and servicing of heating and air conditioning systems will be covered. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

32404386

Advanced Body Electrical Systems - Credits: 3

Expands on learner's skills in diagnosing and repairing electrical and electronic systems. Emphasizing their knowledge of proper diagnostic routines, learners performs and evaluates testing and repairs on electrical and electronic accessories, controls, and sensors related to body electrical systems. Can and Bus networking systems will also be part of this course. PREREQUISITE: 32404382 Body Electrical Systems.

32404387

Advanced Engine Repair - Credits: 4

Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on out-of-vehicle engine repair including overhaul procedures. Variable valve timing and cylinder deactivation systems will be included in this course. PREREQUISITE: 32404378 Engine Repair.

32404388

Intro to Hybrid Vehicles - Credits: 2

This course provides a brief history of hybrid electric vehicles, electric vehicle safety, maintenance, equipment and troubleshooting procedures. Also includes current and future alternative fueled vehicle configurations. PREREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

32404389

Advanced Engine Performance - Credits: 3

This course provides students with hands-on practical experience in powertrain diagnosis. This course builds on basic skills and system theory gained in previous courses. PREREQUISITE: 32404381 Engine Performance.

32442307

Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

Diesel Equipment Technician

32-412-4 Technical Diploma (two-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

This program prepares students to service and repair diesel trucks, and diesel-powered agricultural and industrial equipment. This hands-on program covers diesel engines, power trains, electrical/electronic systems, chassis systems, brakes, and hydraulics of these types of equipment. Students learn the latest technology used in the industry. Using an interdisciplinary approach, the curriculum draws from welding and general studies providing a solid background for entry into the field through applied, general, and specific industry skills training.



Special Features

Diesel Equipment Technician and Agricultural Power and Equipment Technician have a common first year

Second year students will have most of their courses at a local trucking company in Hammond, WI.



Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Diesel Equipment Technician graduates will be able to:

- Diagnose major systems in diesel industry
- Repair major systems in diesel industry
- Service major systems in diesel industry
- Practice personal and professional work habits
- Document complaint, cause and correction

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Diesel Equipment Technician
- Fleet Maintenance Technician
- Equipment Mechanic
- Equipment Technician

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
32070326	Basic Engines	5 cr.
32070337	12-Volt Electrical Theory*## or	1 cr.
32404376	DC Automotive Electrical#	2 cr.
32070338	Diesel Engine Theory*	1 cr.
32070339	Mobile Hydraulics Theory*	1 cr.
32070360	12-Volt Electrical*## or	4 cr.
32404377	Electrical Systems*#	3 cr.
32070361	Advanced Engines*	5 cr.
32070365	Mobile Hydraulics*	5 cr.
32070367	Advanced 12-Volt Electrical*	5 cr.
32070369	Mobile HVAC for Heavy Equipment	1 cr.
32412300	Diesel Heavy Truck & Forklift Familiarization	1 cr.
32412301	Diesel Safety and Industry Practices	2 cr.
32412302	Diesel Truck Brake Systems	3 cr.
32412303	Diesel Truck Chassis Systems	3 cr.
32412304	Diesel Truck Powertrains	3 cr.
32412305	Diesel Preventive Maintenance	1 cr.
32412306	Alternative Fuels	1 cr.
32412307	Diesel Inspection	2 cr.
32412308	Diesel Live Repair	3 cr.
32442307	Welding for Mechanics	2 cr.
	Occupational Specific Total	49 cr.
Occupational Supportive/General Studies Courses**		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	8 cr.
	PROGRAM REQUIREMENTS	57 cr.

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

** See pages 40-42 for course descriptions.

Courses available at the Superior Campus

Courses available at the New Richmond Campus

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/diesel-equipment-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

Diesel Equipment Technician is a new WITC program. No graduate follow-up information is currently available.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

32070326

Basic Engines - Credits: 5

This course will provide the learner with an in depth look at how internal combustion engines operate. The learner will be able to identify, measure, and inspect parts of the internal combustion engine, with diesel engines used in agriculture machinery the main area of focus.

32070337

12 - Volt Electrical Theory - Credits: 1

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems. PREREQUISITE: 32412301 Diesel Safety and Industry Practices.

32070338

Diesel Engine Theory - Credits: 1

This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, intake, exhaust systems, and lubrication systems will be examined. COREQUISITE: 32070326 Basic Engines.

32070339

Mobile Hydraulics Theory - Credits: 1

This course will provide a practical understanding of mobile hydraulic components. Their design, application, operation and maintenance will be studied. A hydraulic training bench will be used in the classroom. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical.

32070360

12 - Volt Electrical - Credits: 4

This course is designed to study the construction, operation, adjustments, and repairs of electrical components used in tractors and farm implements. Classroom and lab activities will include reading and interpreting wiring diagrams, troubleshooting electrical circuits, and performing repairs on alternators, generators, starters, and regulators. Monitors are also included in this course. PREREQUISITE: 32412301 Diesel Safety and Industry Practices and COREQUISITE: 32070337 12-Volt Electrical Theory

32070361

Advanced Engines - Credits: 5

This course provides the student with both a theoretical and practical background in the basic operation and rebuilding principles of diesel engines. The course includes practical experience in rebuilding, testing, troubleshooting, and tuning diesel engines. Additionally, the student will gain experience in the proper use of tools and equipment. If prerequisite courses have not been completed, the student must have consent of the instructor to enroll. COREQUISITES: 32070326 Basic Engines and 32070338 Diesel Engine Theory.

32070365

Mobile Hydraulics - Credits: 5

This course will provide a broad, general, and practical coverage of fluid power components and their design, application, operation, and maintenance. You will learn hydraulics operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical and COREQUISITE: 32070339 Mobile Hydraulics Theory.

32070367

Advanced 12 - Volt Electrical - Credits: 5

This is an advanced electrical course to meet the demands of today's newer equipment. Learners will receive training on electronic service tools, pulse width modulation solenoids, can bus controllers, and terminator networks. Additional topics will include yield monitors and auto guidance systems. COREQUISITES: 32070337 12 - Volt Electrical Theory and 32070360 12 - Volt Electrical or COREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

32070369

Mobile HVAC for Heavy Equipment - Credits: 1

Mobile HVAC for heavy equipment will teach the learner the basics of air conditioning systems. Air conditioning fundamentals will be learned along with proper servicing procedures and air conditioning equipment used. In depth study of air conditioning systems from older agricultural equipment will be looked at, along with study of new auto temperature control systems. EPA environmental laws pertaining to mobile air conditioning will be examined.

32404376

DC Automotive Electrical - Credits: 2

This course will introduce students to Ohm's law, electrical fundamentals, magnetism, and series and parallel circuits. Further studies will include automobile wiring diagrams, electrical test equipment, and basic troubleshooting.

32404377

Electrical Systems - Credits: 3

This course introduces battery, starting, and charging systems; theory of operation; diagnostic techniques; and servicing procedures. This course also includes exterior lighting systems; diagnostics and repair procedures. Wiring diagrams will be used and emphasized throughout the course. COREQUISITE: 32404376 DC Automotive Electrical.

32412300

Diesel Heavy Truck & Forklift Familiarization - Credits: 1

This course will familiarize the student with heavy truck operation, coupling, and uncoupling trailers, and forklift operations.

32412301

Diesel Safety and Industry Practices - Credits: 2

This course will introduce students to the safety and legal requirements and common shop practices of the diesel and heavy equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment and learn basic repair techniques common to all aspects of the diesel industry. Skills learned in this course will be directly applied throughout the diesel equipment technician program.

32412302

Diesel Truck Brake Systems - Credits: 3

This course is a practical study in performing diagnosis and repair of heavy truck braking systems.

32412303

Diesel Truck Chassis Systems - Credits: 3

This course is a practical study in performing diagnosis and repair of heavy truck chassis systems and components.

32412304

Diesel Truck Powertrains - Credits: 3

This course is a practical study in performing diagnosis and repair of heavy truck transmissions, differentials, and drivelines.

32412305

Diesel Preventive Maintenance - Credits: 1

This course is a practical study in performing heavy truck preventive maintenance inspections as well as Department of Transportation annual vehicle inspections..

32412306

Alternative Fuels - Credits: 1

A practical study of the theories and procedures for the operation and preventive maintenance of non-traditional fuels and systems

32412307

Diesel Inspection - Credits: 2

This course is a practical study of performing preventive maintenance inspections on diesel trucks and equipment. Student will learn what defects to inspect for and how to follow a preventive maintenance schedule to prevent costly repairs and unsafe conditions.

32412308

Diesel Live Repair - Credits: 3

This course is designed to familiarize the student with the procedures involved in the repair of on and off highway equipment. Hands-on experienced will be gained through the repair of medium and heavy duty diesel trucks. The type of equipment varies and must meet the needs of the students and programs

32442307

Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed

Marine Repair Technician Pathway

You could take this first and get a credential.

Marine Repair Essentials

Pathway Certificate

14 Credits / 1 Semester Full Time

Potential Careers

Outboard Motor Technician, Marine Service Technician, Marine Mechanic, Small Engine Technician, Dock Attendant/Dock Hand, Marine Fuel Dock Attendant



Continue your education to obtain this technical diploma.

Marine Repair Technician

Technical Diploma

41 Credits / 3 Semesters Full Time

Potential Careers

Inboard Engine Technician, Outboard Motor Technician, Boat Rigging Technician, Electronic Equipment Installation Technician, Marine Sales Representative, Marine Service Technician, Marine Service Supervisor



Continue your education to obtain a bachelor's degree.

BEYOND WITC

Bachelor's Degree

UW-Stout

Important Notes on Transferring:

- Check out witc.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

Marine Repair Technician

31-461-4 Technical Diploma (three semesters)

Financial Aid Eligible

Campus: Ashland

Program Overview

The program includes instruction on marine engine service, operation, diagnosis, repair, equipment installation, maintenance and rigging new boats. Learn all about two- and four-stroke outboard motors, inboard marine engines, electronic fuel injection, direct injection, outdrives and inboard transmissions. Rig motors on boats and complete on the water tests of the boats. Learn on modern engines from manufactures such as Mercury Marine, Evinrude, Yamaha, Honda, and Volvo Penta.



Special Features

- Unique in the state of Wisconsin
- Service school options
- 6,000-square-foot up-to-date lab
- EFI and direct injection engines
- American Boat and Yacht Council (ABYC)
- Association of Marine Technicians (AMTECH)
- Off-site training at local marinas and dealerships
- Actual service experience through community-supplied projects
- Students may enter the program either fall or spring semester

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Employers will expect the Marine Repair Technician graduate to be able to:

- Service marine engines
- Service marine propulsion systems
- Service diesel engines
- Demonstrate welding and metalworking skills
- Demonstrate industry-recognized safety practices

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Graduates of the Marine Repair Technician program find great demand for their skills. Typical positions available after graduation include:

- Inboard Engine Technician
- Outboard Motor Technician
- Boat Rigging Technician
- Electronic Equipment Installation Technician
- Marine Sales Representative
- Marine Service Technician
- Marine Service Supervisor

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31461314	Outboard Motors	5 cr.
31461315	Marine Electricity/Electronics *	2 cr.
31461330	Marine Welding *	1 cr.
31461317	Marine Engine Systems *	5 cr.
31461318	Outboard Gear Cases/Rigging *	5 cr.
31461319	Sterndrive Systems *	5 cr.
31461321	Introduction to Can-Bus Systems *	2 cr.
31461322	Inboard Engines *	5 cr.
31461323	Inboard Transmission Systems *	2 cr.
31461325	Marine Diesel *	1 cr.
31461326	Marine Engine Computer Control Systems *	4 cr.
Occupational Specific Total		37 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
Occupational Supportive/General Studies Total		4 cr.

PROGRAM REQUIREMENTS **41 cr.**

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

** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/marine-repair-technician/gainful-employment> This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	5	Number employed	3	% employed in WITC district	100%
Number of responses	5	Percent employed	100%	Range of yearly salary	-*
Number available for employment	3	Employed in related field	1	Average yearly salary	-*

*Insufficient data to report.

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31461314

Outboard Motors - Credits: 5

This course provides an introduction to the marine industry. Students will learn how to work safely in a shop environment and use service tools and information. Students will learn the theory of how two- and four-stroke outboard motors operate. This course will teach students how to repair, maintain, and rebuild two-stroke and four-stroke outboard motors. Also, students will learn about fuel, ignition, manual and electric starting systems, and charging systems. Small gearcase operation and repair are also covered.

31461315

Marine Electricity/Electronics - Credits: 2

This course is designed to teach the theory of DC electricity. Students will learn how to read electrical schematics and build and repair electrical circuits found in typical boats. The student will be able to diagnose, troubleshoot, and correctly use test equipment to repair boat and engine electrical problems. Emphasis is placed on safety, tools, proper use of test equipment, specifications, and schematics. Practical applications will include real world shop experiences that will reinforce learned electrical concepts. COREQUISITE: 31461314 Outboard Motors.

31461330

Marine Welding - Credits: 1

Marine Welding is intended to provide the technician with a sound basic background in the marine welding field. Upon completion, the student will be able to select the proper materials for repairing or fabricating welding projects, choose the correct welding method for a specific application, and complete a welding project safely. Tig welding for repair of aluminum fabrication items; MIG, ARC, and OXY acetylene principles are covered in this course. COREQUISITE: 31461314 Outboard Motors.

31461317

Marine Engine Systems - Credits: 5

This course will provide students with advanced theory and hands-on experience to troubleshoot and repair marine engine fuel, oiling, cooling, starting, charging, and ignition systems. Also, students will learn about carburetor/ignition system synchronization and linkage adjustments, and storage procedures. Students will complete complex troubleshooting projects on running marine engines. PREREQUISITES: 31461314 Outboard Motors.

31461318

Outboard Gear Cases/Rigging - Credits: 5

Outboard motor gearcases, hydraulic trim and tilt, and steering systems are covered in this course. Students will learn how to diagnose failures, rebuild, and shim a variety of gearcases. Different types and brands of steering systems are covered. Students will learn how to repair, install, and replace steering systems. Trim and tilt units will be tested and repaired. This will give students a good working knowledge of hydraulics and troubleshooting procedures for various brands of trim and tilt systems. Installation of outboard motors on boat transoms and mechanical, fuel, oil, and electrical connections will be covered. PREREQUISITE: 31461314 Outboard Motors.

31461319

Sterndrive Systems - Credits: 5

Sterndrive transmissions, sterndrive transom plates, sterndrive trim and tilt, and power steering are covered in this course. Students will learn how to diagnose failures, rebuild, and shim a variety of gearcases. Different types of transom plates will be covered and will include shift, bellows, gimble ring, and bell housing repairs. Hydraulic lift systems will be studied and the student will learn how to repair and diagnose failures of cylinders, pumps, motors, and electrical systems related to trim systems. Marine power steering systems include the study of control valves, power steering pumps, and boat steering systems. PREREQUISITE: 31461314 Outboard Motors.

31461321

Introduction to Can-Bus Systems - Credits: 2

This course will provide students with the operational theory of marine can-bus communication network systems. Students will understand how the marine engine and its accessories communicate with display systems located at the boat's helm. Students will view different manufacturers' systems and be able to adapt specialized connectors to NMEA standard connectors and aftermarket accessories. Students will assemble and calibrate a working can-bus system onto an engine and helm display unit and engine control assembly. PREREQUISITE: 31461314 Outboard Motors.

31461322

Inboard Engines - Credits: 5

This course will teach students the theory of how a four-stroke marine engine operates. Students will gain the skills needed to rebuild inboard four-stroke marine engines. Students will also learn the fundamentals of inboard fuel, ignition, starting, and charging systems. COREQUISITE: 31461314 Outboard Motors.

31461323

Inboard Transmission Systems - Credits: 2

Inboard straight shaft transmissions are covered in this course. Velvet Drive transmissions will be the main training project. Hurth and Paragon transmissions will be covered to a lesser degree. Related components such as engine alignment, shafts, couplers, stuffing boxes, struts, strut bearing replacement, etc., will be examined also. PREREQUISITE: 31461314 Outboard Motors.

31461325

Marine Diesel - Credits: 1

This course provides a basic working knowledge of marine diesel engines and their systems. Marine diesel theory, fuel and air delivery, and lubrication and cooling systems will be covered. Bleeding of fuel systems, adjustment of valve trains and injector pumps, and other maintenance issues will also be studied. COREQUISITE: 31461314 Outboard Motors.

31461326

Marine Engine Computer Control Systems - Credits: 4

In this course, students will understand the theory of computer-controlled fuel, ignition, oiling, and control systems used on inboard and outboard engines. Systems included are sterndrive and outboard motor EFI, and outboard direct fuel injection. Students will repair and troubleshoot these systems using a variety of computer diagnostic software. PREREQUISITE: 31461314 Outboard Motors.

Power Sports Technician

31-461-3 Technical Diploma (one-year)

Financial Aid Eligible

Campus: New Richmond

Program Overview

The Power Sports Technician program will give you the hands-on experience to go to work in less than one year. Dealerships, repair shops, marinas and industry manufacturers desperately need entry-level people in their field. Power Sports is not only a career, it is a lifestyle.



Special Feature

WITC is an accredited Equipment & Engine Training Council (EETC) testing facility providing you with the opportunity to become industry certified.

Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and Sign Gainful Employment Disclosure
- Complete admissions meeting with a WITC counselor

Program Outcomes

Power Sports Technician graduates will be able to:

- Repair brake systems
- Repair 2-stroke engine
- Repair 4-stroke engines
- Repair drive lines
- Repair electrical systems
- Repair suspensions
- Repair fuel systems
- Repair hydraulic systems
- Develop a customer work order

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

Typical positions available after graduation include:

- Motorcycle, Marine, and Outdoor Power Products Technician
- Motorcycle Technician
- Outboard Motor Technician
- Power Sports Technician
- Chainsaw Technician
- Lawn and Garden Equipment Technician
- ATV Technician
- Industrial Equipment Technician
- Partsperson
- Small Engine Shop Owner

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
31461301	Engine and Chassis Repair 1 *	5 cr.
31461302	Engine and Chassis Repair 2 *	4 cr.
31461310	Introduction to 12-Volt Electrical Theory	1 cr.
31461312	Introduction to Hydraulics	1 cr.
31461335	Gas and Diesel Engine Theory *	2 cr.
31461339	Marine Service *	5 cr.
31461342	Motorcycle Service *	3 cr.
31461343	ATV Service *	3 cr.
32442307	Welding for Mechanics	<u>2 cr.</u> 26 cr.
Occupational Supportive/General Studies Courses **		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u> 6 cr.
PROGRAM REQUIREMENTS		32 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
 ** See pages 40-42 for course descriptions.

Gainful employment information is available at this link: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/power-sports-technician/gainful-employment>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	6	Number employed	5	% employed in WITC district	67%
Number of responses	6	Percent employed	100%	Range of yearly salary	\$32,757-\$37,437
Number available for employment	5	Employed in related field	3	Average yearly salary	\$35,398

career vision

Course Descriptions

(See pages 40-42 for General Studies course descriptions)

31461301

Engine and Chassis Repair 1 - Credits: 5

You will diagnose, troubleshoot, tune up, and overhaul engines and service chassis on lawn and garden equipment and industrial equipment. Practical hands-on experience is gained in engine disassembly, measuring parts for wear, cylinder reconditioning, valve train servicing, governor adjusting, fuel and ignition system servicing, and reassembly techniques. You will service drive and chassis systems to ensure the operation of the complete unit. You will also order repair parts, prepare service report forms, and learn customer relations. COREQUISITES: 31461302 Engine and Chassis Repair 2 and 31461335 Gas and Diesel Engine Theory.

31461302

Engine and Chassis Repair 2 - Credits: 4

You will diagnose, troubleshoot, tune-up, and overhaul engines and service chassis on handheld, industrial and compact equipment and tractors. Practical hands-on experience is gained in engine disassembly, measuring parts for wear, cylinder reconditioning, valve train servicing, governor adjusting, fuel and ignition system servicing, and reassembly techniques. You will service drive and chassis systems to ensure the operation of the complete unit. You will also order repair parts, prepare service report forms, and learn customer relations. COREQUISITES: 31461301 Engine and Chassis Repair 1 and 31461335 Gas and Diesel Engine Theory.

31461310

Introduction to 12-Volt Electrical Theory - Credits: 1

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems.

31461312

Introduction to Hydraulics - Credits: 1

This course will provide a practical understanding of hydraulic components. Their design, application, operation and maintenance will be studied. Hydraulic training components will be used in the classroom.

31461313

Introduction to Diesel Engines - Credits: 1

This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, and lubrication systems will be examined.

31461335

Gas and Diesel Engine Theory - Credits: 2

This course provides the theory necessary to understand and perform the hands-on tasks of troubleshooting and repairing engines, their drive mechanisms, and their chassis. Theory is presented on the principles of operation and service of 4-stroke, 2-stroke, and small diesel engines in the outdoor power equipment and compact equipment areas. Drive and chassis operation is explained to enable the student to service the complete unit. COREQUISITE: 31461302 Engine and Chassis Repair 2.

31461339

Marine Service - Credits: 5

This course will provide the theory necessary to understand and troubleshoot the components and systems unique to the outboard marine engine area. Theory will be given in the specialty areas of fuel systems, ignition systems, cooling systems, lubrication systems, and gear cases. You learn to apply basic troubleshooting techniques and repair procedures of marine engine service and repair to marine engines with emphasis on practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2 and 31461335 Gas and Diesel Engine Theory.

31461342

Motorcycle Service - Credits: 3

This course provides the theory necessary to understand and troubleshoot the components and systems unique to motorcycles. Theory is given in the specialty areas of carburetion, fuel injection, ignition, transmissions, clutches, and running gear. You will learn to apply basic techniques and procedures of motorcycle engine service and repair. This is a lecture- and lab-based course. Specialty areas dealing with transmissions and chassis on these units are covered with practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2, 31461335 Gas and Diesel Engine Theory and COREQUISITE: 31461343 ATV Service.

31461343

ATV Service - Credits: 3

This course provides the theory necessary to understand and troubleshoot the components and systems unique to ATVs. Theory is given in the specialty areas of carburetion, fuel injection, ignition, transmissions, clutches, and running gear. You will learn to apply basic techniques and procedures of ATV engine service and repair. This is a lecture- and lab-based course. Specialty areas dealing with transmissions and chassis on these units are covered with practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2, 31461335 Gas and Diesel Engine Theory and COREQUISITE: 31461342 Motorcycle Service.

32442307

Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

Truck Driving

30-458-1 Technical Diploma (less than one-year)

Campus: New Richmond, Rice Lake



Program Overview

Professional truck drivers are responsible for the safe, efficient delivery of goods between locations. Spend time behind the wheel learning how to maneuver trucks in a variety of real-world scenarios. You will develop backing and driving skills through classroom, lab, range and roadway experiences. Non-technical skills such as communications will also be discussed. With successful completion of this program, you will have the ability to obtain your Commercial Driver's License. Opportunities to earn additional CDL endorsements will also be available.

The CDL test is not included within the Truck Driving program. Testing fees are set by the state of Wisconsin. To test and receive your CDL, you have the option to test at WITC or with any examiner in Wisconsin. Testing through WITC reduces some of the process for you. Please expect an additional fee for the test.

Program-Specific Requirements

(For detailed information on the items below, see the WITC Truck Driving web page at:

<http://www.witc.edu/academic-programs/degree-programs-and-certificates/truck-driving>)

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

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

Program Outcomes

Truck Driving graduates will be able to:

- Perform commercial vehicle inspections
- Communicate with industry and regulatory personnel
- Complete legal and industry related documentation
- Plan trips
- Perform safe operation of a commercial vehicle
- Obtain a CDL (Commercial Driver's License)
- Select healthy lifestyle behaviors

Career Outlook

Typical positions available after graduation include:

- Company Driver/Owner Operator
- Driver Manager
- Driver Mentor
- Local/Regional/Long Distance Driver
- Recruiting Specialist
- Dispatch Driver
- Over-the-Road Truck Driver
- Straight Truck Driver (Dump, Cement, Delivery)

Curriculum

Number	Course Title	Credits (cr.)
Occupational Specific Courses		
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2 *	3 cr.
30458303	Truck Driving – Semi Level 3 *	4 cr.
		10 cr.
PROGRAM REQUIREMENTS		10 cr.

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

Course Descriptions

30458304

Truck Driving - Semi Level 1 - Credits: 3

This is the first of three courses in the 10-week Truck Driving technical diploma. Become prepared for entry-level positions as a commercial driver and understand basic information about trucks and their operation. You will need to present your DOT physical (Fed-Med) card and drug test, CDL Permit (CLP) prior to enrolling in the course. If you need assistance with passing the CLP, refer to the CDL Theory course designed to help you prepare for the test.

30458305

Truck Driving - Semi Level 2 - Credits: 3

This is the second of three courses in the Truck Driving technical diploma. This course will focus on obtaining the Commercial Driver's License while highlighting industry regulations, trip planning, hours of service, and driver safety. COREQUISITE: 30458304 Truck Driving - Semi Level 1.

32458303

Truck Driving - Semi Level 3 - Credits: 4

This is the third and final course in the Truck Driving technical diploma. Refine the skills learned in the first two levels assuring readiness for the industry. The primary focus includes entry-level requirements, program certifications, advanced operations, and technical backing skills. COREQUISITE: 30458305 Truck Driving - Semi Level 2.

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

Number of graduates	2	Number employed	0	% employed in WITC district	0
Number of responses	1	Percent employed	0%	Range of yearly salary	\$31,198-\$87,000*
Number available for employment	1	Employed in related field	0	Average yearly salary	\$55,656*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WITCs) which may or may not include WITC graduates.

career vision

Individualized Technical Studies

10-825-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

The associate degree in Individualized Technical Studies is designed for students who are looking for a specialized course of instruction that is not available in existing programs. The program allows the student to combine courses from two or more major areas of study into a unique associate degree. Students will be required to complete a program plan with WITC career counseling staff and identify their career objectives and the courses that will help them meet those objectives.

Inquire:

For more information, contact:
Shane Evenson, Registrar
Phone: 715-468-2815 ext. 2280
shane.evenson@witc.edu

Program Outcomes

This unique degree will:

- Provide direction to the student in pursuit of specific occupational outcomes
- Allow students to meet individual career goals which cannot be achieved through enrollment in any single instructional program currently available at the college
- Meet the needs of students who want to pursue an Associate of Applied Science Degree on either a full- or part-time basis
- Help identify new and emerging occupations for new or modified programs

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

This degree gives students the flexibility to meet the educational goals of new and emerging occupational fields. Employers also benefit from the flexible program that helps them meet their own specific employee training needs as new technologies and methods emerge in the business world.

Curriculum

Course Title	Credits
General Studies Core	21-30
Communications	6
Social Science	3
Behavioral Science	3
Math and/or Science	3
Additional General Studies	6
(See list of General Studies courses on page 40.)	
Individualized Technical Studies Courses	40
All students will be required to complete 40 credit hours of individualized technical studies and may utilize courses from all departments of the college. A minimum of 20 of these credits must be focused in one discipline. The selection of these courses must be relevant to the student's identified career goals and provide sufficient hours of concentration in one or two specific technical areas to ensure technical competence in achieving their occupational goals.	
TOTAL PROGRAM CREDITS	61-70

Graduate Employment Information

(WITC Graduate Survey Responses 2017-2018)

All WITC information

Number of graduates	53	Number employed	30	% employed in WITC district	NA
Number of responses	33	Percent employed	97%	Range of yearly salary	\$24,875-\$103,992*
Number available for employment	31	Employed in related field	70%	Average yearly salary	\$55,764*

*Average yearly salary based on composite of graduates from Wisconsin's 16 technical college districts (WITC) which does not include WITC graduates.

career vision

Technical Studies - Journeyworker

10-499-5 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior



Program Overview

The apprenticeship associate degree in Technical Studies - Journeyworker is designed for students who are looking for a specialized course of instruction which is not available in existing programs. The program allows the student to receive advanced standing credit for previous apprenticeship work and then create a unique associate degree. Students will be required to complete a program plan with the Director, Apprenticeship and Workforce Training to identify their career objectives and the courses that will help them meet those objectives.

Inquire

For more information on this program and how to apply, contact: Eric Lockwood, Director, Apprenticeships and Workforce Training at eric.lockwood@witc.edu or 800.243.9482, Extension 4297

Program Outcomes

This unique degree will:

- Provide direction to the student in pursuit of specific occupational outcomes
- Allow the student to meet individual career goals which cannot be achieved through enrollment in any single instructional program currently available at the college
- Meet the needs of students who want to pursue an Associate of Applied Science Degree on either a full- or part-time basis
- Help identify new and emerging occupations for new or modified programs

Employability Essentials

The WITC Employability Essentials to think critically, communicate effectively and be professional will be assessed in all technical diploma and associate degree program students annually.

Career Outlook

The degree gives students the flexibility to meet the educational goals of new and emerging occupational fields. Employers also benefit from the flexible program that helps them meet their own specific employee training needs as new technologies and methods emerge in the business world.

Curriculum

Course Title	Credits
General Studies Core	21
Communications	6
Social Science	3
Behavioral Science	3
Math and/or Science	3
Additional Elective General Education OR Associate Degree Level Technical Studies (See list of General Studies courses on page 40.)	6

Wisconsin Journey-Level Certificate Courses* 39

Degree completion requirement: possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development - Bureau of Apprenticeship Standards registered apprenticeship program that requires a minimum of 400 hours of paid related instruction in the Wisconsin Technical College System. The certificate will meet the 39-credit minimum Technical Studies - Journeyworker requirement for the Associate of Applied Science degree.

TOTAL PROGRAM CREDITS* 60

*Complete all required WTCS apprentice paid related technical instruction with a minimum course grade of C. There are no time limits on credit recognition.

Graduate Employment Information

(WTCS Technical Studies - Journeyworker Graduate Survey Responses ; for most recent data, go to witc.edu)

The information below is based on graduates' responses from the following technical colleges within the Wisconsin Technical College System (WTCS) and does not include WITC graduates: Blackhawk Technical College, Chippewa Valley Technical College, Fox Valley Technical College, Madison Area Technical College, Milwaukee Area Technical College, Moraine Park Technical College, Northcentral Technical College, Waukesha County Technical College, and Western Technical College.

Number of graduates	Number employed	% employed in WITC district	NA
Number of responses	Percent employed	Range of yearly salary	\$
Number available for employment	Employed in related field	Mean yearly salary	\$

career vision

Certificate FAQs

Note: certificates are best when used in conjunction with a program or degree.

Q 1. How do students declare taking courses towards a certificate?

Students must complete an Application for Admission indicating the certificate they wish to work towards and turn it in to the Student Services office.

Q 2. Is there an application fee?

No, a fee is not required for declaring a certificate.

Q 3. Do students need to take an assessment before they are eligible to enroll in courses?

No, however, some individual courses may require an assessment for course placement.

Q 4. Will students be eligible for Financial Aid if enrolled in a certificate?

Certificates alone are not financial aid-eligible. However, students enrolled in a financial aid-eligible program with the same courses required for a certificate may be eligible to receive financial aid. Contact a campus financial aid advisor for more information.

Q 5. How do students know which courses to take?

The current course requirements for a certificate are found in this catalog as well as online at www.witc.edu/academic-programs/degree-programs-and-certificates. Click on the certificate title and then click "Curriculum."

Q 6. How are students awarded a certificate when the required courses have been completed?

Students will need to complete an Intent to Graduate form and turn it in to the Student Services Office. This is the same form completed by degree-seeking students when they complete their degree coursework. There is no charge for Intent to Graduate forms for students seeking a certificate.

Q 7. Will students have an advisor?

Students enrolled for six or more credits will be assigned an advisor. Students should contact Student Services for advisor assignments.

Q 8. Can students enrolled in a certificate purchase software at student rates

Yes, students currently enrolled at WITC are eligible to purchase software at student rates.

Q 9. Is there a grade point average (GPA) required for successful completion of a certificate?

Yes, a grade point average must be at least a 2.0 or a grade of "C" for the awarding of a certificate. Some certificates have higher requirements. Check this catalog listing for specific requirements.

Q 10. Are certificates offered at WITC-Balsam Lake, WITC-Hayward and WITC-Ladysmith outreach centers?

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



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WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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How Much Does It Cost

Financial Aid

A variety of financial aid options exists for WITC students to finance their education. Loans, scholarships, grants, work-study, and other campus-based aid extend the opportunity for higher education to qualified applicants. Financial aid is designed to supplement the student and/or the student's family resources while the student attends college. In order to determine a student's eligibility for financial aid to assist with tuition, fees, supplies, estimated room and board, transportation, and personal expenses, students must complete a Free Application for Federal Student Aid (FAFSA). *Even if a student has received financial aid before, the student must reapply each school year.*

Free Application for Federal Student Aid (FAFSA) Application Procedures

New or continuing students should apply for financial aid by April 15 of the year preceding enrollment using the FAFSA.

Apply online at www.fafsa.gov

Before applying, students will need to create an FSA ID. An FSA ID is a user name and password used to log into U.S. Department of Education websites and to electronically sign Federal Student Aid documents. If you are a dependent student, a parent will also need to create an FSA ID to sign the FAFSA. To create an FSA ID, click on the FSA ID link at www.fafsa.gov.

Financial Aid Eligibility Requirements

To be eligible to receive financial aid, the student must be a U.S. resident, high school graduate or equivalent, apply for admission at WITC (although the application process can be started sooner), enrolled in at least six credits (Pell grants may be available even if students are taking fewer credits), and maintain satisfactory academic progress. Such factors as defaulting on a previous student loan without arranging repayment, academic suspension, probation, retakes, incompletes, and withdrawals can affect a student's financial aid eligibility. Refer to the Financial Aid Guide online at www.witc.edu for more information or call the Financial Aid office at the campus the student plans to attend.

Types of Financial Aid

Scholarships (no repayment necessary): www.witc.edu/scholarships

WITC Foundation Scholarships

Student scholarships are awarded by the WITC Foundation and other organizations or individuals, and are available for all WITC campuses. Scholarship awards provide financial support for tuition, books, and other education expenses. Most scholarship awards are \$250 to \$500, but may be as high as \$1,000 per student, per year. Scholarship information and applications are available online through the WITC Foundation (www.witc.edu/scholarships). Scholarship deadlines are the first Monday in November for spring term scholarships and the first Monday in April for summer and fall term scholarships.

Other Scholarships

Many businesses, civic organizations, and other associations offer scholarships. The Internet is also a great source of information; search online for links to free scholarship search sites.

Grants (no repayment necessary)

Federal Pell Grant

Eligibility for a Federal Pell Grant is based on a student's financial need, and whether they are a full- or part-time student. The student's need is determined by the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG)

To be eligible for an FSEOG award, students must have exceptional financial need not met by other grants, be enrolled on at least a half-time basis, and be Federal Pell Grant eligible. FSEOG funds are limited and do run out. Apply for financial aid as early as possible each year.

Wisconsin Grant - Technical Colleges

To be eligible for a Wisconsin Grant, students must be a Wisconsin resident, have financial need not met by other grants, and be enrolled at least half-time in a Wisconsin public post-secondary school. Wisconsin Grant funds are limited and do run out. Apply for financial aid as early as possible each year.

Talent Incentive Program (TIP) Grant

The Wisconsin Educational Opportunity Program (WEOP) provides additional grant money for students enrolled in WEOP who demonstrate special financial need or unusual family circumstances. This grant program is designed to aid the nontraditional or less-advantaged student. For an application, contact the Wisconsin Educational Opportunity Program, 204 E. Grand Avenue, 5th Floor, Eau Claire, WI 54701, 715.836.3171; or the Wisconsin Educational Opportunity Program, 620 Beaser Avenue, Ashland, WI 54806, 715.682.7977; or the Financial Aid Office at the campus the student plans to attend.

Wisconsin Indian Student Assistance Program

Grants of up to \$1,100 per academic year, based on financial need, are available to resident students whose heritage is at least 25 percent American Indian. Additional funds may be matched by the Federal Bureau of Indian Affairs. To apply, complete the Free Application for Federal Student Aid (FAFSA) and contact the Tribal Education Office for an Indian Scholarship Application.

Minority Grant

This is a state-sponsored grant program available only to students who are members of one of the following minority groups: African American, Hispanic, American Indian, and South East Asians from Vietnam, Cambodia, and Laos. Students must be U.S. citizens and Wisconsin residents entering their second year of school. Minority grants are awarded to students based on financial need. To apply, students must complete the FAFSA.

Visual and Hearing Impaired Scholarship

Provides grants up to \$1,800 for Wisconsin residents who are deaf, hard of hearing, or visually handicapped and who can demonstrate financial need. Applications can be obtained from the local Division of Vocational Rehabilitation Office or the Wisconsin Higher Education Aids Board, P.O. Box 7885, Madison, WI 53707-7885.

Loans (repayment necessary)

Subsidized Federal Stafford Loan

The federal government pays the interest while students are enrolled in school. The maximum annual amount that can be borrowed is \$3,500 for the first academic year and \$4,500 for the second academic year. Borrowers have a maximum subsidized loan eligibility period of 150% of the published length of the borrower's academic program. The cumulative unpaid total of both Subsidized and Unsubsidized Federal Stafford Loans borrowed while at WITC and other colleges may prevent students from borrowing additional loans while at WITC. Contact the financial aid advisor at the campus the student will attend if the student has additional questions. Loan repayments begin six months after the student graduates, leaves school, or drops below a half-time credit load. The amount of the student's payment depends on the student's total loan indebtedness. A minimum of \$50 per month is required. The maximum number of years to repay the Subsidized Federal Stafford Loan is 10 years, but may vary based on the size of loan debt and on eligibility for other payment plans. To apply, students must complete the FAFSA, a Master Promissory Note (MPN), and entrance counseling.

Unsubsidized Federal Stafford Loan

The terms of the Unsubsidized Loan are the same as the subsidized, except the federal government does not pay the interest while students are enrolled in school. The student is responsible for interest during the grace period, period of repayment, or during authorized deferment. To apply, students must complete the FAFSA and an MPN. The initial amount that can be borrowed is \$3,500 for the student's first year and \$4,500 for the student's second year (less any subsidized Stafford Loan eligibility). Dependent students may also receive up to an additional \$2,000 and independent students may receive up to an additional \$6,000. The cumulative unpaid total of both Subsidized/Unsubsidized Federal Stafford Loans borrowed from WITC and other colleges may prevent the student from borrowing additional loans to complete a degree at WITC. Contact the financial aid advisor at the campus the student will attend if the student has additional questions.

Parent Loans for Undergraduate Students (PLUS)

Federal Parent Loans for Dependent Undergraduate Students (PLUS) are available to parents for each child who is attending an approved post-secondary institution. The student must be enrolled at least half-time and be a dependent of the parent seeking the loan. Amounts vary up to the cost of education less other resources. To apply, the student(s) must complete the FAFSA and the parent must complete a PLUS MPN.

Work Study

To participate in this part-time employment program, students must show evidence of financial need. Positions include office support, custodial, learning resource center, or aides in various departments and offices on campus. Work-study positions are limited and are awarded to early financial aid applicants. If students were not awarded a work-study position on the student's award letter, but are interested in working under this program, contact the Financial Aid office and request that the student's name be placed on a waiting list. If students are eligible, the student will be contacted if/when a position becomes available. Contact WITC for the current work-study wage.

Other Available Aid

Workforce Resource

If students are unemployed, underemployed, or economically disadvantaged, the student may be eligible to receive financial assistance such as funds for tuition, books, and other support. This assistance is designed to help the student receive the training needed to secure, maintain, or retain employment. For more information, contact the WITC Financial Aid office.

Division of Vocational Rehabilitation (DVR)

Any Wisconsin resident, 16 years of age or older who has a disabling condition that constitutes a substantial handicap to employment, may be eligible for DVR aid. Contact the Wisconsin DVR office for more information.

Veterans' Programs

Chapter 33, Post 9/11 Veterans Education Act

This benefit is for eligible veterans who have served on active duty after 9-10-01. Benefits are prorated based on total months of active duty and enrollment level. Payments include tuition and fees, housing allowance, and a stipend for books and supplies.

Chapter 30, Montgomery GI Bill®

The GI Bill® establishes educational benefits for individuals with active duty service of at least 2 years. Monthly payments are based on years of service and enrollment.

Chapter 31, Disabled Veterans, Vocational Rehabilitation

Veterans with a 20 percent or more service-connected disability may be eligible for this benefit for up to 48 months of entitlement. For eligibility guidelines, contact the VA, a Vocational Rehabilitation Counselor, or a county Office of Veterans' Affairs.

Chapter 35, Dependents/Spouses or Surviving Spouses

Dependents of veterans who are 100 percent disabled or who have died from a service-connected disability may be eligible to receive VA educational assistance. Generally, eligibility for a spouse extends 10 years from the date of the veteran's death or the date the veteran was found to have a total service-connected disability. Eligibility for a child ends on the child's 26th birthday, unless extended under certain conditions. If the veteran is not receiving monthly disability benefits, the student is usually not eligible for Chapter 35. The student should contact their county's Veterans' Service office for more information.

Chapter 1606, Montgomery GI Bill®-Selected Reserves

This benefit is available to members of the National Guard and Reserves who enlist, re-enlist, or extend an enlistment for a period of not less than six years and are actively drilling.

Wisconsin GI Bill®

The Wisconsin GI Bill® provides a waiver (“remission”) of tuition for eligible veterans and their dependents for up to eight full-time semesters or 128 credits. A 100 percent remission of eligible fees is provided to the veteran, qualifying unmarried surviving spouse and children of a veteran who died in the line of duty, and to the spouse and children of a veteran with substantial service-connected disabilities (combined VA service-connected disability rating of 30 percent or greater). For qualifying children, the benefit is available from ages 17 through 26, and residency rules apply. For a veteran to be eligible, he/she must have entered the service as a Wisconsin resident and currently reside in WI, or have lived in Wisconsin for five years prior to attending college. Children and spouses may qualify under the five year residency rule as well. To remain eligible, students must maintain a 2.0 cumulative GPA.

For additional information, contact the financial aid advisor at the campus the student plans to attend or go to <http://dva.state.wi.us>.

Educational Tax Benefits

Several tax programs exist to help students. To claim the benefit(s), the taxpayer must file a tax return and meet federal eligibility guidelines. Claiming the tax credit is the student’s responsibility. Tuition statements, (1098T forms) will be completed by the WITC business office for all eligible students and mailed on or before January 31. Eligible students may view their 1098T forms through **MyWITC**. For more information on the tax programs, see Publication 970 at irs.gov.

Enrollment Status

Students are considered full-time students if they are taking 12 or more credits each term. Three-quarter-time enrollment is 9, 10, or 11 credits per term. Half-time enrollment is 6, 7, or 8 credits per term.

Reciprocity

Wisconsin - Minnesota

Minnesota students pay resident material and program fees while attending WITC, and they are considered non-district state residents for tuition purposes.

Wisconsin - Michigan

A separate reciprocity agreement exists between Gogebic Community College in the upper peninsula of Michigan and WITC that allows residents of the Gogebic Community College district to pay the resident program fee plus \$5 per credit for each credit taken at WITC.

Tuition and Fees

Fees are due 10 business days prior to the start of the term. An annual course fee will be assigned for each course. The course fee combines the uniform statewide program and material fees plus any board-established incidental or course fees.

Tuition Fees 2019-2020

Program Fee - \$136.50 per credit

All programs are subject to a uniform fee per credit established by the Wisconsin Technical College System Board and state legislature. The rate is subject to change. Certain unique courses and programs are exempt from program fees.

Out-of-State Tuition – resident program fee plus \$68.25 per credit

Out-of-state nonresident students pay \$136.50 per credit program fee plus \$68.25 per credit out-of-state program fee (total \$204.75).

Material Fee – \$4.50 minimum per course

All courses are subject to a material fee per credit established by the state. These fees vary by both the program the student is in and the different costs of materials used in each course. Certain unique courses and programs are exempt from material fees.

Incidental Fee - \$9.25

A per-credit incidental fee is charged to help fund a wide range of services to students including graduation, parking, library and media services, student activities, records processing, health services, and other miscellaneous student support activities.

Supplementary Supplies and Materials – fees vary

Certain classes will require a fee to cover special laboratory costs, supplies, duplication, uniforms, etc.

Credit for Prior Learning Fees

- Challenge Exam - \$50 per course
- Skill Demonstration - \$90 per course
- Portfolio - \$90 per course

Fee for Online and Hybrid Courses - \$10 per credit

The instructional fee for all online and hybrid courses is \$10 per credit, with a minimum charge of \$10 per course.

Application Fee - \$30

The nonrefundable \$30 application fee must accompany the application for admission for all state- and college-approved credit programs and certificates that are financial aid eligible.

Criminal Background Check Fee - \$10

(For Minnesota, there is an additional \$20 fee required; for national, an additional \$45 fee is required.) This fee is collected by WITC to process background checks from the Wisconsin Department of Justice required under the Caregiver Background Check Law.

Disclaimer: the College is participating in a background check pilot program with CertifiedBackground.com. For some programs, background check fees will vary. Contact the Student Services office for more information.

Payment Options

Students may pay their tuition using the following options:

- Online payment options: credit card, auto debit to checking or savings, or Payment Plan (\$300 or more tuition balance and student must be 18 years of age or older).
- Mail or pay in person: credit card, check, money order, cash (if paying in person), or Payment Plan (\$300 or more tuition balance and student must be 18 years of age or older).
- Deferring against financial aid - students may defer payment of their tuition and fees if they have anticipated financial aid that fully covers tuition and fees.
- In the event that a student's financial aid, billing authorization, or personal payment does not fully cover the tuition and fee charges, the student must pay the balance or make satisfactory payment arrangements 10 business days prior to term start.

Tuition Guarantee

WITC affirms that education and training are designed to enable eligible persons to acquire occupational skills necessary for full participation in the workforce.

The WITC Board, in compliance with Wisconsin Statute 38.24(4), provides a fee exemption for up to six credits to a graduate who is unable to obtain employment within six months of graduation or whose employer certifies that the graduate lacks entry-level job skills in the graduate's field of study.

Applications for fee exemption should be made to the campus dean of students, who will determine if the graduate qualifies for the exemption. To respond to this policy, the board stipulates that a graduate of an associate degree or technical diploma program who is a resident of the state of Wisconsin, is exempt from program and material fees for up to six credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for exemption of fees within six months of graduation and either of the following two conditions apply:

1. Within 90 days after initial employment, the graduate's employer certifies to the WITC Board that the graduate lacks entry-level job skills and specifies in writing the areas in which the graduate's skills are deficient.
2. The graduate certifies in writing that all of the following conditions apply:
 - a. The graduate has not secured employment in the occupational area in which (s)he received a degree or diploma.
 - b. The graduate has demonstrated that (s)he has actively pursued employment in that occupational area.
 - c. The graduate has not refused employment in that occupational or related field.
 - d. The graduate has actively sought the assistance of the employment assistance services.

Sec. 112 Textbook Information

(d) Provision of ISBN College Textbook Information in Course Schedules. To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall

- (1) disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes, except that
 - (A) if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material; and
 - (B) if the institution determines that the disclosure of the information described in this subsection is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation 'To Be Determined' in lieu of the information required under this subsection; and
- (2) if applicable, include on the institution's written course schedule a notice that textbook information is available on the institution's Internet course schedule, and the Internet address for such schedule.

Equal Opportunity Statement

Wisconsin Indianhead Technical College (WITC) does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. WITC offers degrees, diplomas, apprenticeships and certificates in the Emergency Management Services, General Education/ABE, Business, Family & Consumer Services, Allied Health and Trade and Technical divisions. Admissions criteria vary by program and are available by calling the Admissions Office at 800.243.9482.

The following person has been designated to oversee Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination bullying/harassment prevention policies: Amanda Gohde, Affirmative Action/ Equal Opportunity Officer/Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815 ext. 2240, TTY 711, amanda.gohde@witc.edu.

Wisconsin Indianhead Technical College (WITC) no discrimina raza, color, religión, sexo, nacionalidad, edad, discapacidad o estado en cualquier grupo protegido por las leyes; estatal o local en el empleo, admisiones o de sus programas o actividades. WITC ofrece títulos, diplomas, aprendizaje y certificados en los Servicios de Gestión de Emergencias, Estudios Generales/ABE, Negocios, Servicios de la Familia y del Consumidor, Salud Aliada, Comercio y Divisiones Técnicas. Los criterios de admisión varían según el programa y están disponibles llamando a nuestra Oficina de Admisiones al 800.243.9482.

Amanda Gohde está encargada para supervisar el Título IX de las Enmiendas de Educación de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973 y para atender preguntas sobre de las políticas antidiscriminatorias de la Escuela: Cher Vink, Acción Afirmativa / Oficial de Igualdad de Oportunidades / Director de Recursos Humanos, Oficina Administrativa, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815 ext. 2240, TTY 711, amanda.gohde@witc.edu.

Lub tsev kawm ntawv qib siab Wisconsin Indianhead txwv tsis pub cais pab pawg hais txog tib neeg cev nqaij dawm tawv, kev cai dab qhuas, lub teb chaws, tib neeg yog poj niam los txiv neej, hnoob nyoog, kev xiam oob khab, nrog rau txhua yam uas txoj kev cai lij choj tiv thaiv rau ntawm kev ua hauj lwj thiab rau ntawm Wisconsin Indianhead lub hom phiaj. Wisconsin Indianhead muaj cov ntawv pov thawj rau txhua qib, xws li Hauj Lwm Kab Kub Ceev, Kev Kawm Txhua Yam, Kev Lag Luam, Kev Txhawb Pab Rau Yus Yim Neeg, thiab Kev Noj Qab Haus Huv. Cov ntsiab kawm ntawm Wisconsin Indianhead lub hom phiaj muaj ntau yam txawv. Yog xav paub ntxiv, thov hu rau peb lub hoob kas tos txais tib neeg, tus xov tooj yog 800.243.9482.

Amanda Gohde yog tus neeg uas saib xyuas txog txoj kev cai txwv tsis pub cais pab pawg, los yog Title IX ntawm nqe lus sau ntxiv tseg rau xyoo 1972 thiab qib 504 ntawm txoj kev cai Rehabilitation xyoo 1973. Tsis tas li ntawd, Cher Vink yog tus tib neeg saib txog ntawm kev vaj huam sib luag rau lub tsev kawm ntawv qib siab Wisconsin Indianhead. Thawj coj, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715.468.2815, ext. 2240, TTY 711, amanda.gohde@witc.edu.

Amanda Gohde
Equal Opportunity Officer/
Title IX, Section 504,
and Title VII Coordinator
WITC Human Resources Department
Administrative Office
505 Pine Ridge Drive
Shell Lake, WI 54871
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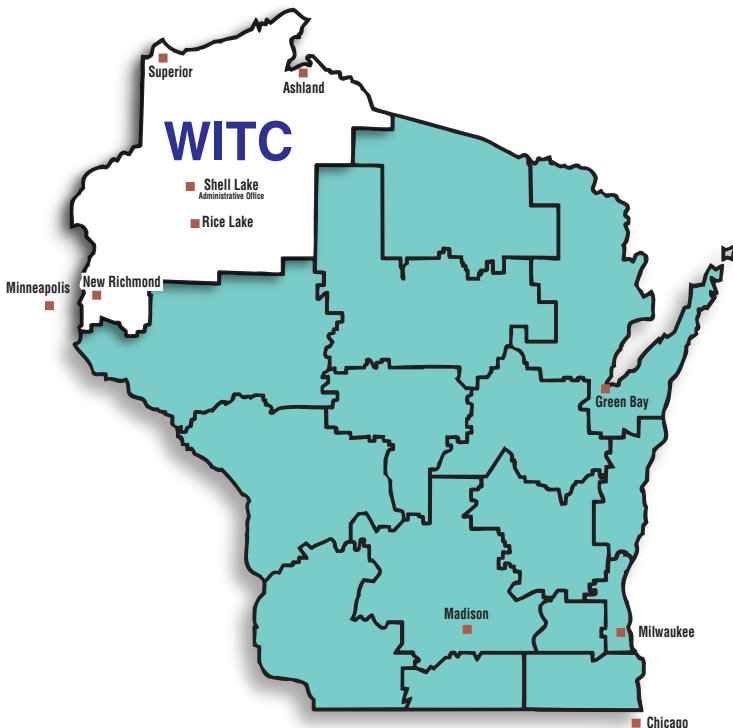
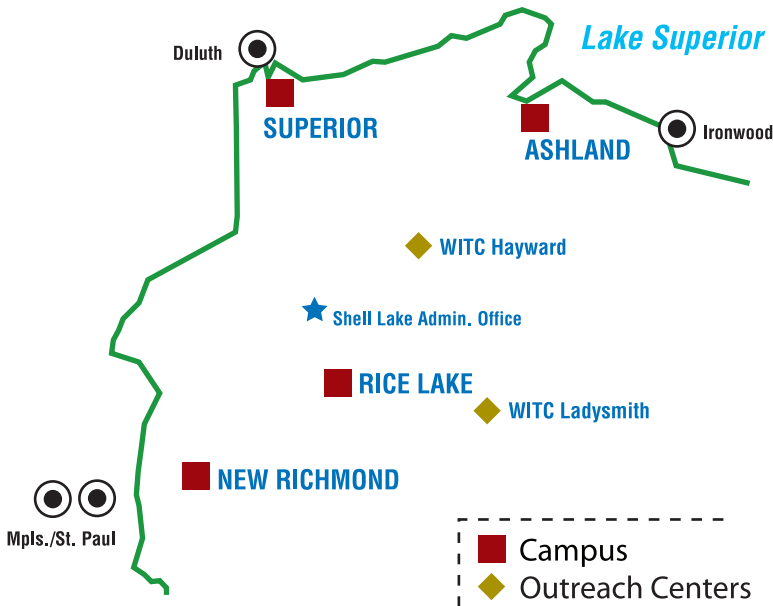
WITC Calendar

2019-2020 Important Dates for Students

May 28	Summer fees due
May 28	Summer session course fees due at time of enrollment when registration occurs on or after this date
June 10	First day of summer term
Mid June	Open enrollment for fall term begins; Web registration open for fall term
June 17	Financial Aid Census Date for summer term; FINAL eligibility for Financial Aid determined at end of business day
July 4	Holiday
August 2	Last day of summer classes
August 12	Fall term fees due
August 12	Fall term course fees due at time of enrollment when registration occurs on or after this date
August 23	New student orientation at all campuses
August 26	First day of fall term
September 2	Holiday
September 9	Financial Aid Census Date for fall term; FINAL eligibility for Financial Aid determined at end of business day
October 23	Advising/mid-term checkup
October 22	No daytime or evening credit/non-credit courses (College Inservice)
October 23	No daytime or evening credit/non-credit courses (Dual Credit Day/New Faculty Orientation)
Early November	Self-Service enrollment begins for program students on MyWITC (view only on Web)
November 27-29	Fall recess
Late November	Spring Self-Service open enrollment begins - no enrollment appointments needed (enrollment available via Web)
Dec. 21 - Jan. 3	No unofficial transcript or grades viewable in MyWITC
December 20	Last day of fall term classes
Dec. 23 - Jan. 17	Winter recess
January 6	Spring term fees due
January 6	Spring term course fees due at time of enrollment when registration occurs on or after this date
January 17	New student orientation
January 20	First day of spring term
February 3	Financial Aid Census Date for spring term; FINAL eligibility for Financial Aid determined at end of business day
March 17	Advising begins for summer and fall terms and mid-year checkup
March 16-20	Spring recess
March 21	Graduation Information form for Spring commencement ceremony due
Early April	Course schedule search (view only) on Web and on MyWITC
Mid April	Begin self-service registration for program students for summer and fall terms
Mid April	Open enrollment for summer term
April 10	Spring Holiday
May 17-30	No unofficial transcript or grades viewable in MyWITC
May 15	Last day of spring term classes
May 15, 2020	Commencement - all campuses



WITC has four campuses that are part of the Wisconsin Indianhead Technical College district. Together they serve the educational and career needs of more than 25,000 residents of northwestern Wisconsin each year. Each campus offers career-focused associate degree programs, technical diplomas, customized training for area businesses, and a wide array of courses for personal or career enrichment. WITC is also part of the statewide technical college system.



WITC-Ashland
2100 Beaser Avenue
Ashland, WI 54806
715.682.4591
fax 715.682.8040

WITC-New Richmond
1019 South Knowles Avenue
New Richmond, WI 54017
715.246.6561
fax 715.246.2777

WITC-Rice Lake
1900 College Drive
Rice Lake, WI 54868
715.234.7082
fax 715.234.5172

WITC-Superior
600 North 21st Street
Superior, WI 54880
715.394.6677
fax 715.394.3771

WITC-Hayward Outreach Center
15618 Windrose Lane, Suite 106
Hayward, WI 54843
715.634.5167
fax 715.634.8387

WITC-Ladysmith Outreach Center
1104 Lake Ave. W., Suite 1
Ladysmith, WI 54848
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