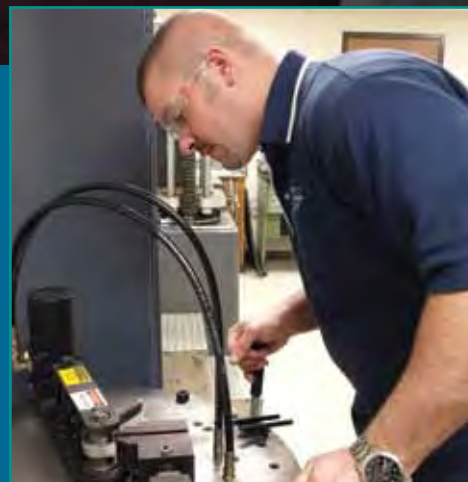


Certificate Options 2011 - 2012



New Certificates

Autism
Clay
Digital Photography-
Advanced
Echocardiography
Jail & Juvenile Detention
Landscape Design-Advanced
Leadership in Human
Relations
Woodturning



Transfer Credits to
UW-Green Bay or
UW-Oshkosh with
the General Studies
Transfer Certificate
see pages 57-59



Northeast
Wisconsin Technical College

We Are Futuremakers

To verify current program information,
visit our web site: www.nwtc.edu

Dear Learners,

Northeast Wisconsin Technical College is committed to flexible and accessible learning for all students. Due to the busy lifestyles of many of our students and future students, the College has created certificate credentials. These certificate credentials allow students to gain skills for today's economy while gaining additional credits toward an associate degree or technical diploma.



Our Certificate Options booklet outlines all the courses necessary to complete your certificate. These courses are offered on the weekend, in the evenings, by alternative delivery or by a combination of delivery methods. NWTC is an institution that is dedicated to providing you with an opportunity to enhance your skills, complete a certificate, and apply your credits toward another credential. Each certificate description will indicate where at least half of the credits may be applied toward a technical diploma or associate degree program.

NWTC's Individual Technical Studies Associate Degree allows you, the learner, to design your own associate degree dependent on your career directions. The certificate route can give you a head start on building your own degree.

Remember, NWTC is here to serve you. Please let us know how we can continue to assist you in meeting your career goals!

A handwritten signature in black ink, appearing to read 'H. Jeffrey Rafn'. The signature is stylized with large, flowing letters.

Dr. H. Jeffrey Rafn
President, Northeast Wisconsin Technical College

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NWTC Impressive Facts

- The College serves approximately 41,500 students annually.
- NWTC offers over 100 associate degrees, technical diplomas, and apprenticeships; plus nearly 100 certificates.
- NWTC has had enrollment growth of 79 percent in the past 13 years and employer demand for our graduates is up 300 percent during that same time period.
- Eighty-eight percent of last year's graduates were employed within six months after graduation and over 72 percent of them had jobs in their field of study.*
- Of the 2010 employed graduates, more than 95 percent got jobs in Wisconsin, and 74 percent of them work right here in the district.*
- NWTC served 1,133 businesses in 2009-2010 with customized training either onsite or in the classroom, training 25,250 employees.
- The annual starting salary for associate degree graduates working full-time in their field is \$35,100 *
- Founded in 1912, NWTC serves all or part of nine counties in Northeast Wisconsin. Counties include: Brown, Door, Marinette, Oconto, Kewaunee, Florence, and parts of Shawano, Outagamie, and Manitowoc.

* NWTC 2010 Graduate Follow-Up Survey

Out of 5,000 institutions nationwide, NWTC ranks:

- 37th for the number of associate degrees awarded in Precision Production; 1st in Wisconsin
- 30th for the number of associate degrees awarded in Business, Management, Marketing, and Related Support Services; 1st in Wisconsin
- 38th for the number of associate degrees in Engineering Technologies/ Technicians; 1st in Wisconsin
- 20th for the number of associate degrees in Communication Technologies/Technicians
- 50th for the number of associate degrees awarded to American Indian graduates; 2nd in Wisconsin (tied with College of Menominee Nation)
- 52nd for the number of One-Year Certificates
- 73rd for the number of Two-Year Certificates

(Source: U.S. Department of Education Data published in Community College Week)

Certificate Options Information

This book contains more than nearly 100 certificate options. Every technical diploma and associate degree program at NWTC has an advisory committee made up of instructors, industry representatives, graduates and community members. Those advisory committees have designed the certificates in this book as groupings of courses that can help students to enter a new field or change fields quickly, or improve their skills in an existing field.

Customize Your Plan

We'd like to make planning your course selections an easy process. Please indicate your desire to receive a personalized plan by checking the appropriate box on your enrollment form. You'll receive a personalized list of all the courses in your certificate scheduled for a given semester. If, at any time, you are unsure of which class or classes to register for, please contact us so we can assist you.

How to Enroll and Receive a Certificate

1. Fill out a Certificate Enrollment Form (see page 111) and return it to Enrollment Services, 2740 W. Mason St., P. O. Box 19042, Green Bay, WI 54307-9042.
2. Successfully complete the courses in your certificate. Please note that 25 percent of the credits must be taken at NWTC for you to receive a certificate from the College.
3. If your transcript shows that you have successfully completed all the courses in your certificate, you will receive your certificate within two weeks. You will be notified if we cannot verify that you have completed the courses.
4. Certificate completers are eligible to participate in our graduation ceremonies (May and December). Certificates which contain 15 or more credits are eligible for honor cords. Information will be mailed to you with your certificate.

Frequently Asked Questions About Certificate Options

Q. What are certificates?

- A.** Certificates are designed to help busy students learn skills in short blocks of time. Certificates range from as few as six to as many as 21 credits. The courses making up a certificate are designed by industry representatives to help students enter a new field (or change fields) quickly and confidently. Certificates are offered in a number of flexible learning options, including weekend and evening class times, online, distance learning, accelerated formats, and more.

Q. Do the credits earned with a certificate apply to associate degree and technical diploma programs?

- A.** Yes. If you decide to enroll in an associate degree or technical diploma program at a later time, applicable credits you earned with the certificate will transfer.

Q. Do I have to take other courses in addition to those listed for the certificate?

- A.** No. You only have to take the courses listed. In some, work experience or previous course work is required. These prerequisites are listed in this Certificate Options booklet.

Q. Can I substitute or modify the courses on the list?

- A.** In certain cases, courses that contain the same competencies can be substituted. This would be done on a case-by-case basis.

Q. What if I would like a certificate that is not on the list? Can I create my own certificate?

- A.** At this time creating a new certificate is not possible. If you see a need for a particular certificate, please talk to a dean or associate dean.

Q. What is the difference between credit and non-credit certificates?

- A.** The advantage of the credit certificates is that these courses transfer to an NWTC technical diploma program or associate degree program.

Q. Is there a time limit to complete the courses listed for the certificate?

- A.** Although NWTC does not impose a time limit on completing the courses in most certificates, students should try to take a minimum of at least one course per semester.

Registration Information

Online Registration – my.NWTC

my.NWTC ONLINE REGISTRATION

1. Go to <http://www.nwtc.edu>.
2. Click on the my.NWTC button in the upper right corner of the screen.
3. When you see the “Welcome” screen, just follow the directions. For instance, if you have never taken an NWTC class before, click on “Become an NWTC student.”
4. Once you have an account, you will be returned to the “Welcome” screen. Enter your new User ID and Password in the upper left corner of the screen.
5. Once you log in, you will see a screen with your name. Click on “Enroll/Drop A Class” at the top of the page to enroll in a class.

Mail-In Registration

Registrations are processed by postmark date. Checks should be made payable to Northeast Wisconsin Technical College and mailed with registration form to:

NORTHEAST WISCONSIN TECHNICAL COLLEGE
Registration Mail-In, P.O. Box 19042
Green Bay, WI 54307-9042

Phone-In

To register with one of our friendly Call Center staff, please call (920) 498-5444 or (800) 422-NWTC, ext. 5444.

Walk-in at any NWTC location

At the NWTC-Green Bay Campus, 2740 W. Mason Street, go to the Student Center, Level 2, Welcome Center. At all other sites, go to the front desk.

NWTC works hard to verify the cost of classes. Registrations are processed by postmark date. Some costs are beyond the College’s control, such as insurance, state fees and some materials. If your total cost is not what you were expecting, please contact the NWTC Bursar’s Office for an itemized cost list. Thank you!

Dropping Classes

You will NOT be automatically dropped from classes for non-attendance. To avoid charges, late fees, and collection activities, students must pay fees by the due date or must officially drop classes through Enrollment Services. Please retain your confirmation number as proof of your official drop.

Third Party or Employer Funding

To register for non-credit courses with funding from an employer or other agency, you must ensure that an Authorization to Bill is on file prior to registration.

All fees are subject to change. Please contact the NWTC Student Finance Office at (920) 498-5444 or toll-free at (888) 385-NWTC for questions regarding tuition and fees.

NWTC accepts



Ways of Learning

NWTC provides ways of taking courses at times and locations that go beyond the traditional college day. They are especially valuable for working adults who need to fit college into busy work and family schedules, but they can help anyone make education possible. For details, students may check NWTC's website or consult an NWTC academic advisor at (888) 385-6982.

Accelerated Learning

Accelerated courses use special instructional techniques chosen for their ability to help students learn and retain large amounts of information. Students do much of their learning on their own, often on the job, so that required classroom time is shortened. Most courses will require about half the amount of class time compared to traditional courses.

Accelerated courses require highly motivated students who are already on the job. They will need to draw from their work experience to fully participate in the wide variety of learning experiences and projects. Accelerated courses require reading and an assignment to be completed before the first class. Assignment packets are mailed to students prior to their first class.

Self-Paced Learning

A variety of computer and math courses are offered in the self-paced format. Self-paced math and communications courses allow you to proceed at your own pace. Student labs are available at the Green Bay campus and in a variety of NWTC Regional Learning Centers throughout the district.

Self-paced computer courses offer great flexibility. You can register and begin anytime. Work at your own pace, when it is convenient for you and where it is convenient for you. You can work at NWTC or at home (if you have Microsoft® Office® on your home computer) to complete the work. If you want to work on the Keyboarding or Speed and Accuracy Building classes at home, you can purchase the home-kit version and install the software on your home computer. You only need to come in to the Self-Paced Lab for periodic evaluations.

Self-paced courses are best for learners who are self-disciplined and work well without supervision. Help is available from lab instructors when you need it. Shift workers, parents, or individuals who have a busy or changeable schedule may find self-paced courses fit their needs.

Weekend College

Weekend College is an alternative, non-traditional way to pursue educational objectives at NWTC. Courses are offered on the weekend (Friday night and/or Saturday) and meet one to four weekends per month. Classes usually meet four to eight hours. Credit and non-credit courses are available. Most of the credit courses may transfer to a specific certificate, technical diploma, or associate degree. The weekend courses include a variety of traditional and non-traditional delivery systems (Lecture/lab, Accelerated, Interactive Television, etc.). People who work full-time, travel during the week or have busy family lives will find that Weekend College meets their needs. An expanding number of courses are available on the weekend.

Blended Learning

Blended learning requires both online learning and in-person meetings. In-person meeting information (locations/dates/times) can be found at my.NWTC. For details, go to www.nwtc.edu and click on Ways of Learning or call toll-free (800) 422-NWTC, extension 5503 or (920) 498-5503.

Online

NWTC offers online classes which are available any time and anywhere students have access to the Internet; in the District or out-of-state; at the library or at home; during the day or late at night.

Frequently Asked Questions About Online Courses

Q. What does a student need to take a course online?

- A.** A student needs a computer or access to a computer, access to the Internet, an e-mail address, and the student must be registered for the course.

Q. Is online learning for everyone?

- A.** Not necessarily, there are many different learning styles. Online learning takes a self-motivated, self-directed individual with good reading, comprehension, and organization skills.

Q. How long do I have to finish an online course?

- A.** These courses are self-paced, but the intention is for the student to finish in a reasonable amount of time. It can vary from site to site. Currently, the end date is approximately 8 weeks after the class starts, or by the end of the semester. Be sure to confirm the end date at the location in which you are taking the class. Students can still work ahead and even finish the course early.

Q. Do I ever need to show up on campus to take an online course?

- A.** Some courses require students to take tests in a proctored situation. This may require a student to show up on site (Green Bay, Sturgeon Bay, Marinette, or another authorized site). Your instructor will let you know if your tests need to be proctored.

Q. Who monitors the online courses?

- A.** Every course has an instructor who facilitates the course. The instructor is responsible for student/teacher and student/student discussion, answering student questions, and reviewing and correcting student tests and assignments.

Q. Do students get the same information/content in an online course that they would get in an on-campus course?

- A.** All online courses meet the same competencies that the on-campus courses meet. Some activities and assignments are reworked for the Internet, but they still meet the same competencies.

Q. How do I register for an online course?

- A.**
1. Online Registration (see page 2)
 2. Phone Registration (1-800-422-NWTC, x5444)
 3. Visit one of the NWTC Campuses (Green Bay, Sturgeon Bay, Marinette) or Regional Learning Centers (Shawano, Oconto Falls, Crivitz, Luxemburg or Niagara).

Please visit our Web site, <http://online.nwtc.edu> for the most up-to-date list of classes available online. For more information, call (920) 498-5503, or toll-free at (800) 422-NWTC, extension 5503.

Other Ways of Learning

Correspondence Courses (TCA)

Students learn at home and earn college credit through video/print-based courses. DVDs and VHS tapes are available for checkout at all NWTC campus libraries and public libraries located throughout the area. After registering, students may begin their courses at the semester start date or anytime thereafter, allowing increased entry and exit flexibility for learners. Students may also request to receive DVDs and VHS tapes in the mail by calling the NWTC Green Bay Library.

The following three-credit video/TCA courses are available:
(*Classes with Supplemental Videos/DVDs*)

Abnormal Psychology	10-809-159
Business Law	10-102-150
Communication-Oral/Interpersonal	10-801-196
Communication-Written	10-801-195
Customer Service.....	10-104-191
Developmental Psychology.....	10-809-188
Economics.....	10-809-195
Introduction to Psychology.....	10-809-198
Marketing Principles.....	10-104-110
Medical Terminology	10-501-101
Nutrition Pathways.....	10-543-119
Race, Ethnic & Diversity.....	10-809-172
Speech.....	10-801-198
Technical Reporting.....	10-801-197

(*Print Based-No Videos/DVDs*)

Business-Intro	10-102-158
College Mathematics	10-804-107
Elementary Algebra with Apps.....	10-804-110
English Composition 1.....	10-801-136
English Composition 2.....	10-801-185
Entrepreneurship.....	10-145-177
Finance-Personal	10-102-153
Introduction to Sociology.....	10-809-196
Math with Business Apps.....	10-804-123
Selling Principles.....	10-104-101
Supervision	10-196-191

For more information, contact Sherry Olive
Technical College of the Air office
(920) 498-5571, or toll-free at
(800) 422-NWTC, extension 5571.

Interactive Television (ITV) and Video Conference (VC)

Live Interactive Television (ITV)/Video Conferencing (VC) enables students in distant communities to participate in classes being taught elsewhere. Learners can receive courses and credentials in a multitude of areas including banking, marketing, law enforcement, safety, medical terminology, leadership skills, and communications.

Technology allows enrollments at multiple sites to be combined, increasing opportunities and access for learners wishing to pursue degrees, diplomas, certificates, and personal enrichment courses. ITV and VC make courses more convenient for students, because they can considerably reduce commuting time as well as increase learning opportunities.

Dedicated connections to NWTC Regional Learning Centers create greater access and flexibility for learners. The College can also reach area high schools' sites through the TRITON, ShoreNet, and KSCADE Distance Learning networks, which cover all nine counties in the NWTC District. These networks enable NWTC to provide transcribed and advanced standing courses to high school juniors and seniors. Adult continuing education courses at distant sites in the evenings and services to business and industry are readily available through these technologies. NWTC can also connect with all other Wisconsin Technical Colleges and other K-12 schools.

NWTC offers a variety of short-term programs that lead to certificates.

Career Advantage

Employers recognize the value of an NWTC education. In fact, as members of NWTC's advisory committees, employers work with the College's instructors and graduates to design certificates as groupings of courses that meet the ever-changing needs of business and industry. With their up-to-date skills, certificate completers have a competitive edge during hiring and promoting situations.

Right for Working Adults

Certificate programs are an excellent educational option for working adults or anyone with a busy lifestyle. Many certificate courses are conveniently offered at night, on weekends, or online. Classes may also be available on DVD, video or through interactive television and video conference technology.

Another Approach to College

For students whose goals include earning a degree or diploma, enrolling in a certificate program can be a smart first step. Many credits from NWTC certificates may be applied toward the College's associate degree or technical diploma programs. This enables students to get a strong start on their long-range educational goals, before having to commit to an entire degree or diploma program.

Certificates may be applied toward NWTC degrees and diplomas

At least 50 percent of the credits from each of the certificates below can transfer into a related NWTC degree or diploma program.

Certificate Name	Receiving Program Name
AODA (Alcohol and Other Drug Abuse)	Human Services (shared program with Northcentral Technical College)
Applied Graphics for Prototype & Design.....	Marketing and Graphic Communications
Biomedical/Electronics Fundamentals	Electronics (with optional Biomedical specialty)
Business Operations.....	Business Management
CAD (Computer Aided Drafting)	Mechanical Design Technology
Casino Management: Customer Relationship Mgmt.....	Casino Management
Casino Management: Foundations of Gaming Leadership	Casino Management
Casino Management: Regulations & Operations.....	Casino Management
Casino Management: Security & Surveillance	Casino Management
Computer Support.....	Computer Support Specialist-IT Computer Support Technician-IT
Contact Center	Marketing
Criminal Justice Law Enforcement Advanced Standing	Criminal Justice-Law Enforcement
Customer Service.....	Marketing
Digital Photography.....	Digital Media Technology
Digital Photography-Advanced.....	Digital Media Technology
Digital Print Technology.....	Print Technology
Early Childhood Advanced	Early Childhood Education
Early Childhood Foundation	Early Childhood Education
Early Childhood: Infant Toddler	Early Childhood Education
Early Childhood Intermediate	Early Childhood Education
Early Childhood Licensing Basic Ages 0-2.....	Early Childhood Education
Early Childhood Licensing Basic Ages 3-5 years.....	Early Childhood Education
Early Childhood Premier	Early Childhood Education
Early Childhood: The Preschool Certificate	Early Childhood Education
Entrepreneurship	Business Management (Entrepreneurship Track)
Ethical Leadership	Leadership Development
Film & Digital Broadcast.....	Digital Media Technology
Global Business	Business Management (Global Business Track)
Greenhouse Grower	Landscape Horticulture

Certificates may be applied toward NWTC degrees and diplomas *(continued)*

Health Care Leadership	Leadership Development
Health Care Leadership Adv	Leadership Development
Introduction to the Instructional Assistant Careers Cert	Instructional Assistant
Leadership in Human Relations	Accounting; Casino Management
	Credit Business Management
	Criminal Justice-Law Enforcement
	Criminal Justice-Corrections
	Financial Institutions Management
	Network Specialist-IT; Paralegal
	Supply Chain Management
Networking.....	Network Specialist-IT
Parametric Modeling	Mechanical Design Technology
Plant Healthcare Management	Landscape Horticulture
Promotions & Event Management	Marketing
Quality Improvement & Innovation	Leadership Development
Recording and Audio Engineering	Digital Media Technology
Renewable Energy-Solar.....	Solar Energy Technology
Service Writer	Automotive Technology Associate Degree
Small Business Bookkeeping	Accounting
Software Level-1	Administrative Professional;
	Office Professional
Software Level-2	Administrative Professional
Special Education	Instructional Assistant
Supervision	Leadership Development
Supporting Children's Learning	Instructional Assistant
Supply Chain Management	Supply Chain Management
Utility Management	Leadership Development
Web Application Programming.....	Web Development
Web Design	Web Development

Certificates



Certificates by Department

Business & Information Technology Department

Applied Graphics for Prototype & Design
Advanced Real Estate Sales/Brokerage
Business Operations
Computer Support
Contact Center
Customer Service
Digital Photography
Digital Photography-Advanced
Digital Printing
Entrepreneurship
Ethical Leadership
Film and Digital Broadcast
Fundamentals of Real Estate
Global Business
Health Care Leadership Adv
Health Care Leadership
Hotel & Restaurant Management
Internet Broadcasting
Networking
Paralegal Post Baccalaureate
Promotions & Event Management
Quality Improvement & Innovation
Recording and Audio Engineering
Retail Leadership
Small Business Bookkeeping
Software Level-1
Software Level-2
Supervision
Supply Chain Management
Utility Management
Web Application Programming
Web Design

Community & Regional Learning Services Department

Autism
Bilingual/English Language Learning
Casino Management: Customer Relationship Mgmt
Casino Management: Foundations of Gaming Leadership
Casino Management: Regulations & Operations
Casino Management: Security & Surveillance
Clay
Early Childhood Licensing Basic Ages 0-2
Early Childhood Licensing Basic Ages 3-5 years
Early Childhood: The Preschool
Early Childhood Foundation
Early Childhood: Infant Toddler
Early Childhood Intermediate
Early Childhood Advanced
Early Childhood Premier
Early Childhood: The Inclusion Credential
Early Childhood: Childcare Administration
Introduction to the Instructional Assistant Careers
Library Assistant
Micro-Business Fast Track
Special Education
Supporting Children's Learning
Woodturning

General Studies Department

Business Writing
Cultural and Social Sciences
General Studies Transfer - UWGB
General Studies Transfer - UW Oshkosh
Leadership in Human Relations
Math-Advanced
Psychology & Behavioral Studies
Social and Human Services

Public Safety Department

AODA (Alcohol and Other Drug Abuse)
Boat Patrol Operators
Boat Patrol Operators Master's
Community Corrections
Criminal Justice Law Enforcement Adv Standing
Jail and Juvenile Detention

Health Sciences Department

Central Service Technician
Echocardiography
Gerontology Nursing
Health Care Business Service
Health Unit Coordinator
Healthcare Customer Service Representative
Medical Coding Specialist
Medical Transcriptionist Specialist
Phlebotomy
Public Dental Health

Trades & Engineering Technologies Department

Biofuels
Biomedical Electronics
CAD (Computer Aided Drafting)
Gemology
Greenhouse Grower
Horticulture Landscape
Industrial Maintenance
Industrial Safety
Landscape Design-Advanced
Maintenance Electricity
Masonry Construction
Organic Agriculture Practices
Parametric Modeling
Plant Engineering Mechanical Maintenance
Plant Healthcare Management
Power Generator
Renewable Energy-Solar
Service Writer
Sustainable Design
Weld Inspection

Advanced Real Estate Sales/Brokerage Certificate

Certificate Number 901942

Certificate Description

The Advanced Real Estate Sales/Brokerage Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of real estate sales and broker management.

Certificate Completers will be able to

- Obtain broker's license.
- Manage finances.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management

Requirement for Certificate Entry

- Real Estate Exam Prep.

Note

You must take and pass the salesperson's exam before taking the broker's exam, but you can apply for the broker's license immediately after taking the broker's education and passing the exam.

10-194-155, Real Estate Broker Management is offered only in the spring.

Curriculum		
Catalog No	Description	Credits
10-101-106	Accounting for Non-Accountants	3
10-145-177	Entrepreneurship	3
10-104-110	Marketing Principles	3
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-121	Micro: Word-Intro	1
10-194-155	Real Estate Broker Management	2
10-196-191	Supervision	3
	CERTIFICATE TOTAL	17

Course Descriptions

10-101-106 Accounting for Non-Accountants ...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

10-145-177 Entrepreneurship...entrepreneurship, success and failure, getting started: sources of capital, location, layout, and legal forms of organization, managing and operating, planning and organizing, directing and monitoring performance, marketing strategy, and administration.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, and promotional decisions for strategy planning.

10-103-141 Micro: Access-Intro ...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.

10-103-131 Micro: Excel-Intro ...reating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing: sections, tabs, multiple-page numbering; manipulating text; creating headers/ footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

10-194-155 Real Estate Broker Mgmt ...contracts, approved forms, trust accounts, escrow, closing statements, business management and marketing, financial and office management, personnel, business ethics, consumer protection, and specialty areas.

10-196-191 Supervision ...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

AODA (Alcohol and Other Drug Abuse) Certificate

Certificate Number 905501

Certificate Description

The AODA Certificate is designed for individuals interested in becoming licensed to provide AODA counseling to people, or improving their skills in providing AODA counseling. All hours required by the Department of Regulations and Licensing are included in all content areas. It is also designed to assist individuals working in service occupations, to identify substance abuse problems and provide guidance to people who have AODA issues. This certificate is part of a shared program with the College of Menominee Nation (CMN). Credits earned in this certificate may be applied toward the Human Services Associate Degree program shared by NWTC and Northcentral Technical College as well as the Human Services AODA Counselor Associate Degree Program offered at CMN.

Certificate Completers will be able to

- Obtain a good foundation for working with people in any capacity.
- Focus is on the impact of substance abuse on both the individual and society, identification of substances and AODA, facilitating engagement with individuals and groups, and the physical and psychological pathology associated with AODA.

Curriculum

Catalog No	Description	Credits
10-550-177	AODA Assessment and Diagnosis	3
10-550-176	Ethical AODA Case/Record Mgmt	3
10-550-172	Group Facilitation	3
10-550-178	Intro to Counseling Theory	3
10-550-179	Methods of AODA Counseling	3
10-550-174	Overview of Mental Disorders	3
10-550-175	Personal and Professional Dev	1
10-550-173	Psychopharmacology	3
10-550-170	Understanding Substance Abuse	3
CERTIFICATE TOTAL		25

Course Descriptions

10-550-177 AODA Assessment and Diagnosis ...learners develop a working knowledge of gathering and interpreting information used in forming diagnoses based on the criteria in the DSM-IV TR. Learners will explore various diagnostic tools and determine the level of care utilizing the Wisconsin UPC. (Prerequisite: 10-550-170, Understanding Substance Abuse)

10-550-176 Ethical AODA Case/Record Mgmt ...this course will provide the information necessary to provide ethical case management, coordinating integrative services for AODA clients, and the accurate management of treatment records.

10-550-172 Group Facilitation... learners are introduced to group counseling techniques such as facilitating the process of forming a group, determining group type, purpose, size, leadership establishing goals and clarifying group rules. (Prerequisite: 10-550-179, Methods of AODA Counseling)

10-550-178 Intro to Counseling Theory ...learners are introduced to the basic counseling skills and will begin to examine the counseling theories utilized in the human services professions.

10-550-179 Methods of AODA Counseling ...learners are introduced to a number of counseling theories and techniques that can be utilized in the human services profession. The theories will be explored in relation to substance abuse counseling. (Prerequisite: 10-550-178, Intro to Counseling Theory)

10-550-174 Overview of Mental Disorders ...learners will be introduced to the symptomology and etiology and classification of psychiatric disorders and treatment.

10-550-175 Personal and Professional Dev ...this course will introduce the personal and professional qualities and responsibilities AODA counselors should incorporate into their practice. Learners will clarify personal values and beliefs while examining their strengths and weaknesses. The course content will include ethical issues surrounding substance abuse counseling.

10-550-173 Psychopharmacology ...learners will be introduced to the basic concepts of psychopharmacology and the function of the organs and systems of the human body and brain.

10-550-170 Understanding Substance Abuse ...a holistic approach including epidemiology, etiology, and definitions; prevention and treatment, social and health care institutions and resource agencies; and ethics and legal issues in the helping profession with a focus on self-attitudes, values, and goals.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or Enrollment Services at (888) 385-NWTC.

Applied Graphics for Prototype and Design Certificate

Certificate Number 906141

Certificate Description

This certificate emphasizes a combination of Marketing & Graphic Communications and Prototype & Design courses. Student will focus on computer graphics and model building.

Certificate Completers will be able to

Build a variety of prototype models and render, illustrate, and photograph various models.

Requirements for Certificate Entry

- High school diploma or equivalent.
- High school background in mathematics and science.
- High school algebra or equivalent.
- Recent computer familiarity and ability to use a keyboard and mouse.
- Ability to sit behind a computer workstation for prolonged sessions.

Note

10-614-152, Prototyping-Introduction is offered only in the fall.

Completers will be able to apply credits toward the following programs:

- 101117, Marketing & Graphic Communications
- 106142, Prototype & Design

Course Descriptions

10-614-113 2D Essentials ...an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to model building.

10-111-161 Macintosh Illustration ...create and paint basic shapes, draw, transform objects, work with type, blend shapes and colors, work with layers, special effects, and color separations. An introduction to manipulating vector based images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-101 Macintosh-Image Editing ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-614-152 Prototyping-Introduction to ...introduction to 3D model building using a variety of materials, machine processes, and fabrication techniques including CNC milling with an emphasis on accuracy, professionalism, and working within specified tolerances.

Curriculum

Catalog No	Description	Credits
10-614-113	2D Essentials	2
10-111-161	Macintosh Illustration	3
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-614-152	Prototyping-Introduction to	5
CERTIFICATE TOTAL		14

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Autism Certificate

Certificate Number 9030713

Certificate Description

Child care teachers, instructional assistants, teachers, parents, relatives and caregivers will learn how to support individuals with autism spectrum disorder. Learn strategies and techniques to promote educational and social success in individuals who have been diagnosed with a Pervasive Developmental Disorder such as autism.

Certificate Completers will be able to

- Discriminate between the various diagnoses collectively known as Pervasive Developmental Disorders.
- Analyze the impact of early intervention on children with Autism Spectrum Disorder.
- Examine strategies in reducing negative behaviors in persons with Autism Spectrum Disorder.
- Foster play and friendship for persons with Autism Spectrum Disorder.
- Explore a variety of effective teaching methods, adaptations, and modifications for learners with Autism Spectrum Disorder.
- Examine functional living skills and vocational support for persons with Autism Spectrum Disorder.

Course Descriptions

10-307-200 Autism: Spectrum Disorder Intr ...terminology, genetic and brain structure differences, types of autism, diagnostics and treatment touching on supports.

10-307-201 Autism: Teaching Methods ...learning styles, adaptations and modifications and structured teaching methods. (Prerequisite: 10-307-200, Autism: Spectrum Disorder Intr)

10-307-202 Autism: Transition & Beyond ...vocational support, functional living skills and methods for supporting adults with ASD.

Curriculum

Catalog No	Description	Credits
10-307-200	Autism: Spectrum Disorder Intr	3
10-307-201	Autism: Teaching Methods	3
10-307-202	Autism: Transition & Beyond	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Bilingual/English Language Learning Certificate

Certificate Number 905225

Certificate Description

This certificate is designed for anyone working or interested in working/serving ELL/ESL/SLL/Bilingual children, school-age students or adults. This course gives an understanding of language diversity, bilingual/English language learners, models and programming, assessment and strategies to support all learners.

Certificate Completers will be able to

- Summarize the history of bilingual education in the U.S.
- Understand Title III funding.
- Demonstrate reading, writing, speaking strategies for bilingual/English language learners.
- Identify bilingual resources.
- Serve/work with bilingual learners.
- Discuss issues and debates in bilingual education.
- Understand assessment and placement of English Language Learners.
- Appreciate the unique learning needs of bilingual/English Language Learners.

Note

- This certificate does not meet Wisconsin Department of Instruction certification/license requirements. Students may also be required to demonstrate proficiency in another language (e.g., Spanish) to work as an interpreter.
- Either course transfers to the Instructional Assistant Associate Degree as an elective.
- Both of these courses are offered online.

Course Descriptions

10-522-133 IA: Bilingual/ELL Overview ...understand language diversity, bilingual/English language learners, models and programming, identification and placement, and discuss current issues and debates. This course will also have a brief introduction to language acquisition and parent/community resources.

10-522-134 IA: Bilingual/ELL Strategies ...research, study and practice best practices/strategies for young children, school-age students and adults with an emphasis on reading, writing, and speaking/communication. Students will select areas of interest/specialty to meet their individual learning needs. For example, if you are working at a literacy center with adult learners, you will focus on strategies/supports/community resources for adult learners. This course requires twenty service learning hours with bilingual/English Language Learners.

Curriculum

Catalog No	Description	Credits
10-522-133	IA: Bilingual/ELL Overview	3
10-522-134	IA: Bilingual/ELL Strategies	3
CERTIFICATE TOTAL		6

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Biofuels Certificate

Certificate Number 904841

Certificate Description

The fundamentals of converting various organic materials into renewable energy.

Certificate Completers will be able to

- Map the process of converting oil crops and animal fat waste into biodiesel.
- Map the process of converting various organic materials into renewable energy.
- Describe the fundamentals to produce energy from biomass resources.

Curriculum		
Catalog No	Description	Credits
10-484-155	Anaerobic Digester Technology	2
10-484-154	Biofuels Fire Safety	1
10-484-152	Biofuels Science	4
10-484-150	Biofuels-Intro to Biodiesel	2
10-484-151	Biofuels-Intro to Ethanol	2
10-484-153	Biomass Energy Introduction	3
10-480-101	Energy-Intro Renew & Sustain	4
CERTIFICATE TOTAL		18

Course Descriptions

10-484-155 Anaerobic Digester Technology ...learn basics of digester technology for the livestock and food processing industry, funding opportunities, regulatory concerns and alternative energy business clusters.

10-484-154 Biofuels Fire Safety ...learn basics of fire insurance standards, air quality standards, ash disposal options and general safety issues associated with biofuels.

10-484-152 Biofuels Science ...learn the fundamentals of basic organic chemistry and biochemistry as it applies to biofuels.

10-484-150 Biofuels-Intro to Biodiesel ...this course is a hands-on exploration of biodiesel production, quality control, separation techniques, ASTM fuel standards, engine performance and exhaust emissions.

10-484-151 Biofuels-Intro to Ethanol ...an overview of ethanol fuel will be presented. Fermentation, distillation chemistry, ASTM fuel testing, engine performance and exhaust emissions will be covered. An introduction to E85 fuel systems will also be included.

10-484-153 Biomass Energy Introduction ...explore the fundamentals of plant growth, energy yield, economics, production and processing methods for herbaceous and woody crops. Technologies covered include combustion, gasification, pyrolysis, fermentation, transesterification and anaerobic digestion.

10-480-101 Energy-Intro Renew & Sustain ...an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Biomedical Electronics Certificate

Certificate Number 906052

Certificate Description

The Biomedical Electronics Certificate is designed for individuals seeking additional knowledge and skills in biomedical electronics, especially those in health or electronics occupations. This certificate is also appropriate for individuals wishing to explore the field of biomedical electronics. All courses transfer to the Electronics/Biomedical Program.

Certificate Completers will be able to

- Analyze and troubleshoot biomedical electronics equipment.
- Design, implement and maintain medical networking system.

Completers will be able to apply credits toward the following programs:

- 106051, Electronics (with optional Biomedical specialty)

Requirements for Certificate Entry

- This certificate requires qualification by education, training, or work experience in the area of data communication or electronics, including theory and design calculations.
- An associate degree from an accredited two-year Electronics program also meets the certificate entry requirements.

Note

10-605-106, Biomed Electronics 1 is offered in the spring semester only.
10-605-107, Biomed Electronics 2 is offered in the spring semester only.
10-605-108, Biomed Electronics 3 is offered in the spring semester only.
10-605-109, Biomed Electronics 4 is offered in the spring semester only.

Curriculum		
Catalog No	Description	Credits
10-806-189	Basic Anatomy	3
10-605-106	Biomed Electronics 1: Signalin	1
10-605-107	Biomed Electronics 2: Instrume	1
10-605-108	Biomed Electronics 3: Networki	1
10-605-109	Biomed Electronics 4: Calibrat	1
10-806-134	General Chemistry	4
10-501-101	Medical Terminology	3
CERTIFICATE TOTAL		14

Course Descriptions

10-806-189 Basic Anatomy ...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better)

10-605-106 Biomed Electronics 1 ...the study will present the characteristics of biomedical electronics signaling and provide a survey of biomedical electronics signaling systems. (Prerequisites: 10-605-162, Linear Electronics 3: Filters; 10-605-172, Datacomm 3: Delta Modulation)

10-605-107 Biomed Electronics 2 ...study will present the characteristics of biomedical electronics instrumentation and provide a survey of biomedical electronics instrumentation. (Prerequisite: 10-605-106, Biomed Electronics 1)

10-605-108 Biomed Electronics 3 ...study will present the characteristics of biomedical electronics networking and provide a survey of biomedical electronics networking systems. (Prerequisite: 10-605-107, Biomed Electronics 2)

10-605-109 Biomed Electronics 4 ...study will present the characteristics of biomedical electronics calibration and provide a survey of biomedical electronics calibration. (Prerequisite: 10-605-108, Biomed Electronics 3)

10-806-134 General Chemistry ...covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Boat Patrol Operators Certificate

Certificate Number 905045

Certificate Description

This certificate is designed for commercial, public service, and law enforcement boat operators to provide the knowledge and skills needed to operate a vessel of up to 100 tons in a safe and responsible manner. The core course meeting the USCG education and exam requirement for an operator of uninspected vessel license to carry six or less paying passengers. The elective courses add skills to be able to identify, evaluate, and properly respond to on-the-water situations related to boaters safely and effectively, and professionally manage and maneuver watercrafts of varying sizes up to 35 ft in length. Credit minimum: 6.

Certificate Completers will be able to

- Apply for an operator of uninspected passenger vessel license.
- Apply for a license upgrade to 100 ton Master's license.

Requirement for Certificate Entry

- NASBA-approved state boater's certificate.

Note

- For complete information about licensing, please see the following U.S. Coast Guard web site: <http://www.uscg.mil/stcw>.
- Classes will be set up as requested. Please contact Traffic Safety Support at 920-498-5526 if interested in setting up a class.

Curriculum

Catalog No	Description	Credits
10-504-150	Assistance Towing Endorsement	0.2
10-504-150	Boating Under the Influence	1.3
10-504-150	Close Quarter Boat Handling	1.3
10-504-150	Global Marine Distress Safety	1.0
10-504-150	Marine Officer Boat Patrol	1.3
10-504-150	Marine Radar for Recreational	1.0
10-504-150	Officer Water Survival	0.2
10-504-150	Rules of the Road	1.0
10-504-150	Sailing Endorsement	0.2
10-504-150	USCG 100 Ton Master's Upgrade	1.3
10-504-150	USCG Operator of Uninspected P	3.0
CERTIFICATE TOTAL		11.8

Course Descriptions

10-504-150 Assistance Towing Endorsement ...this course covers various aspects of assistance towing as required by the USCG to qualify for an assistance towing endorsement.

10-504-150 Boating Under the Influence ...a 24-hour course covering many aspects of BUI enforcement including planning, arrest, suspect processing, reports, pre-trial, sobriety test indicators and clues for both batteries.

10-504-150 Close Quarter Boat Handling ...is a defensive boat handling and close quarter control course that focuses on maneuvers and techniques for persons that need sufficient skills in operating power boats.

10-504-150 Global Marine Distress Safety ...this course focuses on the needs of recreational boaters and will teach the learner how to understand maritime communication distress systems. It will cover how to operate emergency equipment, voice protocol and how to effectively notify other vessels and Coast guard or harmful situations.

10-504-150 Marine Officer Boat Patrol ...this course will teach how to appropriately handle a watercraft in a different situations. It was cover a variety of topics such as boat handling skills, emergency procedures, water and navigation etc.

10-504-150 Marine Radar ...this class targets recreational boaters and will teach about the function of a marine radar including how a radar works, basic system components, radar distance, installation and radar operating tools.

10-504-150 Officer Water Survival ...this course will prepare an officer with techniques for an instance of falling overboard. It will cover cold water immersion, hypothermia treatment, down proofing, vessel entrapment, water entry, self rescue etc.

10-504-150 Rules of the Road ...an in-depth review of the co-regs for international and inland navigation rules, also known as Rules of the Road.

10-504-150 Sailing Endorsement ...this course covers various aspects of operating a sailing vessel as required by the USCG to qualify for a sailing endorsement.

10-504-150 USCG 100 Ton Master's Upgrade ...this is a 3-day course to upgrade OUPV licenses which is needed to operate an inspected vessel of less than 100 tons with seven or more passengers.

10-504-150 USCG Operator (OUPV) ...participants will learn rules of the road, navigation aids for safe boating, proper and safe operations of a vessel, handling emergency situations, navigation techniques, Federal Code of regulations for mariners.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or contact Enrollment Services at (888) 385-NWTC.

Boat Patrol Operators Master's Certificate

Certificate Number 905046

Certificate Description

This certificate is designed for commercial, public service, and law enforcement boat operators to provide the knowledge and skills needed to operate a vessel of up to 100 tons in a safe and responsible manner. The core course meeting the USCG education and exam requirement for a Master 100 ton license to carry seven or more paying passengers. The elective courses add skills to be able to identify, evaluate, and properly respond to on-the-water situations related to boaters safely and effectively, and professionally manage and maneuver watercrafts of varying sizes up to 100 tons. Credit minimum: 6.

Certificate Completers will be able to

Apply for an operator of uninspected passenger vessel and 100 Ton Masters license.

Requirement for Certificate Entry

- NASBA-approved state boater's certificate.

Note

- For complete information about licensing, please see the following U.S. Coast Guard web site: <http://www.uscg.mil/stcw>.
- Classes will be set up as requested. Please contact Traffic Safety Support at 920-498-5526 if interested in setting up a class.

Curriculum

Catalog No	Description	Credits
10-504-150	Assistance Towing Endorsement	0.2
10-504-150	Boating Under the Influence	1.3
10-504-150	Close Quarter Boat Handling	1.3
10-504-150	Global Marine Distress Safety	1.0
10-504-150	Marine Officer Boat Patrol	1.3
10-504-150	Marine Radar for Recreational	1.0
10-504-150	Master of Vessel 100 Gross Ton	4.0
10-504-150	Officer Water Survival	0.2
10-504-150	Rules of the Road	1.0
10-504-150	Sailing Endorsement	0.2
CERTIFICATE TOTAL		11.5

Certificate Description

10-504-150 Assistance Towing Endorsement ...this course covers various aspects of assistance towing as required by the USCG to qualify for an assistance towing endorsement.

10-504-150 Boating Under the Influence ...a 24-hour course covering many aspects of BUI enforcement including planning, arrest, suspect processing, reports, pre-trial, sobriety test indicators and clues for both batteries.

10-504-150 Close Quarter Boat Handling ...is a defensive boat handling and close quarter control course that focuses on maneuvers and techniques for persons that need sufficient skills in operating power boats.

10-504-150 Global Marine Distress Safety ...this course focuses on the needs of recreational boaters and will teach the learner how to understand maritime communication distress systems. It will cover how to operate emergency equipment, voice protocol and how to effectively notify other vessels and Coast Guard of harmful situations.

10-504-150 Marine Officer Boat Patrol ...this course will teach how to appropriately handle a watercraft in different situations. It will cover a variety of topics such as boat handling skills, emergency procedures, water, and navigation.

10-504-150 Marine Radar ...this class targets recreational boaters and will teach about the function of a marine radar including how radar works, basic system components, radar distance, installation and radar operating tools.

10-504-150 Master of Vessel 100 Gross Ton ...this course combines both the 56 hour Operator of Uninspected Passenger Vessels and the 24-hour 100 ton masters upgrade into an 108-hour course. Ideal for anyone wanting a 100 Ton Masters license with no previous license.

10-504-150 Officer Water Survival ...this course will prepare an officer with techniques for an instance of falling overboard. It will cover cold water immersion, hypothermia treatment, down proofing, vessel entrapment, water entry, and self rescue.

10-504-150 Rules of the Road ...an in-depth review of the co-regs for international and inland navigation rules, also known as Rules of the Road.

10-504-150 Sailing Endorsement ...this course covers various aspects of operating a sailing vessel as required by the USCG to qualify for a sailing endorsement.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or contact Enrollment Services at (888) 385-NWTC.

Business Operations Certificate

Certificate Number 901023

Certificate Description

This certificate is a 15-credit program designed to develop understanding of basic concepts and skills in general business operations. The program is offered on a flexible schedule to include online, video (Technical College of the Air), self-paced, accelerated, or weekend courses. There are no prerequisites for the courses included in the certificate. The certificate could be completed in one or two semesters.

Certificate Completers will be able to

- Demonstrate basic knowledge of contemporary business issues.
- Explore career options in business.
- Apply concepts, methods and processes in business operations.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management
- 101092, Hotel & Restaurant Management

Requirements for Certificate Entry

- Basic math.
- Ability to use a keyboard.

Curriculum		
Catalog No	Description	Credits
10-101-106	Accounting-for Non-Accountants	3
10-102-158	Business-Introduction	3
10-104-110	Marketing Principles	3
10-103-131	Micro: Excel-Intro	1
10-103-121	Micro: Word-Intro	1
10-102-156	Operations & Service Mgmt	3
10-101-190	Accounting QuickBooks	1
	CERTIFICATE TOTAL	15

Course Descriptions

10-101-106 Accounting for Non-Accountants ...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

10-102-158 Business-Introduction ...organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, and promotional decisions for strategy planning.

10-103-131 Micro: Excel-Intro ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

10-102-156 Operations & Service Mgmt ...a cross-functional approach to operations management with an overview of safety, quality, inventory and service.

10-101-190 Accounting-QuickBooks ...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Business Writing Certificate

Certificate Number 908011

Certificate Description

The Business Writing Certificate is designed for students to review basic writing skills and to apply that knowledge into acceptable written business documents. Some of the credits earned through this certificate may be applied to technical diploma or associate degree programs at NWTTC. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college you are interested in transferring to for more information.

Certificate Completers will be able to

- Use the correct grammar, punctuation, and spelling in written documents.
- Assess the needs of a reader for a written document.
- Select the correct format to use for various business documents.
- Select the appropriate style and tone for each document.
- Engage in critical thinking to solve problems.
- Engage in creative thinking to develop business materials.
- Utilize word processing to achieve professional documents.
- Utilize software to assemble professional presentational materials.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management

Requirements for Certificate Entry

- Learners must be at least 16 years old.
- We strongly recommend that learners hold a high school or high school equivalency diploma.

Curriculum		
Catalog No	Description	Credits
10-801-136	English Composition 1	3
10-103-151	Micro: PowerPoint-Intro	1
10-103-121	Micro: Word-Intro	1
10-103-122	Micro: Word-Part 2	1
10-801-197	Technical Reporting	3
10-809-103	Think Critically and Creatively	3
CERTIFICATE TOTAL		12

Course Descriptions

10-801-136 English Composition 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.

10-103-151 Micro: PowerPoint-Intro ...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

10-103-122 Micro: Word-Part 2 ...advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; text flow; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. Requires strong introductory Word skills or Word-Intro.

10-801-197 Technical Reporting ...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-136, English Composition 1 OR 10-801-195, Written Communication)

10-809-103 Think Critically & Creatively ...instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

CAD (Computer Aided Drafting) Certificate

Certificate Number 906061

Certificate Description

The CAD Certificate is designed for a person seeking introductory Auto CAD and Mechanical Design skills. The certificate comprises 16 credits that may be applied toward the Mechanical Design Technology program.

Certificate Completers will be able to

- Perform the functions of a CAD operator.
- Apply dimensions to mechanical drawings per ANSI standards.
- Create orthographic mechanical drawings.

Completers will be able to apply credits toward the following programs:

- 106061, Mechanical Design Technology

Requirements for Certificate Entry

- High school background in mathematics, science, and industrial education.
- High school diploma or equivalent.
- High school algebra or equivalent.
- Competency in Windows, Word and Excel.

Note

10-606-122, CAD-Fabrication & Assembly is offered in the spring semester only.

Curriculum

Catalog No	Description	Credits
10-804-118	Intermediate Algebra with Appl	4
10-606-113	Computer Aided Drafting	2
10-606-122	CAD - Fabrication & Assembly	2
10-606-162	Solidworks Fundamentals	1
10-606-163	Solidworks-Intermediate	1
10-606-164	Solidworks-Assemblies/Drawings	1
10-606-126	Geometric Dimensioning/Toleran	2
10-614-113	2D Essentials	2
10-614-136	3D Modeling with Inventor	1
CERTIFICATE TOTAL		16

Course Descriptions

10-614-113 2D Essentials ...an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to model building.

10-614-136 3D Modeling with Inventor ...develop the knowledge and skills, to create Solid Models using Autodesk Inventor; creating and editing 3D drawings; rapid prototyping; manipulating data.

10-606-113 CAD ...computer aided drafting using AutoCAD software focusing on template settings; creating and manipulating layers; basic drawing, editing, and inquiry commands; blocks and attributes; and plotting. (Corequisite: 10-607-119, Civil Drafting Technology OR 10-606-119, Technical Sketching OR 10-614-113, 2D Essentials)

10-606-122 CAD-Fabrication & Assembly ...sheet metal drawings as applied to brackets, enclosures & guarding; welding drawings; threads & fasteners; stock components; working drawing documentation. (Prerequisite: 10-606-113, CAD)

10-606-126 Geometric Dimension/Toleran ...review of standard dimensioning, datums, material condition symbols, tolerances of form and profile, tolerances of orientation and run out, location tolerances and virtual condition. (Prerequisite: 10-606-113, CAD; OR 10-606-157, Solidworks Fund and Drawings OR 10-606-162, Solidworks Fundamentals)

10-804-118 Interm Algebra w Apps ...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: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better)

10-606-162 Solidworks Fundamentals ...terminology, software operation and interface, creating basic models, casting and forging models. (Corequisites: 10-606-119, Sketching-Technical OR 10-614-113, 2D Essentials; familiarity with Windows file management)

10-606-164 Solidworks-Assemblies/Draw ...manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)

10-606-163 Solidworks-Intermediate ...creating and manipulating intermediate models using SolidWorks software. Course content includes models requiring the use of revolved and swept features, equations, and thin walled parts. (Prerequisite: 10-606-162, Solidworks Fundamentals)

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Casino Management: Customer Relationship Management Certificate

Certificate Number 901098

Certificate Description

The Casino Management: Customer Relationship Management Certificate prepares students to deliver professional service in a customer-oriented environment and/or in the gaming industry.

Certificate Completers will be able to

- Identify, analyze and resolve customer service problems.
- Develop and implement communications to customers.
- Apply marketing concepts and service standards to the gaming industry.

Completers will be able to apply credits toward the following programs:

- 101097, Casino Management

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Course Descriptions

10-102-158 Business-Intro ...organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.

10-109-186 Casino Marketing ...an in-depth study of gaming marketing techniques used in gaming both locally and nationwide. Emphasis on casino marketing department, staffing, organization, duties and procedures.

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

Curriculum

Catalog No	Description	Credits
10-102-158	Business-Introduction	3
10-109-186	Casino Marketing	3
10-104-191	Customer Service	3
	CERTIFICATE TOTAL	9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Casino Management: Foundations of Gaming Leadership Certificate

Certificate Number 901097

Certificate Description

The Casino Management: Foundations of Gaming Leadership Certificate prepares students to apply leadership management processes and techniques to the gaming industry.

Certificate Completers will be able to

- Demonstrate positive workplace attributes for personal/career success.
- Apply management process and techniques.
- Acquire basic understanding of the rules and regulations of basic gaming operations.

Completers will be able to apply credits toward the following programs:

- 101097, Casino Management

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Course Descriptions

10-109-185 Gaming Regulations ...provides an in-depth look at regulatory systems used in gaming; information on regulatory framework, Indian Gaming regulations, and federal government's involvement in this relationship.

10-109-187 Intro to Casino Operations ...management techniques used in gaming. Emphasis on casino organization, staffing, labor/management relations both for the mid-level casino supervisor and the casino executive.

10-196-191 Supervision ...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

10-196-164 Supervisors-Personal Skills ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-196-189 Team Building/Prob Solve ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

Curriculum

Catalog No	Description	Credits
10-109-185	Gaming Regulations	3
10-109-187	Introduction to Casino Operations	3
10-196-191	Supervision	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building and Problem Solving	3
CERTIFICATE TOTAL		15

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Casino Management: Regulations & Operations Certificate

Certificate Number 901099

Certificate Description

The Casino Management: Regulations and Operations Certificate prepares students to apply management processes and techniques to the gaming industry as well as basic management skills for table games, slots and gaming regulations.

Certificate Completers will be able to

- Understand basic casino gaming.
- Manage table games and slots.
- Understand and apply gaming regulations.

Completers will be able to apply credits toward the following programs:

- 101097, Casino Management

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Course Descriptions

10-196-193 Human Resource Mgmt ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.

10-109-188 Slots Management ...emphasis on casino organization, staffing and labor/management relations both for the mid-level casino supervisor and the casino executive. Practical application of technicians, floor, and shift managers duties is stressed.

10-109-198 Table Games Management ...basic understanding of rules and regulations for roulette, slots, blackjack and Caribbean stud games and understanding the various personnel roles, duties and their functions.

Curriculum

Catalog No	Description	Credits
10-196-193	Human Resource Management	3
10-109-188	Slots Management	3
10-109-198	Table Games Management	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Casino Management: Security & Surveillance Certificate

Certificate Number 905042

Certificate Description

The Casino Management: Security & Surveillance Certificate prepares students to learn and understand basic gaming principles, gaming regulations, and protection and surveillance operations.

Certificate Completers will be able to

- Ensure gaming operations are adhered to, followed and reported.
- Apply legal and ethical principles to personal and professional behaviors.
- Observe and report breaches of security and gaming operations to proper personnel.
- Understand basic games and room operations.

Completers will be able to apply credits toward the following programs:

- 101097, Casino Management

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Course Descriptions

10-504-124 Gaming Protection ...basic gaming sheets, slots and table games, observe suspicious activity and breaches of policy procedure

10-109-187 Intro to Casino Operations ...management techniques used in gaming. Emphasis on casino organization, staffing, labor/management relations both for the mid-level casino supervisor and the casino executive.

10-504-903 Professional Communications ...process of criminal justice interviewing using basic skills model; use of nonverbal and verbal communication; secure admissible confessions that preserve individual's constitutional rights; ethics in criminal justice interviewing.

10-504-905 Report Writing ...rationale and methods of law enforcement reporting, principles of effective report writing, organizing reports, writing operational law enforcement reports based on case studies. (Prerequisite: 10-801-136, English Comp 1 or 10-801-175, English Comp 1)

10-504-125 Surveillance Operations ...basic understanding of camera systems and operations, policy and procedures for the various geographical areas of the casino and observation techniques.

Curriculum

Catalog No	Description	Credits
10-504-124	Gaming Protection	3
10-109-187	Introduction to Casino Operations	3
10-504-903	Professional Communications	3
10-504-905	Report Writing	3
10-504-125	Surveillance Operations	3
CERTIFICATE TOTAL		15

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Central Service Technician Certificate

Certificate Number 905121

Certificate Description

The Central Service Technician certificate prepares individuals to work within the central service department of health care facilities. The certificate provides training in inventory control, the prevention of infection and sterilization, the assembly of supplies, equipment, and instruments according to prescribed procedures and techniques to support multiple patient care areas.

Certificate Completers will be able to

- Apply aseptic technique, sterilization and disinfection principles.
- Apply methods of decontamination and use standard precautions.
- Classify surgical instruments.
- Prepare, package, and process items using various methods of sterilization.
- Apply guidelines for sterile storage.
- Distribute and inventory supplies and equipment.
- Write the national certification exam offered by the National Institute for Certification of Health Care Sterile Processing and Distribution Personnel.

Requirements for Certificate Entry

- High school diploma, GED or equivalent.
- Physical examination within three months before entering certificate and maintain current immunization information.
- Must be able to reach, bend, and stand for long periods of time (two to four hours), as well as lift, push, and pull (50 pounds).

Wisconsin Caregiver Law:

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

- No final grade lower than "C" is acceptable in any courses. Courses with grades lower than "C" must be repeated in order to continue in, or complete this certificate.
- ST: Infection Control and Central Service Technician Theory are offered only online.
- Medical Terminology is offered in a variety of formats (i.e., online, in person, etc.)
- 31-512-335, Central Service Technician Theory is offered only in the spring semester.
- 31-512-336, Central Service Technician Clinical is offered only in the summer semester.

- Students currently employed in a Central Service department will have an opportunity to apply work experience toward clinical hours. Clinical hours total 152 hours (19 eight-hour days).
- The following courses will transfer into the Surgical Technologist technical diploma program:
31-512-326, ST: Infection Control
10-501-101, Medical Terminology

Curriculum

Catalog No	Description	Credits
31-512-336	Central Service Technician Cli	3
31-512-335	Central Service Technician The	3
10-501-101	Medical Terminology	3
31-512-326	ST: Infection Control	1
Certificate Total		10

Course Descriptions

31-512-336 Central Service Tech Clinical ...provides the opportunity to apply knowledge of the responsibilities of a Central Service Technician. Skills include infection control, aseptic technique, decontamination, instrumentation, sterilization, and inventory control. Student will participate in providing quality patient care. (Prerequisite: 31-512-335, Central Service Technician Theory)

31-512-335 Central Service Tech Theory ...provides the knowledge needed to implement the responsibilities of a Central Service Technician. Areas addressed include introduction to Central Service, anatomy and physiology, infection control, aseptic technique, decontamination, instrumentation, sterilization, and inventory control. (Corequisites: 31-512-326, ST: Infection Control; 10-501-101, Medical Terminology)

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

31-512-326 ST: Infection Control ...covers the structure, general classification, reproduction and transmission of microorganisms. Emphasis will be placed on the practice of sterile technique and its impact on infection control in the health care setting.

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Clay Certificate

Certificate Number 903062

Certificate Description

The Clay Certificate will give students the opportunity to learn new skills or expand their existing skills in the areas of hand-building techniques, wheel throwing and materials and procedures, as well as the development of ideas, methods of critique, and running a contemporary clay studio. The NWTC Artisan Center on Cedar Street includes an inviting clay studio including a variety of pottery wheels, ample work space, and kilns. Students in the certificate will not need any prior training or art classes; however, courses should be taken in the order listed.

Certificate Completers will be able to

- Create coiled pots, pinched bowls, plates, and other distinct forms.
- Throw several forms, including a bowl, plate, and cup.
- Apply texture to a form while on the wheel.
- Throw a pitcher form, add or pull a spout and attach a handle.
- Recreate a simple form from a contemporary or historic wheel thrown vessel.
- Create lidded forms.
- Glaze work and produce a series of work from found materials and developed glazes.

Course Descriptions

10-306-200 Ceramics 1: Hand-Bldg Tech-Beg ...major techniques used to work with clay. Preparing clay, joining, pinch pots, slab building and coiling methods. Studio safety and basic knowledge about firing process.

10-306-201 Ceramics 2: Wheel Throwing ...beginning skills needed to create and develop pottery thrown on a wheel. Preparing clay, centering, opening, throwing, collaring, shaping and trimming. Glaze application and adding handles/spouts.

10-306-202 Ceramics 3: Wheel Throw-Interm ...continuing work from Ceramics 1 and 2. Practicing the basic techniques of throwing and attaching elements, exploring formal elements. Methods of critique will also be expanded upon.

10-306-203 Ceramics 4: Material/Procedure ...run a contemporary studio. Locating and testing clays, creating glazes, and studying ceramic materials. Load and fire contemporary electric kilns; build and fire primitive kilns.

Curriculum

Catalog No	Description	Credits
10-306-200	Ceramics 1: Hand-Bldg Tech-Beg	3
10-306-201	Ceramics 2: Wheel Throwing	3
10-306-202	Ceramics 3: Wheel Throw-Interm	3
10-306-203	Ceramics 4: Material/Procedure	3
	CERTIFICATE TOTAL	12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Community Corrections Certificate

Certificate Number 905043

Certificate Description

To prepare students for employment in the field of Community Corrections by obtaining a basic understanding of the process of treating criminal offenders in the areas of alcohol/drug addiction, sex offenders, domestic violence, anger management, parenting, etc.

Certificate Completers will be able to

- Understand the dynamics of substance abuse.
- Compare numerous theories of offender treatment.
- Demonstrate methods of computer crime investigation.
- Understand the basics of workplace Spanish.

Curriculum		
Catalog No	Description	Credits
10-504-127	Investigating High Tech Crime	3
10-802-101	Spanish 1	3
10-504-119	Treatment-Criminal Offenders	3
10-550-170	Understanding Substance Abuse	3
CERTIFICATE TOTAL		12

Course Descriptions

10-504-127 Investigating High Tech Crime ...learn what criminals are doing online and with computers, computer forensics, chat room investigations, undercover websites, image searches, search/seizure, subpoenas/warrants, internet protocol and intelligence gathering.

10-802-101 Spanish 1 ...introduces language acquisition skills; basic pronunciation, vocabulary, and grammar; reading, writing, listening, and speaking activities--basic verb tenses: present, present progressive, preterite and imperfect; cultural/geographical awareness (Spanish-speaking populations).

10-504-119 Treatment-Criminal Offenders ...learners will investigate the legal and practical issues of treating, counseling and intervening with criminal offenders. They will examine different treatment methods and practices in dealing with various offender groups.

10-550-170 Understanding Substance Abuse ...a holistic approach including epidemiology, etiology, and definitions; prevention and treatment, social and health care institutions and resource agencies, and ethics and legal issues in the helping profession with a focus on self-attitudes, values, and goals.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or contact Enrollment Services at (888) 385-NWTC.

Computer Support Certificate

Certificate Number 901542

Certificate Description

The Computer Support Certificate is designed for individuals interested in developing the support skills necessary to provide a wide range of end-user support to the computer user. Online delivery of many of the courses in this certificate allows the learner to progress at his/her own pace. All credits from this certificate can be applied to meet requirements in the Computer Support Specialist Associate Degree program.

Certificate Completers will be able to

- Provide end-user support in various environments.
- Design hardware and software documentation.
- Train end users to use their systems more efficiently.
- Design effective documents, spreadsheets, and presentations using application software.

Completers will be able to apply credits toward the following programs:

- 101543, Computer Support Specialist - IT
- 311546, Computer Support Technician - IT

Requirement for Certificate Entry

- A strong knowledge in microcomputer applications, to include MS-Word, PowerPoint, Excel and Access.

Curriculum		
Catalog No	Description	Credits
10-107-194	IT:Documentation	2
10-150-174	IT:Network:Client Op Sys	3
10-154-157	IT:Support:Advanced Projects	3
10-154-150	IT:Support:Hardware-Intro	3
10-154-190	IT:Support:Help Desk/User Sup	2
10-154-160	IT:Support:Software-Intro	3
10-107-195	IT:Training	2
CERTIFICATE TOTAL		18

Course Descriptions

10-107-194 IT: Documentation ...plan documentation content and delivery methods; develop online, context-sensitive written documentation, become familiar with ISO 9000 standards, package PDF files, and create compiled help modules. Proficiency using Word required. (Prerequisite: 10-801-136, English Composition I or equivalent)

10-150-174 IT: Network: Client Op Sys ...basic OS functions; memory, CPU, device/file management techniques, OS installation/configuration; configuration of I/O and storage devices; basic network connectivity; standard system maintenance procedures; command line introduction and batch file writing.

10-154-157 IT: Support: Advanced Projects ...advanced troubleshooting, process automation, network cabling systems, wireless networks, basic router configuration, advanced system security, VoIP, network virtualization, mobile device configuration, disaster recovery planning and emerging technologies. (Prerequisites: 10-150-174, IT: Network: Client Op Sys; 10-154-150, IT: Support: Hardware-Intro)

10-154-150 IT: Support: Hardware-Intro ...computer network terminology, component identification, POST, computer/peripheral configuration and maintenance, basic operating systems concepts and installations, basic networking concepts and configurations and troubleshooting using the Cisco IT Essentials curriculum.

10-154-190 IT: Support: Help Desk/User Sup ...describe the role of the help desk in technology support, use terminology, processes, and tools, and demonstrate the use of business, technical, communication, and self-management skills required for help desk support professionals.

10-154-160 IT: Support: Software-Intro ...an introductory course for the Computer Support Specialist program and covers the fundamental capabilities and functions of Word, PowerPoint, Excel, e-mail correspondence, Internet search engines, and file compression.

10-107-195 IT: Training ...effective presentation skills, plan training content and delivery methods, write lesson plans, provide training materials, conduct training sessions, and assess learners' grasp of stated objectives. (Prerequisites: 10-154-160, IT: Support: Software-Intro AND 10-154-150, IT: Support: Hardware-Intro)

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Contact Center Certificate

Certificate Number 9010411

Certificate Description

The Contact Center Certificate will develop learner's knowledge and skills to serve customers through a variety of contact center technologies. The program is offered on a flexible, part-time schedule to accommodate the needs of employees in contact center occupations. Some courses may be completed through credit for work experience, interactive television, online, or in an accelerated format. The certificate is designed for completion in one or more semesters.

Certificate Completers will be able to

- Use effective communication skills to develop positive customer relationships.
- Utilize positive telephone skills and techniques to manage calls.
- Utilize positive e-mail communications with customers.
- Resolve customer issues efficiently and effectively.
- Describe the technology functions and operations of a contact center.
- Develop processes for reporting and monitoring performance.
- Utilize technology to support, monitor, and improve operations.
- Apply database technology to manage customer services and satisfaction.

Completers will be able to apply credits toward the following programs:

- 101043, Marketing

Course Descriptions

10-104-150 Contact Center Processes ...contact center careers, representative skills/abilities, equipment operation, call planning/training, managing the contact process, telephone/voice mail/e-mail etiquette, conflict resolution, stress/time management, performance measurement/support.

10-104-151 Contact Center Technology ...evolution of contact center technologies, customer relationship management, basic operations layout, telephone network services, computer-telephone integration (CTI), operations reporting, quality monitoring, data analysis, process improvement management.

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

10-104-101 Selling Principles ...selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.

Curriculum

Catalog No	Description	Credits
10-104-150	Contact Center Processes	3
10-104-151	Contact Center Technology	3
10-104-191	Customer Service	3
10-104-101	Selling Principles	3
CERTIFICATE TOTAL		12

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Criminal Justice Law Enforcement-Advanced Standing Certificate

Certificate Number 905044

Certificate Description

The Criminal Justice Law Enforcement-Advanced Standing Certificate is designed for individuals who are seeking certifiability as a Law Enforcement Officer. The courses in this certificate will meet the Law Enforcement certifiability criteria set forth by Wisconsin Department of Justice - Training and Standards Bureau. In addition, this certificate contains coursework that enhances employability.

Certificate Completers will be able to

- Meet the entry requirements for: Police Officer, Deputy Sheriff, and DNR Officer.

Requirement for Certificate Entry

- Requires a minimum of 30 core credits from the Criminal Justice-Law Enforcement Program. Student folders must be complete prior to enrolling in this certificate.

Curriculum		
Catalog No	Description	Credits
10-504-176	Law Enforcement Internship	2
10-504-128	Public Safety - Job Interviews	1
10-504-182	Police Traffic Radar	2
10-504-173	Tactical Operations	3
10-504-158	Driving Operations	4
10-504-157	Senario Assessment	1
	CERTIFICATE TOTAL	13

Course Descriptions

10-504-176 Law Enforcement Internship ...“hands-on” law enforcement phases, monitored by an agency-approved police officer and college instructor.

10-504-128 PS-Job Interviews & Resume Writing ...students will learn about the criminal justice hiring process from application and resume writing, oral interviews and the background investigation.

10-504-182 Police Traffic Radar ...radar speed and enforcement, history and theory, stationary operation, moving operation, anomalies, visual speed and range determination, case law, field exercises, moot court, testimony/demeanor, and operation. (Prerequisite: 10-504-121, Traffic Application)

10-504-173 Tactical Operations ...combines basic Defensive and Arrest Tactics, Oleoresin Capsicum (OC), Firearms, Long Gun Familiarization, Intro to Taser, Deadly Force and Integrated Use of Force to meet the mandated requirements of the State of Wisconsin for Law Enforcement Officer certification. (Prerequisites: 10-504-901, Constitutional Law; 10-504-128, PS-Job Interviews & Resume Writing; 30 credits from the Criminal Justice-Law Enforcement Program, CBC and student folder completion)

10-504-158 Driving Operations ...an interdisciplinary course covering SFST, Vehicle Contacts and EVOC skills. The learner will develop skills in traffic operations and emergency driving.

10-504-157 Scenario Assessment ...a capstone course to assess the learner's cumulative knowledge through the use of scenarios.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or contact Enrollment Services at (888) 385-NWTC.

Cultural and Social Studies Certificate

Certificate Number 908093

Certificate Description

The Cultural and Social Studies Certificate is designed for students interested in increasing their awareness and knowledge regarding cultural and social science studies. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college you are interested in transferring to for more information.

Certificate Completers will be able to

- Analyze and use information from a variety of sources.
- Apply critical reasoning to personal, work and community issues.
- Apply ethical reasoning to personal, work and community issues.
- Situate world events in a sociocultural and philosophical context.
- Understand the importance of social forces in achieving personal goals.
- Acquire skills to function in an increasingly diverse environment.
- Work to actualize one's values in the world.
- Understand the implications of ethnic adaptations, assimilation, and immigration.

Curriculum

Catalog No	Description	Credits
10-809-166	Intro to Ethics: Theory & App	3
10-809-196	Intro to Sociology	3
10-809-172	Race Ethnic & Diversity	3
10-809-103	Think Critically and Creatively	3
CERTIFICATE TOTAL		12

Course Descriptions

10-809-166 Intro to Ethics: Theory & App ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process.

10-809-196 Intro to Sociology ...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.

10-809-172 Race Ethnic & Diversity ...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

10-809-103 Think Critically & Creatively ...instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Customer Service Certificate

Certificate Number 901049

Certificate Description

The Customer Service Certificate is designed for the person who is required to deliver professional service in a customer oriented environment.

Certificate Completers will be able to

- Identify, analyze, and resolve customer service problems.
- Develop and implement communication to customers.
- Apply marketing concepts and service standards.

Completers will be able to apply credits toward the following programs:

- 101043, Marketing

Curriculum		
Catalog No	Description	Credits
10-104-176	Consumer Behavior for Marketing	3
10-104-191	Customer Service	3
10-104-107	Marketing Communications-Integ	3
10-104-110	Marketing Principles	3
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-121	Micro: Word-Intro	1
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	18

Course Descriptions

10-104-176 Consumer Behavior-Mktg ...motivation and personality, information processing, life styles, group influences, post-purchase behavior, and other behaviors related to marketing.

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

10-104-107 Marketing Comm-Integrated ...creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, and promotional decisions for strategy planning.

10-103-141 Micro: Access-Intro ...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.

10-103-131 Micro: Excel-Intro ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/ footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

10-104-101 Selling Principles ...selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Digital Photography Certificate

Certificate Number 902031

Certificate Description

The Digital Photography Certificate will develop learner's skills in digital still photography, digital video photography, studio photography, image editing, image rating, organizing and archiving, system setup, and file handling skills on a Macintosh computer graphic workstation.

Certificate Completers will be able to

- Capture digital images.
- Operate a Macintosh graphic workstation.
- Communicate effectively with images.
- Set up and operate professional digital "still" cameras.
- Set up and operate professional digital "video" cameras.
- Direct photo shoots.
- Organize files and data.
- Edit images.
- Rate, organize, and archive images.

Requirement for Certificate Entry

- High school diploma or equivalent.

Curriculum		
Catalog No	Description	Credits
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-203-104	Photography-Digital	3
10-203-178	Photography-Digital Advanced	3
10-203-187	Photography-Digital Editing	3
10-203-180	Photography -Digital Workflow	3
CERTIFICATE TOTAL		16

Course Descriptions

10-111-101 Macintosh-Image Editing ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-203-104 Photography-Digital ...capturing digital images, exposure, shutter speed, aperture, composition, camera operations, lenses, lighting, camera accessories, types of photography, photo challenges, importing, editing and storing images. Access to a digital camera required.

10-203-178 Photography-Digital Advanced ...advanced camera operations, lighting techniques, portraiture and posing, post editing production, location and studio photography, critique images, web-based portfolio. Access to an SLR digital camera is required. (Prerequisite: 10-203-104 Photography-Digital)

10-203-187 Photography-Digital Editing ...(Adobe Photoshop) digital editing through advanced tool usage and masking. Non-destructive editing through RAW and smart objects. Color adjustments, advanced retouching, automation, photorealism, creating reusable presets/compositions. (Prerequisite: 10-111-101 Macintosh Image Editing)

10-203-180 Photography-Digital Workflow ...(Apple Aperture) photo editing, image retouching, proofing, publishing, archiving. Techniques for sorting, ranking, organizing images, display images for client review, apply metadata, keep up-to-date online portfolio, color manage your workflow. (Prerequisite: 10-111-103, Macintosh-Intro)

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Digital Photography-Advanced Certificate

Certificate Number 902032

Certificate Description

The Digital Photography Advanced Certificate is designed for the person who wants to pursue a career in photography as an entrepreneur or as an employee in a photography studio. The student will learn advanced image editing techniques and increase their knowledge in photography specialty areas, as well as learn the business skills needed to run a successful photography business.

Certificate Completers will be able to

- Capture professional digital “still” images in diverse specialty areas of photography.
- Critique and effectively communicate with images.
- Construct a professional photo shoot.
- Set up and operate professional digital “video” cameras.
- Edit images effectively and efficiently using advanced techniques.
- Edit images at a professional level with commercial quality.
- Plan and present a business plan.
- Manage finances for a small business.

Requirement for Certificate Entry

- Strong computer skills. Macintosh platform preferred.
- Completion of Digital Photography Certificate recommended.

Curriculum		
Catalog No	Description	Credits
10-203-189	Photography-Digital Editing Ad	3
10-206-183	Video Photography	3
10-145-186	Financial Management for Your	3
10-145-189	Writing a Business Plan-Sm Bus	3
Choose 3 courses from those listed below:		
10-203-120	Photography-Landscape/Nature	1
10-203-121	Photography-Portrait	1
10-203-122	Photography-Sports/Events	1
10-203-123	Photography-Commercial	1
10-203-124	Photography-Wedding	1
10-203-125	Photography-Night/Low Light	1
CERTIFICATE TOTAL		15

Course Descriptions

10-203-189 Photography-Digital Editing Advanced ...this course will cover advanced functions of Adobe Photoshop image editing. Completion of 10-203-187, Photography-Digital Editing or equivalent is recommended.

10-206-183 Video Photography ...technical aspects of capturing motion images including composition, lighting, exposure, filtration, and camera selection. Develop skills in pre-production through post-production of motion photography projects.

10-145-186 Financial Management-Small Bus ...the importance of good recordkeeping systems, reports, and the records necessary for a small business. Financial analysis techniques are explored through hands-on income statements and cash flow projections for small businesses.

10-145-189 Writing a Business Plan-Sm Bus ...as a necessary component to beginning a small business, from addressing facets of the business plan, observing various types of plans, to realizing readiness to begin. Plan preparation and presentation are required.

10-203-120 Photography-Landscape/Nature ...photograph landscapes, wildlife, plant, waterways, close-ups of natural scenes and textures emphasizing aesthetic value. Techniques involved depth-of-field, shutter speed, lenses, lighting, HDR, editing. Topics include equipment, focal length, and ethics. (Requires strong photography skills or Digital Photography Advanced 10-203-178.)

10-203-121 Photography-Portrait ...photograph individuals, couples, and groups of all ages. Techniques and topics include lighting, flattering posing, directing subjects, portraiture styles. (Requires strong photography skills or Digital Photography Advanced 10-203-178.)

10-203-122 Photography-Sports/Events ...photograph a variety of sports and events for editorial and advertising purposes. Techniques involve aperture, shutter speed, lighting, focal lengths, bursting. Topics include equipment, location, storytelling, photojournalism, vernacular photography, etiquette. (Requires strong photography skills or Digital Photography Advanced 10-203-178.)

10-203-123 Photography-Commercial ...photograph consumer products to meet layout specifications for promotions and publications. Techniques include set design, lighting three-dimensional objects. Topics include tabletop photography, food, and digital enhancement. (Requires strong photography skills or Digital Photography Advanced 10-203-178.)

10-203-124 Photography-Wedding ...photograph weddings in a digital world. Techniques include lighting, posing, photographic elements, traditional versus photojournalistic. Topics include equipment, indoor and outdoor locations, wedding day workflow, etiquette, and post-event workflow. (Requires strong photography skill or Digital Photography Advanced 10-203-178.)

10-203-125 Photography-Night/Low Light ...photograph outdoor and indoor low-light situations and at night, including star trails, painting with light, street scenes, fireworks, parties, lightning. Techniques involve filters, exposure, color temperature, editing, and special effects. (Requires strong photography skills or Digital Photography Advanced 10-203-178.)

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Digital Print Technology Certificate

Certificate Number 902042

Certificate Description

The Digital Print Technology Certificate will focus on the growing trend of digital printing. These courses educate learners in prepress operations, offset plate making and finishing processes, electronic publishing, and digital press operation.

Certificate Completers will be able to

- Work in a PC or Mac platform navigating the Mac Operating System and manage files and folders.
- Learn to manage press equipment, processors, inks, print quality, standard operating procedures, and printing problems.
- Utilize leadership skills, quality assessment techniques, and production schedules.
- Learn variable data publishing on a HP Indigo Digital Press.

Completers will be able to apply credits toward the following programs:

- 312041, Print Technology

Requirement for Certificate Entry

- High school diploma or equivalent.

Note

10-204-128, Digital Fulfillment/Mailing is only offered in the spring.

10-204-111, Digital Publishing Operations is only offered in the fall.

10-204-124, Variable Data Publishing is only offered in the fall.

Curriculum		
Catalog No	Description	Credits
10-204-128	Digital Fulfillment and Mailing	3
10-204-126	Digital Print Applications	3
10-204-111	Digital Publishing Operations	3
10-111-103	Macintosh-Intro	1
10-204-110	Publishing Technologies	3
10-204-124	Variable Data Publishing	3
	CERTIFICATE TOTAL	16

Course Descriptions

10-204-128 Digital Fulfillment/Mailing ...learn different ordering processes for digital printing, outline mailing regulations in regard to variable data printing, explain the differences in digital print industry segments, outline deliverable standards in regard to digital print processes, outline how digital printing can be a component to a successful marketing campaign.

10-204-126 Digital Print Applications ...explain why the industry is in a state of transition towards digital printing, outline the proper time to select digital printing as a production tool; identify what type of project fits well into a digital print environment; identify what type of project fits the mold of digital printing.

10-204-111 Digital Publishing Operations ...press equipment, processors, inks, print quality, job tickets, standard operating procedures, densitometers, printing problems, and trapping situations. (Prerequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-204-110 Publishing Technologies ...introduction to printing process, electronic publishing, prepress operations, press operations, post-press operations, job logs, professional portfolios, and job seeking skills. (Corequisite: 10-111-103, Macintosh-Intro)

10-204-124 Variable Data Publishing ...learn how to link database files to page layout applications. Create and manage correct variable channels in page layouts, apply text and image changes to layout to create a personalized printed page, research how the information is gathered to create personalized content.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Advanced Certificate

Certificate Number 903077

Certificate Description

The Early Childhood Advanced Certificate is designed for experienced students and will expose them to the more specialized areas of special needs and infants and toddlers. In addition, a field experience centered around the area of special needs will be included.

Certificate Completers will be able to

- Differentiate between typical and exceptional development.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Adapt curriculum to meet the needs of children with developmental differences.
- Establish a developmentally appropriate environment.
- Develop unit plans that promote child development and learning.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-187 ECE: Children w Diff Abilities ...differing abilities in early childhood settings. Anti-bias perspectives, inclusion, ADA/IDEA, typical and exceptional development; physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; community and professional resources; IEP/IFSP, adapt curriculum, cultivate partnerships.

10-307-166 ECE: Curriculum Planning ...curriculum planning in early childhood. Strategies that support diversity and anti-bias perspectives; critical role of play; developmentally appropriate environment; caregiving routines; promoting child development and learning; early childhood curriculum models. (Prerequisite: 10-307-194, ECE: Math, Science, Social Studies OR 10-307-178, ECE: Art, Music, Language Arts)

10-307-194 ECE: Math Science & Soc St ...beginning curriculum development in math, science, social studies. Support diversity, role of play, developmentally appropriate environment, activity plans that promote learning, create appropriate math, science and social studies activities.

10-307-197 ECE: Practicum 3 ...learn/practice skills in a child care setting. Assess growth/development; early childhood standards; curriculum; developmentally appropriate environment; guidance strategies; professional behaviors/practices; lead caregiving routines; interpersonal skills with children/adults. (Prerequisite: 10-307-192, ECE: Practicum 2)

Curriculum

Catalog No	Description	Credits
10-307-187	ECE: Children w Diff Abilities	3
10-307-166	ECE: Curriculum Planning	3
10-307-194	ECE: Math Science & Soc St	3
10-307-197	ECE: Practicum 3	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Child Care Administration

Certificate Number 903071

Certificate Description

The Early Childhood: Child Care Administration Certificate prepares participants with administrative and supervision skills needed by early child care administrators: roles and responsibilities, financial management and planning, operations management, external factors affecting operation, and best practices for children and families in early childhood programs.

Certificate Completers will be able to

- Establish program policies.
- Prepare a financial plan.
- Examine legal issues.
- Implement a teaching and learning system.
- Utilize the community system to address needs of parents, staff and children.
- Advocate for child care funding.

Requirements for Certificate Entry:

- The certificate is designed for administrators of child care programs including program directors and program administrators as identified in State licensing rules.

Course Descriptions

10-307-163 ECE: CC-External Environ ...external factors affecting operation of early care and education programs: community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends.

10-307-162 ECE: CC-Operations Mgmt ...scheduling, staffing, facilities management, equipment acquisition and maintenance, services delivery, recordkeeping, communication.

10-307-160 ECE: Child Care-Admin/Supervision ...roles and responsibilities of directors, coordinators, supervisors and other administrators in early childhood programs.

10-307-165 ECE: Child Care-Admn Seminar ...culminating experience in the credential course sequence. Individual projects are required with a focus on the integration of program aspects in developing strategic planning for change.

10-307-164 ECE: Child Care-Best Practices ...establishing and maintaining quality programs based on professional standards and the best available information on child growth and development.

10-307-161 ECE: Child Care-Financial Mgmt ...principles and practices in budget planning and preparation and fiscal management, including hands-on experience with program applications.

Curriculum

Catalog No	Description	Credits
10-307-160	ECE: Child Care-Admin/Supervis	3
10-307-162	ECE: Child Care-Operations Mgm	3
10-307-161	ECE: Child Care-Financial Mgmt	3
10-307-163	ECE: Child Care-External Envir	3
10-307-164	ECE: Child Care-Best Practices	3
10-307-165	ECE: Child Care-Admn Seminar	3
CERTIFICATE TOTAL		18

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Foundation Certificate

Certificate Number 903075

Certificate Description

The Early Childhood Foundation Certificate is designed for either a newcomer to the field or someone who has been working in the field of early care and education. It includes an emphasis of applying positive guidance strategies, planning curriculum, along with a focus of on-the-job placement.

Certificate Completers will be able to

- Explore early childhood curriculum models.
- Follow governmental regulations and professional standards as they apply to health, safety, and nutrition.
- Provide a safe early childhood program.
- Analyze the development of infants and toddlers.
- Implement activities developed by a cooperating teacher.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-148 ECE: Foundations of ECE ...integrate strategies that support diversity and anti-bias perspectives; summarize early childhood education settings; identify components of a quality program; summarize responsibilities of early childhood professionals; explore early childhood curriculum models.

10-307-167 ECE: Hlth Safety & Nutrition ...health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.

10-307-151 ECE: Infant & Toddler Dev ...infant and toddler development in an early childhood education setting. Development of infants/toddlers; prenatal conditions and development; child development theories; heredity and the environment; culturally and developmentally appropriate environments.

10-307-174 ECE: Practicum 1 ...learn/practice skills in a child care setting. Includes documenting behavior, exploring diversity, implementing activities developed by the cooperating teacher, practicing caregiving routines, and positive professional and interpersonal skills.

Curriculum

Catalog No	Description	Credits
10-307-148	ECE: Foundations of ECE	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-174	ECE: Practicum 1	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Infant Toddler Certificate

Certificate Number 903073

Certificate Description

The Infant Toddler Certificate is designed for family child care providers, infant toddler teachers, child care administrators, directors, B-3 aides/teachers, certified providers and anyone considering entering early childhood care and education of children in the first three years of life. Completion of the four courses in this credential, along with preparation of a portfolio, permits the student to apply for and attain the Wisconsin Infant Toddler Professional Credential from the Registry.

Certificate Completers will be able to

- Apply principles related to the care and education of children three and under.
- Care for infants and toddlers in group settings.
- Establish partnerships with parents and in the community.
- Provide evidence of additional education beyond the minimum requirements for teachers of children under three.
- Become a more effective caregiver.
- Become more marketable to prospective child care center employers.
- Acquire specialized knowledge and understanding of the development, needs and interests of children in the first three years of life.
- Increase professional qualifications and personal level on the Registry.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Curriculum

Catalog No	Description	Credits
10-307-112	Infants/Toddlers-Caregivers	3
10-307-113	Infant/Toddler-Group Care	3
10-307-114	Infant/Toddler-Family/Soc	3
10-307-115	Infant/Toddler-Capstone	3
CERTIFICATE TOTAL		12

Course Descriptions

10-307-115 Infant/Toddler-Capstone ...encompass and integrate the theory, practice, and reflections related to Courses 1, 2, 3. Supervised demonstration in the learner's own infant/toddler setting. Student portfolio development is required. Student must be in an early childhood setting with infants or toddlers (birth to 35 months) during this course. (Prerequisites: 10-307-151 ECE: Infant & Toddler Dev; 10-307-113 Infant/Toddler-Group Care; 10-307-195 ECE: Family & Community Rel)

10-307-112 Infant/Toddler-Caregivers ...principles for infant and toddler care; infant and toddler development; infant/toddler learning through routine care-giving activities; developmentally appropriate care that is respectful, responsive and reciprocal; standards for the health, safety and nutrition of infants and toddlers.

10-307-114 Infant/Toddler-Family/Soc ...partnerships with parents and collaboration with the community. Covers parent education, involvement, and inclusions as well as such issues as public policy, advocacy, community resources, and professionalism.

10-307-113 Infant/Toddler-Group Care ...elements of quality, philosophical foundation, respect, relationships, culturally sensitive care, diversity in group care, brain development, assessment and planning in a variety of settings for young children.

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Intermediate Certificate

Certificate Number 903076

Certificate Description

The Early Childhood Intermediate Certificate is designed to further enhance concepts mastered in the Early Childhood Foundation Certificate. It includes a more in-depth look at concepts learned in previous classes as well as the second field experience with children.

Certificate Completers will be able to

- Analyze factors that affect the behavior of children.
- Develop guidance strategies to meet individual needs.
- Examine the critical role of play in early childhood.
- Create developmentally appropriate language, literature, and literacy activities.
- Analyze the development of children age three to eight.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-178 ECE: Art Music & Lang Arts ...beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.

10-307-179 ECE: Child Development ...child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.

10-307-188 ECE: Guiding Child Behavior ...strategies to guide children's behavior in the early childhood setting. Anti-bias perspectives, guidance principles, factors affecting behavior, guidance strategies, individual needs, guidance philosophy.

10-307-192 ECE: Practicum 2 ...learn/practice skills in a child care setting. Growth/development, support diversity, implement student developed activity plans, guidance strategies, professional behaviors, caregiving routines as curriculum, positive interpersonal skills with adults. (Prerequisite: 10-307-174, ECE: Practicum 1)

Curriculum

Catalog No	Description	Credits
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-188	ECE: Guiding Child Behavior	3
10-307-192	ECE: Practicum 2	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Licensing Basic Ages 0-2 Certificate

Certificate Number 903070

Certificate Description

The Early Childhood Licensing Basic Ages 0-2 Years Certificate is designed for individuals wishing to satisfy the state of Wisconsin licensing requirements for working with children ages birth to two with credit coursework. The courses in this certificate actually exceed the State requirements. All courses in this certificate will transfer into the Early Childhood Associate Degree program.

Certificate Completers will be able to

- Analyze development of infants and toddlers (conception to three years).
- Examine culturally and developmentally appropriate environments for infants and toddlers.
- Follow governmental regulations and professions standards as they apply to health, safety, and nutrition.
- Analyze the role of heredity and environment.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-179 ECE: Child Development ...child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.

10-307-167 ECE: Hlth Safety & Nutrition ...health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.

10-307-151 ECE: Infant & Toddler Dev ...infant and toddler development in an early childhood education setting. Development of infants/toddlers; prenatal conditions and development; child development theories; heredity and the environment; culturally and developmentally appropriate environments.

Curriculum		
Catalog No	Description	Credits
10-307-179	ECE: Child Development	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-151	ECE: Infant & Toddler Dev	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Licensing Basic Ages 3-5 Certificate

Certificate Number 9030710

Certificate Description

The Early Childhood Licensing Basic Ages 3-5 Years Certificate is designed for individuals wishing to satisfy the state of Wisconsin licensing requirements for working with children ages three to five with credit coursework. The courses in this certificate actually exceed the State requirements. All courses in this certificate will transfer into the Early Childhood Associate Degree program.

Certificate Completers will be able to

- Provide a respectful, diverse and inclusive program.
- Provide a safe program for children ages three to eight.
- Adhere to child abuse and neglect mandates.
- Develop activity plans that promote child development and learning.
- Analyze the development of children ages three to eight.
- Create developmentally appropriate language, literature, and literacy activities.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-178 ECE: Art Music & Lang Arts ...beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.

10-307-179 ECE: Child Development ...child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.

10-307-167 ECE: Hlth Safety & Nutrition ...health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.

Curriculum		
Catalog No	Description	Credits
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-167	ECE: Hlth Safety & Nutrition	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: Premier Certificate

Certificate Number 903078

Certificate Description

The Early Childhood Premier Certificate is designed for students completing the early childhood core courses. It includes a focus on early care and education administration as well as the fourth and final field experience working with children and families.

Certificate Completers will be able to

- Differentiate between typical and exceptional development.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Adapt curriculum to meet the needs of children with developmental differences.
- Establish a developmentally appropriate environment.
- Develop unit plans that promote child development and learning.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-198 ECE: Admin an ECE Program ...administration of an early childhood program. Diversity and anti-bias perspectives; ECE facilities, program, finances, aspects of personnel supervision, laws and regulations, advocacy.

10-307-195 ECE: Family & Community Rel ...relationships with family/community in early childhood. Diversity and anti-bias perspectives in families and community; family patterns, trends, relationships; communication strategies; relationships with families; advocate for children/families; community resources.

10-307-199 ECE: Practicum 4 ...learn/practice skills in a child care setting. Growth/development, assessment, anti-bias perspectives, professional behavior/practices; curriculum, relationships, evaluating programs for quality, professional options in early childhood. (Prerequisite: 10-307-197, ECE: Practicum 3)

Curriculum

Catalog No	Description	Credits
10-307-198	ECE: Admin an ECE Program	3
10-307-195	ECE: Family & Community Rel	3
10-307-199	ECE: Practicum 4	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: The Inclusion Certificate

Certificate Number 9030712

Certificate Description

Working with children who have special needs can present unique challenges and opportunities to the child care industry and early childhood education field in Wisconsin. Even experienced practitioners have felt intimidated in serving this population due to a lack of up-to-date information and a well thought out service approach. This certificate is designed to help you build the skills, knowledge, resources and attitudes to successfully work with ALL children in your centers and programs. Courses can be taken in any order and concurrently, as long as ECE: Capstone Family/Team Prac Course (10-307-173) is taken last. Completion of all four courses will prepare learners to receive The Wisconsin Inclusion Credential from The Registry-Wisconsin's Recognition System for the Childhood Care and Education Profession.

Certificate Completers will be able to

- Provide inclusive programs for young children utilizing legal and ethical requirements.
- Differentiate between typical and exceptional development by analyzing physical, cognitive, health/medical, communication, and/or behavioral/emotional behaviors and disorders.
- Utilize specific discipline and guidance strategies and individualized intensive interventions based on the CSEFEL Curriculum.
- Understand medical issues and specialized health care needs of individuals with disabilities.
- Examine and learn care of altered body systems function and provide special health care needs.
- Know how to connect with community resources regarding medical issues and professionals.
- Commission with The Registry for the Wisconsin Inclusion Credential.

Course Descriptions

10-307-171 ECE: Behavior/Emotional Challenges ...build rapport, create supportive environments; demonstrate/define social-emotional teaching/guidance strategies; assess challenging behaviors; describe diagnoses; develop individualized guidance plans; communicate team approaches including all children.

10-307-173 ECE: Capstone Family/Team Prac ...historical/current roles of families with disabilities; impact of disabilities; build rapport; daily issues; NAEYC code of conduct; assemble inclusive child care portfolio. The student will volunteer in an ECE program with a child who has special needs and spend time (30 hours) with that child's family at home and in the community. Students will have the opportunity to participate with a child and a family in daily routines and community settings.

10-307-187 ECE: Children w Diff Abilities ...differing abilities in early childhood settings. Anti-bias perspectives, inclusion, ADA/IDEA, typical and exceptional development; physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; community and professional resources; IEP/IFSP, adapt curriculum, cultivate partnerships.

10-307-172 ECE: Special Health Care Needs ...recognize family as expert; roles of health care professionals/program staff; community resources; educational implications/adaptive strategies; health promotion; care of individuals with altered body systems; emergency management.

Curriculum

Catalog No	Description	Credits
10-307-187	ECE: Children w Diff Abilities	3
10-307-171	ECE: Behavior/Emotional Chall	3
10-307-172	ECE: Special Health Care Needs	3
10-307-173	ECE: Capstone Family/Team Prac	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Early Childhood: The Preschool Certificate

Certificate Number 9030711

Certificate Description

The Preschool Certificate is designed for individuals working with children ages three to five. This might include family childcare providers, day care teachers, nursery school teachers, certified providers, or anyone wishing to provide a quality environment and learning activities for children in this critical age group.

Certificate Completers will be able to

- Integrate strategies that support diversity and anti-bias perspective.
- Explore early childhood curriculum models.
- Provide a health, safe, and nutritionally sound early childhood environment.
- Incorporate health, safety, and nutrition concepts into the children's curriculum.
- Practice positive guidance strategies.
- Create a guidance philosophy.
- Analyze the development of children age three through age eight.
- Create developmentally appropriate language, literature, and literacy activities.

Completers will be able to apply credits toward the following programs:

- 103071, Early Childhood Education

Course Descriptions

10-307-178 ECE: Art Music & Lang Arts ...beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.

10-307-179 ECE: Child Development ...child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.

10-307-148 ECE: Foundations of ECE ...integrate strategies that support diversity and anti-bias perspectives; summarize early childhood education settings; identify components of a quality program; summarize responsibilities of early childhood professionals; explore early childhood curriculum models.

10-307-188 ECE: Guiding Child Behavior ...strategies to guide children's behavior in the early childhood setting. Anti-bias perspectives, guidance principles, factors affecting behavior, guidance strategies, individual needs, guidance philosophy

10-307-167 ECE: Hlth Safety & Nutrition ...health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.

10-307-102 ECE: Preschool Capstone ...synthesizing the information and demonstrating mastery of the competencies through the completion of a portfolio. Capstone is the last course students take prior to completing the Preschool Credential. Student must be in an early childhood setting with preschool age children (3 to 5 years) during this course. (Prerequisites: 10-307-178 ECE: Art Music & Lang Arts; 10-307-179 ECE: Child Development; 10-307-148, ECE: Foundations of ECE; 10-307-188, ECE: Guiding Child Behavior; 10-307-167, ECE: Hlth Safety & Nutrition)

Curriculum

Catalog No	Description	Credits
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-148	ECE: Foundations of ECE	3
10-307-188	ECE: Guiding Child Behavior	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-102	ECE: Preschool Capstone	3
CERTIFICATE TOTAL		18

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Echocardiography Certificate

Certificate Number 905262

Certificate Description

The Echocardiography Certificate is offered to prepare the learner for meeting the work standards required for performing high quality cardiac ultrasound procedures in the community at clinics, offices, and hospitals. Certificate completers will be able to work with other members of the healthcare team in providing cardiac care.

Certificate Completers will be able to

- Provide patient care and education.
- Apply principles of physics and instrumentation to sonography.
- Apply principles of anatomy and pathophysiology to sonography.
- Obtain high quality diagnostic sonographic images.
- Adhere to the professional code of ethics for sonographers.
- Communicate with members of the healthcare team.
- Adhere to universal precautions.
- Model professional behaviors and appearance.

Requirements for Certificate Entry:

- Completed and graduated from an accredited ultrasound program at the associate or bachelor's level.

OR

- Successfully become a registrant in ultrasound with the American Registry of Diagnostic Medical Sonographers (ARDMS) or the American Registry of Radiologic Technologists (ARRT) through the respective registry examination process.

AND

- Actively and currently employed as a sonographer with the opportunity to collect personal experience in performing echocardiography under the supervision of a cardiologist or interpreting provider.

Board/Certification Examinations

Individuals completing this certificate will be eligible to apply for candidacy to the ARDMS Echocardiography exam for the RDCS credential.

Note

This certificate is scheduled to start in fall 2011. For additional information, please contact the Health Sciences Department at 920-498-5543.

Course Descriptions

10-526-121 Cardiac Anatomy & Physiology ...study of the human heart in cross-sectional planes and as a three-dimensional anatomical structure with mechanical and hemodynamic characteristics. Learners will explore the physiology of the heart and common methods of physiologic assessment.

10-526-125 Echo Clinical Performance ...this assessment is designed to observe the sonographer in the active echocardiography lab, assess competencies learned throughout the certificate journey, and coach the sonographer on opportunities for success

10-526-124 Echo Pathology & Case Review ...explores cause and features of pathologies of the heart commonly seen on echocardiography and prepares the sonographer for better appreciation of heart disease.

10-526-122 Echo Physics & Instrumentation ...echocardiography physics and instrumentation is an essential background study of the creation of ultrasound waves and their use in making medical prepared images of the heart and related conditions. The learner becomes prepared to analyze acoustic properties of the image and make improvements in quality through adjustments made on the ultrasound device.

10-526-120 Echocardiography 1 ...this course includes an introduction to heart disease with the principles of echocardiographic technique, Doppler theory, instrumentation, and artifacts of the cross-sectional views, preparing the learner to perform echocardiograms.

10-526-123 Echocardiography 2 ...prepares the cardiac sonographer to participate and practice more advanced techniques in echocardiography including TEE, stress echo, use of echo contrast, 3D, and other current applications.

Curriculum

Catalog No	Description	Credits
10-526-121	Cardiac Anatomy & Physiology	3
10-526-125	Echocardiography Clinical Perf	3
10-526-124	Echocardiography Pathology & Case Rev	2
10-526-122	Echocardiography Physics & Inst	3
10-526-120	Echocardiography 1	4
10-526-123	Echocardiography 2	3
CERTIFICATE TOTAL		18

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Entrepreneurship Certificate

Certificate Number 901451

Certificate Description

The Entrepreneurship Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of entrepreneurship and how to start, run, and manage profitable businesses.

Certificate Completers will be able to

- Assess readiness to begin the entrepreneurial adventure.
- Emphasize the importance of good financial record-keeping systems, reports, and records.
- Develop a marketing plan including components for product/service, price, place, and promotion.
- Strategically service customers.
- Prepare and present a business plan.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management-Entrepreneurship Sub-Plan

Course Descriptions

10-145-188 Entrepreneurial Service Mgmt ...address the elements of your successful business with a strategic plan that focuses on servicing your customer with a winning attitude, performance, teamwork, and competition.

10-145-186 Financial Management-Small Bus ...covers the importance of good recordkeeping systems, reports, and the records necessary for a small business. Financial analysis techniques are explored through hands-on income statements and cash flow projections for small businesses.

10-145-187 Marketing Your Small Business ...learners implement and evaluate a marketing plan for their small business. Students will develop a marketing plan for a selected small business. Components of the plan include market research, customer focus, quality, pricing, and advertising.

10-145-185 Organizing Your Small Business ...learners become familiar with the components of small business ownership by examining a variety of small business startup and operation scenarios. Assesses your own readiness to begin the entrepreneurial adventure.

10-145-189 Writing a Business Plan-Sm Bus ...as a necessary component to beginning a small business, from addressing facets of the business plan, observing various types of plans, to realizing readiness to begin. Plan preparation and presentation are required.

Curriculum

Catalog No	Description	Credits
10-145-188	Entrepreneurial Service Manage	3
10-145-186	Financial Management for Your	3
10-145-187	Marketing Your Small Business	3
10-145-185	Organizing Your Small Business	3
10-145-189	Writing a Business Plan for You	3
CERTIFICATE TOTAL		15

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Ethical Leadership Certificate

Certificate Number 901962

Certificate Description

The Ethical Leadership Certificate is designed for people who wish to acquire and improve their skills in creating and maintaining a legal, ethical, and diverse work environment. These three-credit courses apply toward the 69 credits necessary to earn the Leadership Development Associate Degree. Courses are offered in alternative delivery formats.

Certificate Completers will be able to

- Recommend methods of balancing employees’ rights with employers’ rights.
- Recommend methods of balancing “reasonable” consumer safety with a producer’s profit motive.
- Analyze corporate social responsibility.
- Recommend a framework for dealing with different cultures, morals/ethics.
- Identify, analyze, and recommend action/solution for business-related ethical dilemmas.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Course Descriptions

10-196-199 Business Ethics ...ethical points-of-view, 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.

10-196-169 Diversity in the Workplace ...analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, measuring progress, and celebrating success.

10-196-134 Legal Issues-Supervisors ...legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

Curriculum		
Catalog No	Description	Credits
10-196-199	Business Ethics	3
10-196-169	Diversity in the Workplace	3
10-196-134	Legal Issues for Supervisors	3
	CERTIFICATE TOTAL	9

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Film and Digital Broadcast Certificate

Certificate Number 902063

Certificate Description

The Film and Digital Broadcast Certificate will develop learner skills in movie and video broadcast production, scriptwriting, producing, and editing for final content delivery. Ability to meet client timelines, scheduling, budget constraints, and delivery requirements. Operating a broadcast and/or movie production facility including camera operation and switching, lighting, audio and floor direction.

Certificate Completers will be able to

- Create digital video productions.
- Plan and prepare video projects.
- Communicate effectively using scripts and storyboards.
- Solve technical and software problems.
- Visualize business solutions with broadcast video.
- Manage movie projects.
- Obtain skills to work in video production.

Completers will be able to apply credits toward the following programs:

- 102065, Digital Media Technology

Requirements for Certificate Entry:

- A high school diploma or equivalent.
- Recent computer familiarity and ability to use a keyboard and mouse.
- Ability to sit behind a computer workstation for prolonged sessions.
- Proficiency on Mac software applications (Macintosh-Intro 10-111-103).

Curriculum		
Catalog No	Description	Credits
10-206-180	Film and Broadcast Preprod	3
10-206-178	Film and Broadcast Scriptwrtg	3
10-206-154	Macintosh Video Editing	3
10-206-185	Macintosh Video Editing-Adv	3
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-206-183	Video Photography	3
	CERTIFICATE TOTAL	19

Course Descriptions

10-206-180 Film/Broadcast Preproduction ...beginning stages of production (planning, coordinating, budgeting). Revising scripts/scheduling, location scouting, hiring cast/crews, legal matters (copyright, model/location releases). Preparation of digital video production for multiple output devices.

10-206-178 Film/Broadcast Scriptwriting ...research and development of writing and formatting stories adapted for film and broadcast. Covers applying three-part story structure, developing plot and theme, and identifying target audience.

10-206-154 Macintosh Video Editing ...media types including audio, video and graphics to create original commercial, educational and entertainment productions for delivery to broadcast, CD/DVD and web. Final Cut Pro, LiveType and Photoshop software. (Prerequisite: 10-111-101, Macintosh-Image Editing)

10-206-185 Macintosh Video Editing-Adv ...(Final Cut Studio) video production, planning/scripting, digital transfers, advanced editing techniques, color correction/output. Media, camera (SD, HD), file formats, encoding, compression/ delivery methods. Production of portfolio quality, commercially viable video. (Prerequisite: 10-206-154, Macintosh Video Editing)

10-111-101 Macintosh-Image Editing ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-206-183 Video Photography ...technical aspects of capturing motion images including composition, lighting, exposure, filtration, and camera selection. Develop skills in pre-production through post-production of motion photography projects.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Fundamentals of Real Estate Sales Certificate

Certificate Number 901941

Certificate Description

The Fundamentals of Real Estate Sales Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of real estate sales.

Certificate Completers will be able to

- Incorporate the legal financial and vocabulary knowledge learned when taking the State Licensing Exam.
- Recognize important terms and concepts used in the real estate industry.
- Apply learned principles to real world practice.
- Perform and apply basic financial and property related calculations.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management

Requirement for Certificate Entry

- Must be at least 18 years old.

Curriculum		
Catalog No	Description	Credits
10-104-191	Customer Service	3
10-801-136	English Composition 1	3
10-111-103	Macintosh-Intro	1
10-104-110	Marketing Principles	3
10-801-196	Oral/Interpersonal Comm	3
10-194-165	Real Estate Exam Prep	4
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	20

Course Descriptions

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

10-801-136 English Composition 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.

10-801-196 Oral/Interpersonal Comm ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.

10-194-165 Real Estate Exam Prep ...the concepts, principles, and practices necessary to begin a real estate sales career. Completion of the course meets the 72-hour education requirement for the Salesperson's License, Wisconsin Act 305.

10-104-101 Selling Principles ...selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Gemology Certificate

Certificate Number 904411

Certificate Description

The Gemology Certificate is exclusively designed for working adults seeking to upgrade their occupational skills and knowledge on a part-time basis. This certificate will prepare learners to evaluate gemstones and precious metals and to evaluate skills in using gem testing equipment.

These credits can be applied toward the Jewelry Repair and Fabrication Technical Diploma program.

Certificate Completers will be able to

- Evaluate gemstones and precious metals.
- Understand stone setting and decorative engraving techniques.
- Have an understanding of the gem testing equipment used in the jewelry industry.

Completers will be able to apply credits toward the following programs:

- 314411, Jewelry Repair and Fabrication

Course Descriptions

31-441-317 Gemology 1 ...identify gemological equipment classification, stone optical/physical property and determination, basic minerals, diamonds and gemstone pricing.

31-441-318 Gemology 2 ...identify and evaluate the physical/optical properties of colored gemstones and diamonds through testing and evaluation. (Prerequisite: 31-441-317, Gemology 1)

31-441-311 Jewelry Repair 1 ...basic jewelry repair, sizing up, down, and reshanking, soldering heads in place, fabrication of rings and determining stone size in brass alloy, silver, and/or gold objects.

31-441-328 Power Engraving ...this course provides the learner with the skills to design and do a layout for an engraving and use power and hand engravers to set stones and create decorative designs. (Prerequisite: 31-441-311, Jewelry Repair 1)

31-441-316 Precious Metals ...identify: precious metals content, solder determination, gold alloys, metal pricing and precious metal refinement.

Curriculum

Catalog No	Description	Credits
31-441-317	Gemology I: Basic Minerals/Dia	2
31-441-318	Gemology 2: Practical Gemology	3
31-441-311	Jewelry Repair 1	3
31-441-328	Power Engraving	1
31-441-316	Precious Metals	1
CERTIFICATE TOTAL		10

For more information, please contact: The Trades and Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

General Studies Transfer - UW-Green Bay

Certificate Number 908902

Certificate Description

The General Studies Transfer Certificate - UW Green Bay includes a 32 credit core of courses designed to meet specific general education requirements at UWGB. These courses will allow students who have a 2.5 overall Grade Point Average to qualify for sophomore status at UWGB. Additional admission requirements may apply. For more information, go to the UW Green Bay Admissions Office Web site: www.uwgb.edu/admissions.

How Do I Get Started?

- Find available NWTC class openings by clicking on “Find a Class” on our website at www.nwtc.edu.
- You can register online by creating an account in my.NWTC, or by calling registration at (920) 498-5444 or toll-free (888) 385-6982. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this book. It’s that easy.

Requirements for Program Entry

- A high school diploma or equivalent.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores please contact a counselor at (920) 498-5444 or (888) 385-6982.

Note

- **Accelerate Your Learning:** Are some of the classes that you had wanted to take full? Are you short of credits? Undecided about your major? Take classes at Northeast Wisconsin Technical College to expedite your degree by maximizing the number of credits you can earn each semester.
- **Create a Flexible Schedule:** Some classes can be taken Online, Technical College of the Air, or in an Accelerated format to fit your lifestyle. Accelerated classes typically only meet one evening a week for six or eight weeks. Some classes are even offered on weekends.
- **Available Online Classes:** English Composition 1, General Chemistry, Intro to Psychology, Developmental Psychology, Economics, Intro to Sociology, Contemporary American Society, Intermediate Algebra with Applications, Intro to Ethics and Race Ethnic & Diversity.
- **Technical College of the Air Classes:** Economics, Intro to Psychology, Intro to Sociology and English Composition 1.
- **Accelerated Classes:** Economics, Contemporary American Society, Intro to Ethics and Race Ethnic & Diversity.
- If you have not taken High School Algebra and Geometry with a satisfactory placement score, you would need to take the NWTC course 10-804-110, Elementary Algebra with Apps, with a grade of “C” or better before taking 10-804-118, Intermediate Algebra with Apps.

Curriculum

Catalog No	Description	Credits
10-801-136	English Composition 1	3
10-804-118	Interm Algebra w Apps	4
10-806-189	Basic Anatomy	3
10-806-154	General Physics 1	4
OR		
10-806-134	General Chemistry4	
10-806-112	Principles of Sustainability	3
10-809-166	Intro to Ethics: Theory & App	3
10-809-172	Race Ethnic & Diversity	3
10-809-197	Contemporary Amer Society	3
Complete 2 courses (6 credits) from the following:		
10-809-122	Intro to Amer Govt	3
10-809-188	Developmental Psychology	3
10-809-196	Intro to Sociology	3
10-809-198	Intro to Psychology	3
CERTIFICATE TOTAL		32

Course Descriptions

10-809-197 Contemporary Amer Society ...the major social institutions within the American society: government, family, education, religion, and economic system.

10-809-188 Developmental Psychology ...defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psycho-social development through the life span; aging, death, and dying.

10-806-189 Basic Anatomy ...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a “C” or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of “C” or better)

10-801-136 English Composition 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.

10-806-154 General Physics 1 ...applications/theory of basic physics principles: problem-solving, laboratory investigation, and applications including unit conversion and analysis, vectors, translational and rotational kinematics/dynamics, heat/temperature, and harmonic motion and waves. (Prerequisite: Recommendation: 10-804-118, Intermediate Algebra with Apps with a grade of “C” or better)

Course descriptions continued on next page

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

General Studies Transfer - UW-Green Bay

Certificate Number 908902 (*continued*)

Course Descriptions

10-806-134 General Chemistry ...covers chemistry fundamentals.

Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)

10-804-118 Interim Algebra w Apps ...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. (Prerequisites: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better)

10-809-122 Intro to Amer Government ...introduces American political processes and institutions: focusing on rights/responsibilities of citizens and the process of participatory democracy. Examines separation of powers and checks/balances & the roles of different groups.

10-809-166 Intro to Ethics: Theory & App ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process.

10-809-198 Intro to Psychology ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.

10-809-196 Intro to Sociology ...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.

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

10-809-172 Race Ethnic & Diversity ...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

General Studies Transfer - UW-Oshkosh

Certificate Number 908903

Certificate Description

The General Studies Transfer Certificate - UW Oshkosh includes a 32-credit core of courses designed to meet specific general education requirements at UW Oshkosh. These courses will allow students who have a 2.5 overall grade point average to qualify for sophomore status at UW Oshkosh. Additional admission requirements may apply. For more information, go to the UW Oshkosh Admissions Office web site: <http://admissions.uwosh.edu>.

How Do I Get Started?

- Find available NWTC class openings by clicking on “Find a Class” on our website at www.nwtc.edu.
- You can register online by creating an account in my.NWTC, or by calling registration at (920) 498-5444 or toll-free (888) 385-6982. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this book. It's that easy.

Requirements for Program Entry

- A high school diploma or equivalent.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores please contact a counselor at (920) 498-5444 or (888) 385-6982.

Note

- **Accelerate Your Learning:** Are some of the classes that you had wanted to take full? Are you short of credits? Undecided about your major? Take classes at Northeast Wisconsin Technical College to expedite your degree by maximizing the number of credits you can earn each semester.
- **Create a Flexible Schedule:** Some classes can be taken online, Technical College of the Air, or in an accelerated format to fit your lifestyle. Accelerated classes typically only meet one evening a week for six or eight weeks. Some classes are even offered on weekends.
- **Available Online Classes:** Written Communication, General Chemistry, Intro to Psychology, Developmental Psychology, Economics, Intro to Sociology, Contemporary American Society, Intro to Amer Government, Technical Reporting, Speech, Oral/Interpersonal Comm, Intermediate Algebra with Applications, Intro to Ethics, Psychology of Human Relations, Abnormal Psychology and Race Ethnic & Diversity.
- **Technical College of the Air Classes:** Economics, Intro to Psychology, Intro to Sociology, Developmental Psychology, Abnormal Psychology, Race Ethnic & Diversity, Written Communication, Speech, Oral/Interpersonal Comm and Technical Reporting.
- **Accelerated Classes:** Economics, Contemporary American Society, Intro to Ethics, Race Ethnic & Diversity, Psychology of Human Relations, Speech and Oral/Interpersonal Comm.
- **Intermediate Algebra Prerequisite:** Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR completion of 10-834-110, Elementary Algebra with Apps (formerly 10-804-110) with a grade of “C” or better.
- **General Chemistry Prerequisite:** Recommendation: Completion of one year of high school algebra with a grade “C” or better.

Curriculum

Catalog No.	Description	Credits
10-801-195	Written Communication	3
10-801-197	Technical Reporting	3
10-801-198	Speech	3
OR		
10-801-196	Oral/Interpersonal Comm	3
10-804-118	Interm Algebra w Apps	4
10-806-154	General Physics 1	4
OR		
10-806-134	General Chemistry	4
10-809-166	Intro to Ethics: Theory & App	3
10-809-172	Race Ethnic & Diversity	3

Complete 3 courses (9 credits) in at least 2 areas of the following:

Area One:

10-809-159	Abnormal Psychology	3
OR		
10-809-188	Developmental Psychology	3

Area Two:

10-809-195	Economics	3
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Area Three:

10-809-122	Intro to Amer Govt	3
OR		
10-809-196	Intro to Sociology	3
OR		
10-809-197	Contemporary Amer Society	3
OR		
10-809-198	Intro to Psychology	3
OR		
10-809-199	Psychology Of Human Relations	3

CERTIFICATE TOTAL 32

Course Descriptions

10-809-159 Abnormal Psychology ...surveys features, causes, assessment and treatment of abnormal behavior through major theoretical perspectives. Introduces the diagnosis system of the DSM-IV, the history, cultural/social differences, current perspectives, diagnosis criteria/treatments. (Prerequisite: Recommendation: Completion of 10-809-198, Introduction to Psychology)

10-809-188 Developmental Psychology ...defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.

10-809-195 Economics ...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.

Course descriptions continued on next page

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

General Studies Transfer - UW-Oshkosh

Certificate Number 908903 (continued)

Course Descriptions continued

10-801-195 Written Communication ...the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. (Prerequisite: Accepted in the UW-Oshkosh General Studies Transfer Certificate)

10-806-154 General Physics 1 ...applications/theory of basic physics principles: problem-solving, laboratory investigation, and applications including unit conversion and analysis, vectors, translational and rotational kinematics/dynamics, heat/temperature, and harmonic motion and waves. (Prerequisite: Recommendation: 10-804-118, Intermediate Algebra with Apps with a grade of "C" or better)

10-806-134 General Chemistry ...covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)

10-804-118 Interm Algebra w Apps ...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. (Prerequisites: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better)

10-809-166 Intro to Ethics: Theory & App ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process.

10-809-196 Intro to Sociology ...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.

10-809-197 Contemporary Amer Society ...the major social institutions within the American society: government, family, education, religion, and economic system.

10-809-122 Intro to Amer Government ...introduces American political processes and institutions: focusing on rights/responsibilities of citizens and the process of participatory democracy. Examines separation of powers and checks/balances and the roles of different groups.

10-809-198 Intro to Psychology ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.

10-801-196 Oral/Interpersonal Communication ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.

10-809-199 Psychology of Human Relations ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

10-809-172 Race Ethnic & Diversity ...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

10-801-198 Speech ...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 the listening process.

10-801-197 Technical Reporting ...principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-136, English Composition 1 OR 10-801-195, Written Communication)

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Gerontology Nursing Certificate

Certificate Number 905431

Certificate Description

The Gerontology Nursing Certificate is a series of credit courses designed to enhance the nurse's ability to care for the geriatric client. Courses are delivered online.

Certificate Completers will be able to

- Assess elderly patients' functional, physical and cognitive abilities; mental health; and pharmacology needs.
- Identify patients' economic and social considerations as well as preventive and wellness considerations
- Provide holistic comfort and end-of-life care.
- Assess and manage pain in the elderly client.
- Assess and provide appropriate care for clients with dementia.

Requirement for Certificate Entry

- RN or LPN license or completion of first year of an Associate Degree Nursing program or second year of a BSN program.

Course Descriptions

10-543-158 Elderly Assessment ...offers the student engaged with the geriatric population an opportunity to improve assessment process insight, develop key assessment skills and create tools to ensure optimal outcomes for the older adult. RN or LPN license or completion of first year of an ADN program or second year of a BSN program is required to take this course.

10-543-160 Pain and Dementia ...assists the learner in understanding the complexity of dementia, pain, behaviors and safety issues in the elderly that lead to increased institutionalization, morbidity and mortality in this population. RN or LPN license or completion of first year of an ADN program or second year of a BSN program is required to take this course.

10-543-159 Palliative/Hospice Care ...assists the learner in understanding the philosophy and approaches needed to provide holistic comfort and end-of-life care. Topics include ethical, cultural, psychosocial, spiritual, clinical, legal and familial perspectives. RN or LPN license, or completion of first year of an ADN program or second year of a BSN program is required to take this course.

Curriculum

Catalog No	Description	Credits
10-543-158	Elderly Assessment	3
10-543-160	Pain and Dementia	3
10-543-159	Palliative/Hospice Care	3
CERTIFICATE TOTAL		9

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Global Business Certificate

Certificate Number 901821

Certificate Description

The Global Business Certificate is designed for adults who currently work in businesses engaged in a global and international environment. These credits can apply toward an associate degree in Supply Chain Management.

Certificate Completers will be able to

- Improve global awareness.
- Analyze opportunities in international marketing.
- Utilize supply chain management concepts in a global setting.
- Understand international documentation.
- Become better global citizens who are computer literate, media savvy, and who possess a variety of technical skills.
- Complete a new track/concentration in the Business Management Associate Degree program.

Completers will be able to apply credits toward the following programs:

- 101023, Business Management, Global Business emphasis
- 101821, Supply Chain Management

Why Global Business?

Higher education is changing across our nation. The call of international, cultural, and global awareness by leaders in government and business is being answered. Institutions across the country are promoting new internationalism on their campuses.

It is estimated that one out of every six new jobs will be related to international activity. NWTC's Global Business Certificate is recognition for achievement of 18 credits providing a background for new students or existing workers interested in Global Business.

Note

10-102-184, Global Business Cultures is offered only in the spring.

10-104-148, Global Marketing is offered only in the fall.

10-182-160, Global Supply Chain Management is offered only in the spring.

10-138-180, Global Trade Finance is offered only in the spring.

10-102-104, International Business Practice Firm is offered only in the fall.

Course Descriptions

10-102-184 Global Business Cultures ...develops cultural knowledge/skills to conduct business in the global marketplace. Compare/contrast attitudes, values, protocol, rituals, traditions, communication styles. Cross-cultural relations skills in business functions will be developed.

10-102-160 Global Business Mgmt ...globalization, cultural environment, global trade environment, politics and law, economic integration, global trade and investment theories, exporting, global marketing, and global supply chain.

10-104-148 Global Marketing ...tools necessary for the student to understand the risks, rewards, and the technical aspects of doing business in a global environment.

10-182-160 Global Supply Chain Mgmt ...methods of foreign market entry, international contracts, INCOTERMS 2000, terms of payment, international commercial documents, international insurance, export packaging, customs clearance, and global supply chain logistics infrastructure.

10-138-180 Global Trade Finance ...foreign exchange market, fluctuations of the market, development of Euro, role of IMF (International Monetary Fund) in the global capital market, major determinants in country risk, and risks in export financing.

10-102-104 International Business Prac ...(IBPF) students will start up their own business and sell and buy products in a virtual classroom environment. Each student will play the role of a manager.

Curriculum

Catalog No	Description	Credits
10-102-184	Global Business Cultures	3
10-102-160	Global Business Management	3
10-104-148	Global Marketing	3
10-182-160	Global Supply Chain Management	3
10-138-180	Global Trade Finance	3
10-102-104	International Business Practice	3
CERTIFICATE TOTAL		18

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Greenhouse Growers Certificate

Certificate Number 900012

Certificate Description

The Greenhouse Grower Certificate is designed to provide courses with learning activities that will teach the necessary job skills and knowledge to grow quality plants in a greenhouse environment. Each course will include lecture, demonstrations, discussion, and hands on work experience. Some of the activities will be scheduled using the resources of the Green Bay Botanical Garden.

Certificate Completers will be able to

- Communicate within the greenhouse industry.
- Prepare soil media for optimum plant performance.
- Seed and propagate plants from cuttings.
- Describe plant functions concerning germination, vegetative growth and flowering as it relates to reproduction.
- Understand the effect of all cultural, chemical, and environmental processes on greenhouse crops.
- Identify all major insects, understand their life cycles, and recommend control measures.
- Identify major disease organisms and apply the most effective prevention and eradication measures available.
- Maintain the proper greenhouse environment concerning light, temperature, and humidity.

Completers will be able to apply credits toward the following programs:

- 100014, Landscape Horticulture

Course Descriptions

10-001-159 Flowers-Herbaceous ...annuals/perennials/roses; using flowers/foliage effectively in the landscape; care of each flower emphasizing selection/tips to best utilize each flower; groundcover/vines included. (Corequisite: 10-001-110, Horticulture-Intro)

10-001-111 Greenhouse Grower I ...examine greenhouse structures and environmental systems used in growing crops; focus will be on various factors that influence plant health and quality.

10-001-112 Greenhouse Grower II ...explore management factors affecting the production sales and marketing of greenhouse crops; emphasis will be on hands-on learning activities. (Prerequisite: 10-001-111 Greenhouse Grower I)

10-001-110 Horticulture-Intro ...explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.

10-001-170 Integrated Pest Management ...various methods to combat plant pests in an environmentally responsible manner; using biorational techniques and strategies. (Prerequisite: 10-001-110, Intro to Horticulture)

10-001-108 Plant Propagation ...plant propagation and production techniques. (Prerequisite: 10-001-110, Intro to Horticulture)

10-001-130 Plant-Interior ...how to identify indoor tropical plants and blooming plants that are used in interior plantscaping. Includes identification, plant varieties, pests, diseases, and cultural requirements. Also designing with houseplants. (Prerequisite: 10-001-110, Intro to Horticulture)

Curriculum

Catalog No	Description	Credits
10-001-159	Flowers-Herbaceous	3
10-001-111	Greenhouse Grower I	2
10-001-112	Greenhouse Grower II	2
10-001-110	Horticulture-Introduction	3
10-001-170	Integrated Pest Management	2
10-001-108	Plant Propagation	2
10-001-130	Plant-Interior	3
CERTIFICATE TOTAL		17

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Health Care Business Services Certificate

Certificate Number 901041

Certificate Description

The Health Care Business Services Certificate is designed to be an introduction to anyone interested in exploring various business positions in the growing medical field. All courses transfer to the Health Care Business Services Associate Degree. Courses are delivered online.

Certificate Completers will be able to

- Provide excellent customer service in healthcare and insurance.
- Solve basic health insurance reimbursement problems.
- Analyze and explain insurance benefits.
- Schedule and admit patients.
- Analyze and process health insurance claims.

Completers will be able to apply credits toward the following programs:

- 101601, Health Care Business Services

Requirements for Certificate Entry

- Basic math.
- Ability to use a keyboard.

Curriculum		
Catalog No	Description	Credits
10-801-136	English Composition 1	3
*10-530-172	Healthcare Delivery Systems	2
*10-160-161	Insurance Health Principles	3
10-804-123	Math w Business Applications	3
*10-501-101	Medical Terminology	3
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
CERTIFICATE TOTAL		16

Curriculum Note

No final grade lower than a "C" is acceptable in any courses marked with an asterisk (*). Courses with grades lower than a "C" must be repeated in order to continue in, or complete this certificate.

Course Descriptions

10-801-136 English Composition 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.

10-530-172 Healthcare Delivery Systems ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.

10-160-161 Insurance Health Principles ...this course presents common health insurance terminology. Students are introduced to various insurance programs including: private health insurance, dental insurance, Workers' Compensation, disability insurance, dental insurance, hospital insurance, government plans including: Medicare, Medicaid and TriCare. (Corequisite: 10-530-172, Healthcare Delivery Systems)

10-804-123 Math w Business Apps ...real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation: Accuplacer Arithmetic = 65)

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

10-103-111 Micro: Windows-Intro ...Windows desktop elements, help features, folder and file management (create, delete, move, find file), and Search strategies.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Health Care Leadership Advanced Certificate

Certificate Number 9019610

Certificate Description

The Advanced Health Care Leadership Certificate is designed to prepare a person to take the next step in leadership within health care settings. It includes budgeting and finance, legal issues in the workplace, working with a diverse population of employees, and either safety in the workplace or the human resource function.

Certificate Completers will be able to

- Establish and monitor a budget.
- Understand and work with finance terminology and financial statements.
- Work with employment law to keep their organization out of court.
- Work effectively with a diverse workforce and help employees work with each other.
- Analyze the safety requirements in the workplace.
- Hire, train, develop employees and, conduct performance appraisals.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Requirements for Certificate Entry:

- It is recommended that learners complete the Health Care Leadership Certificate before moving on to the Health Care Leadership Advanced Certificate.

Course Descriptions

10-101-184 Business Finance/Budgeting ...fiscal and monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. (Prerequisite: 10-804-123, Math w Business Apps)

10-196-169 Diversity in the Workplace ...learners analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, measuring progress, and celebrating success.

10-196-193 Human Resource Mgmt ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.

10-196-136 Safety-Workplace ...safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.

10-196-134 Legal Issues-Supervisors ...legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

Curriculum

Catalog No	Description	Credits
10-101-184	Business Finance/Budgeting	3
10-196-169	Diversity in the Workplace	3
10-196-193	Human Resource Management	3
	OR	
10-196-136	Safety-Workplace	3
10-196-134	Legal Issues for Supervisors	3
	CERTIFICATE TOTAL	12

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Health Care Leadership Certificate

Certificate Number 901967

Certificate Description

The Health Care Leadership Certificate is designed to prepare a person for a leadership role within health care settings. It includes learning the skills of supervision, team building and problem solving, leadership, and managing quality in a health care environment.

Certificate Completers will be able to

- Plan, organize, staff, lead and control a work environment.
- Interact appropriately on a team.
- Facilitate a problem solving team meeting.
- Develop a flexible leadership style.
- Coach the performance of others.
- Use data analysis to identify opportunities to improve quality.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Course Descriptions

10-196-190 Leadership Development ...leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution.

10-196-192 Managing-Quality ...developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, Six Sigma, and systems thinking.

10-196-191 Supervision ...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

10-196-189 Team Building/Prob Solve ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

Curriculum

Catalog No	Description	Credits
10-196-190	Leadership Development	3
10-196-192	Managing-Quality	3
10-196-191	Supervision	3
10-196-189	Team Building/Problem Solve	3
CERTIFICATE TOTAL		12

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at 888-385-NWTC.

Health Unit Coordinator Certificate

Certificate Number 905011

Certificate Description

The Health Unit Coordinator (HUC) Certificate prepares the student to coordinate non-clinical tasks in health care settings. Responsibilities include transcription of physician orders, preparing and maintaining patient charts and all aspects of communication with health team members.

Certificate Completers will be able to

- Provide excellent customer service in a health care setting.
- Experience Health Unit Coordinator work life prior to certificate completion.
- Use the skills obtained in all types of health care settings, particularly hospitals.
- Use skills gained to compliment the Nursing Assistant role.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Ability to use a keyboard with computer literacy recommended.
- Must be able to speak, read and write fluently in the English language.
- Excellent interpersonal skills.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores please contact a counselor, (920) 498-5444 or (888) 385-6982 ext. 5444.

Note

- Clinical will be with a Health Unit Coordinator preceptor.
- No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.
- Student will be expected to meet facilities health, immunization, CPR and Caregiver Background requirements prior to attending clinical.

Completers will be able to apply credits toward the following programs:

- 315091, Medical Assistant

Course Descriptions

10-501-122 HUC Coordinator Clinical ...the clinical experience provides opportunities for learners to apply the concepts and skills taught in Medical Order Management in a clinical health care setting with a preceptor. (Corequisite: 10-501-121 HUC Medical Order Management)

10-501-121 HUC Medical Order Management ...is designed to introduce the student to the clerical and non-clinical functions in a health care setting. The coursework will enable the student to manage patient information, unit communications and transcribe orders. The Health Unit Coordinator role is a vital component of the health care team. (Corequisites: 10-501-101 Medical Terminology; 10-501-104 Principles of Customer Service in Healthcare)

10-501-104 Health Care Customer Serv ...is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

Curriculum

Catalog No	Description	Credits
10-501-122	Health Unit Coordinator Clinic	2
10-501-121	HUC Medical Order Management	3
10-501-104	Health Care Customer Serv.	2
10-501-101	Medical Terminology	3
CERTIFICATE TOTAL		10

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Health Care Customer Service Representative Certificate

Certificate Number 905012

Certificate Description

Today's health care consumers are expecting excellent customer service. This certificate will prepare current or potential healthcare front line employees in excellent customer service. Learn how to not only meet but exceed customer needs.

Certificate Completers will be able to

- Provide excellent customer service in a health care setting.
- Be the first contact for customers seeking health care services.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Basic computer knowledge.
- Must be able to speak, read, and write fluently in the English language.
- Excellent interpersonal skills.

Note

Student must achieve a grade of "C" or better in each course to complete this certificate. In the event a "C" is not achieved, the course must be repeated.

Completers will be able to apply credits toward the following programs:

- 315091, Medical Assistant

Course Descriptions

10-501-104 Health Care Customer Serv ...is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.

10-501-107 Intro to Health Care Computing ...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems.

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

Curriculum

Catalog No	Description	Credits
10-501-104	Health Care Customer Serv.	2
10-501-107	Introduction to Healthcare Com	2
10-501-101	Medical Terminology	3
CERTIFICATE TOTAL		7

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Horticulture Landscape Certificate

Certificate Number 900011

Certificate Description

The Horticulture Landscape Certificate is designed to provide job skills and knowledge for the landscape worker, park employee, nursery person, garden center employee, turf worker, greenskeeper, and the horticulture machine specialist. The course will include lecture, demonstration, discussion and hands-on work experience. Some learning activities will be scheduled at the Green Bay Botanical Garden. Certificate completers are eligible for six credits advanced standing in the Landscape Horticulture two-year associate degree program.

The certificate will be granted when the student completes 47-001-440 Introductory Horticulture and five other Landscape/Horticulture courses in three consecutive years.

Certificate Completers will be able to

- Communicate within the horticulture industry.
- Identify horticulture plants, weeds, diseases, and insects.
- Sketch basic landscape concepts and ideas.
- Plant and prune.
- Establish turf.
- Define high, medium, and low light plants.

Curriculum

Catalog No	Description	Credits
47-001-440	Horticulture-Intro	0.9
47-608-471	LANDCADD-Introduction	0.9
47-001-401	Landscape Construction	0.45
47-001-414	Landscape Design-Basic	0.6
47-001-405	Landscape-Maintenance	0.6
47-001-408	Landscape Shrub Identification	0.45
47-001-412	Landscape Tree Identification	0.45
47-001-409	Landscape-Flowers	0.45
47-001-402	Landscape-Specialty Gardens	0.6
47-001-453	Lawn Care	0.3
47-001-420	Organic Composting	0.2
47-001-436	Plant Propagation	0.45
47-001-435	Plantscaping-Indoor	0.45
CERTIFICATE TOTAL		6.8

Course Descriptions

47-001-440 Horticulture-Intro ...explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens and turf.

47-608-471 LANDCADD-Intro ...basic equipment, terminology and syntax, practice with start-up, drafting, drawing storage and shut-down procedures. No previous CAD experience required. Featuring LANDCADD for landscape design and estimating.

47-001-401 Landscape Construction ...site analysis preconstruction, grading, landscape construction and final sitework.

47-001-414 Landscape Design-Basic ...basic principles of occupational landscape designing using drawing instruments, symbolizing landscape features, analyzing landscape site, selection and use of plant materials including trees, shrubs, groundcovers, vines, flowers, grass.

47-001-405 Landscape Maintenance ...growth and development of herbaceous and woody plants; study the effects of climate and pruning on plant behavior; identify insects and diseases and learn effective control measures.

47-001-408 Landscape Shrub Identification... identification of landscape shrubs of northeastern Wisconsin, including plant features such as flowers, fruit, foliage texture, colors, bark and aroma taught at Green Bay Botanical Garden using field trip format.

47-001-412 Landscape Tree Identification ...identification of landscape trees of northeastern Wisconsin, including information about plant flowers, fruit, foliage texture and colors, bark and aroma taught at Green Bay Botanical Garden using field trip format.

47-001-409 Landscape-Flowers ...annuals, perennials and roses. Emphasis will be placed on using flowers effectively in the landscape. Care of each flower is detailed, emphasizing selection and tips to best utilize each flower.

Course descriptions continue on next page ...

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Horticulture Landscape Certificate

Certificate Number 900011 (continued)

Course Descriptions

47-001-402 Landscape-Special Gardens ...butterfly, water, rock, prairie, wildflower, cut flower, cottage and rose gardens. Practical instruction on basic design, materials, construction, planting, soil building and maintenance.

47-001-453 Lawn Care ...establishment, maintenance and re-establishment of turf grasses. Emphasis of grass plant selection according to planned use. Study of diseases, insects, nutrient deficiencies and weed control selection and adjustments.

47-001-420 Organic Composting ...benefits of using compost, principles of composting, managing a compost pile including material selection, enhancement materials and techniques, safety and health concerns for the landscape worker and homeowner.

47-001-436 Plant Propagation ...principles/practices covering cuttings: softwood, semi-softwood, hardwood; division and layering; seed propagation; grafting of trees, shrubs, evergreens, perennials, fruits. Principles apply to plants in and outside the home.

47-001-435 Plantscaping-Indoor ...how to identify indoor tropical plants and blooming plants that are used in interior plantscaping. Includes identification, plant varieties, pests, diseases, and cultural requirements. Also designing with house plants.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Hotel & Restaurant Management Certificate

Certificate Number 901095

Certificate Description

The Hotel & Restaurant Management Certificate is an 18-credit certificate designed to prepare students for a variety of mid-management positions in lodging operations, food service operations, and tourism services. The program is offered on a flexible, part-time schedule to accommodate the needs of employees in the hospitality industry. Some courses may be completed through credit by examination, credit for work experience, video and Technical College of the Air, interactive television or online. The certificate is designed for completion in two or more semesters.

Certificate Completers will be able to

- Plan a conference or special event.
- Manage cleaning/sanitation operations in the food service and lodging industry.
- Maximize facility productivity.
- Understand preventative maintenance and equipment service.
- Manage quality customer service systems.
- Apply product presentation principles in the hospitality industry.

Completers will be able to apply credits toward the following programs:

- 101092, Hotel & Restaurant Management

Note

10-109-168, Restaurant Management is offered only in the spring.
10-109-126, Hospitality Management is offered only in the spring.
10-109-114, Hotel Management is offered only in the fall.
10-109-127, Hospitality Facilities Management is offered only in the fall.

Curriculum		
Catalog No	Description	Credits
10-104-125	Event Marketing	3
10-109-127	Hospitality Facilities Mgmt	3
10-109-126	Hospitality Finance	3
10-109-114	Hotel Management	3
10-104-110	Marketing Principles	3
10-109-168	Restaurant Management	3
	CERTIFICATE TOTAL	18

Course Descriptions

10-104-125 Event Marketing ...planning, promotion execution, and evaluation of special events (entertainment, industry, meeting/convention). Students will work toward the actual staging of an event (will require time outside of the classroom setting).

10-109-127 Hospitality Facilities Mgmt ...staffing housekeeping operations, facilities safety and security, cleaning routines, material selection, laundry operations, controlling costs in housekeeping and maintenance departments, facility systems.

10-109-126 Hospitality Finance ...purchasing/receiving controls, storing/issuing controls, production controls, monitoring activities, sales controls, beverage controls, labor controls.

10-109-114 Hotel Management ...lodging classification, ownership/affiliation, hotel/front office organization, equipment, reservations, registration, guest services, guest accounting, credit monitoring, check-out/settlement, night audit, management functions, room statistics, yield management, staffing.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.

10-109-168 Restaurant Management ...food/beverage industry, product classifications, responsible service; bar/kitchen equipment/organization; maintaining clean/sanitary facilities; staffing, training, supervising food/beverage employees; promotions planning; budgeting/cost controls of food/beverage operations.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Industrial Maintenance Certificate

Certificate Number 904621

Certificate Description

Courses are designed for maintenance technicians providing skills and understanding of the preliminary fundamentals of PLC's, motors and drives, pneumatics, hydraulics and mechanics.

Certificate Completers will be able to

Troubleshoot industrial machinery utilizing basic skills in PLC's, drives, motors, hydraulics, pneumatics and mechanics.

Completers will be able to apply credits toward the following programs:

- 106641, Automation Engineering Technology
- 106201, Electro Mechanical Technology
- 106237, Applied Engineering Technology

Curriculum		
Catalog No	Description	Credits
10-664-100	Automation 1: Control Logic	1
10-664-101	Automation 2: Motor Control	1
10-664-102	Automation 3: PLC	1
10-664-103	Automation 4: PLC	1
10-664-104	Automation 5: PLC	1
10-664-105	Automation 6: PLC	1
10-620-100	Fluids 1: Basic Pneumatics	1
10-620-101	Fluids 2: Basic Hydraulics	1
10-620-140	Machine Wiring and Safety	1
10-620-121	Mechanics 1: Basic	1
10-620-122	Mechanics 2: Intermediate	1
10-620-161	Power Electricity 1: Motors	1
10-620-159	Power Electronics 3: Drives	1
10-620-105	Rigging Systems 1	1
CERTIFICATE TOTAL		14

Course Descriptions

10-664-100 Automation 1: Control Logic ...electric motor control components such as switches, relays, starters, transformers, and safely mount and install motor and motor control components and perform related wiring and troubleshooting of motor control circuits.

10-664-101 Automation 2: Motor Control ...electric motor control components such as sensors, timers and counters. (Corequisite: 10-664-100, Automation 1: Control Logic)

10-664-102 Automation 3: PLC ...basic programmable logic controller programming and troubleshooting. troubleshooting a PLC System, applying Event Sequencing, developing PLC applications, applying timer instructions and counter instructions. (Corequisite: 10-664-102, Automation 3: PLC)

10-664-104 Automation 5: PLC ...application, troubleshooting, and implementation of program control, math and data move instructions, analog I/O modules, and producing a PLC program from specification. (Corequisite: 10-664-103, Automation 4: PLC)

10-664-105 Automation 6: PLC ...programming a PLC system to operate a discrete and analog process adhering to a functional specification or timing diagram. (Prerequisite: 10-664-104, Automation 5: PLC)

10-620-100 Fluids 1: Basic Pneumatics ...what fluid power is, differentiate between hydraulics and pneumatics, implement basic pneumatic circuits, utilize schematics, apply Pascal's Law, define properties of fluids, implement airflow control and hydraulics cylinder circuits.

10-620-101 Fluids 2: Basic Hydraulics ...hydraulic pumps, basic hydraulics actuator circuits, hydraulic schematics, apply Pascal's Law, summarize the effects of fluids friction, define properties of hydraulic energy, design hydraulic circuits with directional control valves. (Corequisite: 10-620-100, Fluids 1: Basic Pneumatics)

10-620-140 Machine Wiring and Safety ...introduction to machine wiring, including basic documentation, labeling, and wiring practices; overview of NFPA 70 - machinery, safety and installation standards.

10-620-121 Mechanics 1: Basic... mechanical drive system components related to V-belt drives, chain drives, and gear drives.

10-620-122 Mechanics 2: Intermediate ...mechanical drive system components related to multiple shaft drives, heavy-duty V-belt drives, synchronous belt drives, lubrication, and alignment. (Prerequisite: 10-620-121, Mechanics 1: Basic)

10-620-161 Power Electricity 1: Motors ...DC motors and generator configuration, shunt, compound, and permanent magnet DC motor performance and characteristics.

10-620-159 Power Electronics 3: Drives ...power circuitry of AC drives and application of industrial AC drives to AC motors. (Corequisite: 10-620-161, Power Electricity 1: Motors)

10-620-105 Rigging Systems 1 ...the basic skills of rigging, employment of hoists, slings, lifts, wire rope, and chain slings as part of rigging system.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Industrial Safety Certificate

Certificate Number 904491

Certificate Description

The Industrial Safety Certificate provides online courses to prepare individuals to work with supervisors and employees to ensure a safe and healthy work environment.

Certificate Completers will be able to

Contribute to a safety and health program in any size organization.

Curriculum

Catalog No	Description	Credits
10-449-100	Safety Management	3
10-449-101	Regulatory Compliance	3
10-449-102	Accident Investigation	3
10-449-103	Industrial Hygiene-Intro	3
10-449-104	Audits and Inspections	3
CERTIFICATE TOTAL		15

Course Descriptions

10-449-102 Accident Investigation ...determine cause, uncover indirect accident causes, prevent similar accidents from occurring, document facts, provide information on costs and promote safety. The student will learn how to train first line supervisors in the area of accident/incident investigation, and train employees how to report accidents/incidents. OSHA record keeping and corrective action will also be addressed within this course.

10-449-104 Audits/Inspections ...examine the process that takes place during the planning, design and operational phases of the safety system. The student will learn how to conduct the monitoring function in an organization to locate and report existing and potential hazards having the capacity to cause accidents in the workplace; also how to locate and interpret past injury and illness data and compare to current data.

10-449-103 Industrial Hygiene-Intro ...fault finding, emphasizing on criticism and fact-finding, with the emphasis on locating potential hazards that can adversely affect safety and health will be analyzed. The course will also evaluate and assess safety and health risks associated with equipment, material, processes and activities.

10-449-101 Regulatory Compliance ...overview of occupational safety/health compliance procedures emphasizing areas such as hazard communication, lockout/tagout, confined space entry, personnel protective equipment, machine guarding, hand/portable tools, fire safety.

10-449-100 Safety Management ...occupational health and safety management principles, systems and supporting techniques to initiate and/or improve an organization's safety management system. Included is a focus on job safety analysis and fault tree.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Internet Broadcasting Certificate

Certificate Number 902061

Certificate Description

The Internet Broadcasting Certificate will develop learner skills in digital media content production, editing and delivery of audio, video, and graphics for Internet distribution. Podcast creation including capture, transfer, compression, and web formatting for business, education, and entertainment.

Certificate Completers will be able to

- Create multimedia components for the Internet.
- Produce commercially viable digital media.
- Operate a Macintosh graphic workstation.
- Manage internet productions and projects.
- Communicate effectively using digital media.
- Output to personal, commercial, and user generated websites.
- Solve technical problems.

Completers will be able to apply credits toward the following programs:

- 102065, Digital Media Technology

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Proficiency on Internet browser applications on Mac or PC.

Curriculum		
Catalog No	Description	Credits
10-206-100	Digital Audio Overview	3
10-206-107	Internet Broadcasting	3
10-206-108	Internet Broadcasting-Advanced	3
10-206-154	Macintosh Video Editing	3
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-152-185	Website Coding	3
CERTIFICATE TOTAL		19

Course Descriptions

10-206-100 Digital Audio Overview ...concept of analog to audio conversion, processing sound in digital domain, MIDI music production, CD audio production, video soundtracks, enhanced podcast audio, basic of time code and format conversion.

10-206-107 Internet Broadcasting ...plan, prepare and organize digital media content for online distribution and access. Pre-through post-production techniques including technical and commercial aspects of digital media content for internet delivery.

10-206-108 Internet Broadcasting-Advanced ...advanced pre-through post-production techniques including technical/commercial aspects of digital media content for internet delivery. Business fundamentals, target marketing, copy writing, commercial distribution, user-generated content (UGC) service/s. (Prerequisite: 10-206-107, Internet Broadcasting)

10-206-154 Macintosh Video Editing ...media types including audio, video and graphics to create original commercial, educational and entertainment productions for delivery to broadcast, CD/DVD and web. Final Cut Pro, LiveType and Photoshop software. (Prerequisite: 10-111-101, Macintosh-Image Editing)

10-111-101 Macintosh-Image Editing ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-152-185 Website Coding ...write code for functionality and design of web page text, hyperlinks, images, tables, and forms using (X)HTML and CSS. Apply and validate coding standards. Test browser function and user accessibility.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Introduction to the Instructional Assistant Careers Certificate

Certificate Number 905222

Certificate Description

This certificate is designed for anyone with an interest in an introduction to the roles of instructional assistants or educational paraprofessionals working with ages preschool through grade twelve. Courses provide an overview of the variety of duties assisting teachers in implementing instructional programs for individuals or small groups of students. The coursework in this certificate program provides a basic foundation in theory and practical application of how children learn, teaching strategies, developing positive relationships with students, supporting the classroom teacher with classroom management, and addressing the needs of special needs students. All courses transfer to the Instructional Assistant Associate Degree.

Certificate Completers will be able to

- Demonstrate problem-solving skills within a group setting.
- Incorporate learning styles into instructional strategies.
- Engage culturally diverse students.
- Summarize brain development in young children.
- Recommend program adaptations and accommodations for children with exceptionalities.
- Demonstrate the use of strategies for managing student behavior.

Completers will be able to apply credits toward the following programs:

- 105222, Instructional Assistant

Course Descriptions

10-522-106 IA: Child & Adolescent Devel ...growth and development birth through adolescence. Acquaints the learner with the fundamental tasks of physical, motor, perceptual, cognitive social/emotional and language development.

10-522-111 IA: Guiding & Mnging Behavior ...proactive, preventive classroom management, research-based concepts and strategies used to prevent behavior problems, creating positive classroom climate, building student relationships, enhancing motivation, responding to inappropriate behavior will be emphasized.

10-522-103 IA: Intro to Educ Practices ...fundamentals of teaching methodologies, history of education, issues in trends, learning styles, instructional cycle, characteristics of diverse classroom, questioning techniques and assessment practices.

10-522-107 IA: Overview of Special Ed ...overview of the special education law; special education classifications and associated causes and characteristics will be explored as well as state and federal qualification criteria will be examined. Societal responses to students with disabilities as well as the impact of a student with special needs on family dynamics will also be covered in this course.

10-522-124 IA: Support Students w Disab ...services delivered to students with special education needs, supportive and related services, law, individual educational programs, various instructional formats, and alternative instructional techniques and programs. (Prerequisite: 10-522-107, IA: Overview of Special Education)

10-522-101 IA: Teamwork in School Setting ...working together is paramount in helping all children learn. This introductory course will define the role and responsibilities of the instructional assistant. School and educational policies, ethical and moral responsibilities, group dynamics and Wisconsin tribal rights will also be explored. Emphasis placed on collaborating with a team comprised of diverse members. Service Learning hours will be required for this course.

Curriculum

Catalog No	Description	Credits
10-522-106	IA: Child & Adolescent Devel	3
10-522-111	IA: Guiding and Managing Behav	3
10-522-103	IA: Intro to Educ Practices	3
10-522-107	IA: Overview of Special Educat OR	3
10-522-124	IA: Support Students w Disab	3
10-522-101	IA: Teamwork in School Setting	3
CERTIFICATE TOTAL		15

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Jail and Juvenile Detention Certificate

Certificate Number 905047

Certificate Description

The Criminal Justice Jail and Juvenile Detention Certificate is designed for individuals who are seeking certifiability as a jail officer or secure juvenile detention officer in the State of Wisconsin. These courses help the learner meet the requirements set by the Wisconsin Department of Justice for these positions. The coursework will allow learners to apply learning in simulations, enhance the learning experience and improve employability.

Certificate Completers will be able to

Meet state requirements for certifiability as a jail or secure juvenile detention officer.

Curriculum		
Catalog No	Description	Credits
10-504-171	Corrections Internship	2
10-504-179	Jail Health Care/Fire Safety	1
10-504-188	Principles of Subject Control	2
10-504-128	Public Safety - Job Interviews	1
10-504-903	Professional Communications	3
CERTIFICATE TOTAL		9

Course Descriptions

10-504-171 Corrections Internship ...training in criminal and juvenile justice settings under supervised observation and participation.

10-504-179 Jail Health/Fire Safety ...cardiopulmonary resuscitation, first aid, inmate health care provisions, health care record maintenance, medication control, search/inmate rescue, inmate evacuation, fire suppression/detection/alarm responses, control ignition, and fuel sources. (Prerequisite: Accepted into Criminal Justice-Corrections; at least 15 transcribed credits)

10-504-188 POSC ...subject control principles (POSC), psychomotor skill development, techniques, and simulation. (Prerequisites: Accepted into Criminal Justice-Corrections; at least 15 transcribed credits to include 10-504-903, Professional Communications)

10-504-128 PS-Job Interviews & Resume Writing ...students will learn about the criminal justice hiring process from application and resume writing, oral interviews and the background investigation.

10-504-903 Professional Communications ...process of criminal justice interviewing using basic skills model; use of nonverbal and verbal communication; secure admissible confessions that preserve individual's constitutional rights; ethics in criminal justice interviewing.

For more information, please contact: The Public Safety Department, (920) 498-5485, or (800) 422-NWTC, extension 5485, or contact Enrollment Services at (888) 385-NWTC.

Landscape Design-Advanced Certificate

Certificate Number 900016

Certificate Description

The Landscape Design-Advanced Certificate prepares learners for marketplace entry as a designer/salesperson in the landscape industry. This certificate will focus on the job skills and knowledge specific to project programming, compiling site information, budgeting, design development, planting design, construction documentation, customer service, ethics, and cost estimation. Coursework will include lecture, demonstration, discussion, research, and laboratory practice.

Certificate Completers will be able to

- Direct clientele in establishing accurate design guidelines.
- Compile documentation for existing site conditions.
- Develop site base maps.
- Produce various scaled landscape plans.
- Draft perspectives and construction details.
- Create digital and graphic presentations.
- Perform project bidding.

Curriculum

Catalog No	Description	Credits
10-001-187	Engineering for Landscape Desi	2
10-001-186	Graphics/Presentations for Des	2
10-001-190	Landscape Budgeting/Cost Estim	1
10-001-188	Landscape Design Process	3
10-606-125	Landscape Design Technology	2
10-606-127	Landscape Dsgn Studio Intro	1
10-001-180	Landscape Installation Intro	2
10-001-185	Landscape Inventory & Evaluati	2
10-001-189	Planting Design	3
CERTIFICATE TOTAL		18

Course Descriptions

10-001-187 Eng for Landscape Designers ...vignette problems dealing with the comprehension and modification of the earth's surface including land form design, preparation of grading plans, earthwork calculations, and development of construction details. (Prerequisites: 10-001-186, Graphics for Designers; 10-606-127, Landscape Design Studio-Intro)

10-001-186 Graph/Presen for Designers ...principles of graphic communication media; development of practical graphic skills to enhance the student's abilities to communicate with lay and professional audiences. Emphasize perspective designs, conceptual development, color rendering and model building. (Prerequisite: 10-606-127, Landscape Design Studio-Intro)

10-001-190 Landscape Budgeting/Estimation ...survey in budget analysis and evaluating landscape plans for material and labor costs. Focus on calculating volumes, determining accurate material quantities and proper installation time, compiling data and discussing contract administration procedures.

10-001-188 Landscape Design Process ...explore the design process related to the residential and commercial landscape process. Focus on conceptual design, site circulation, ADA, design development, and master planning. (Prerequisite: 10-606-127, Landscape Design Studio-Intro)

10-606-125 Landscape Design Technology ...using computer and computer-aided design software as tools for design communication; intended as an introduction to the fundamental components of CAD in landscape design. Property lines, topography, site planning, hardscapes, planting plans, and section view graphics will be covered. (Prerequisite: 10-606-127, Landscape Design Studio; Recommendation: 10-606-112, Computer Apps for Technicians)

10-606-127 Landscape Dsgn Studio Intro ...introduction to the techniques of hand drafting and rendering through studio exercises; drafting and sketching techniques include architectural lettering, isometric drawing, section and elevation views, using scales, rendering procedures, etc.

10-001-185 Landscape Inventory & Eval ...inventory and evaluation of physical, biological, and cultural site resources to determine potential for enhancement of human activities and sensitivities to use-impact. Emphasize information sources, data gathering methods, site survey procedures, and analysis techniques. (Prerequisite: 10-606-127, Landscape Design Studio-Intro)

10-001-189 Planting Design ...fundamentals of planting composition with emphasis on aesthetics, planting combinations, ecology, sustainable practices, and utilitarian aspects. Exploration of matrix planting, native planting design, and integration of plant layering techniques. (Prerequisite: 10-606-127, Landscape Design Studio-Intro; Recommendation: 10-001-158, Plant-Woody Ornamental; 10-001-159, Flowers-Herbaceous)

10-001-180 Landscape Installation Introduction ...investigate techniques used in landscape construction practices. These include the use of specific landscape tools, plan implementation methods, preliminary site survey methods, proper planting, equipment operations & installations of basic landscape features (Prerequisite: 10-606-127, Landscape Design Studio Introduction).

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Leadership in Human Relations Certificate

Certificate Number 908094

Certificate Description

The Leadership and Human Relations Certificate is designed to provide students with an opportunity to acquire a cross functional credential by combining courses from the leadership and social science disciplines. The Phi Theta Kappa Leadership certificate course is the cornerstone of this certificate and provides students with an opportunity to develop their leadership skills. Students do NOT need to be a Phi Theta Kappa member to complete this course. Complementing the leadership course are social science courses that enhance skills in human relations.

Certificate Completers will be able to

- Assess their personal leadership styles and skills.
- Successfully work individually or as part of a team.
- Appreciate the diversity of oneself and others.
- Practice respectful attitudes and behaviors in a personal or professional setting.
- Analyze and use empirical evidence.
- Analyze the role and duties of a supervisor.
- Analyze the characteristics of an effective leader.

Completers will be able to apply credits toward the following programs:

- 101011, Accounting
- 101097, Casino Management
- 101145, Credit Business Management
- 105042, Criminal Justice Corrections
- 105041, Criminal Justice Law Enforcement
- 101144, Financial Institutions Management
- 101502, Network Specialist
- 101101, Paralegal
- 101821, Supply Chain Management

Course Descriptions

10-809-166 Intro to Ethics: Theory & App ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process.

10-809-185 PTK Leadership Capstone ...leadership and leadership theory; a personal leadership philosophy; moral and ethical responsibilities; ability to lead; and a style of leadership that is congruent with one's life.

10-809-199 Psychology Of Human Relations ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

10-809-138 The Exceptional Person ...introduction to exceptional persons. Topics include cognitive disability, giftedness, learning disabilities, emotional disorders, visual/hearing impairments and various physical disabilities. Learning activities focus on educational, legal and personal life issues.

Curriculum

Catalog No	Description	Credits
10-809-166	Intro to Ethics: Theory & App	3
10-809-185	Phi Theta Kappa Leadership Cap	3
10-809-199	Psychology Of Human Relations	3
10-809-138	The Exceptional Person	3
CERTIFICATE TOTAL		12

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Library Assistant Certificate

Certificate Number 905223

Certificate Description

This certificate is designed to be an introduction to anyone with an interest in library science. Courses provide an overview of library management, the roles and responsibilities of a library assistant, celebrating children and young adult literary resources, strategies to support children and young adults with literature, supporting independent strategic readers and working with children and young adults in reading and language arts. Courses are delivered online.

Certificate Completers will be able to

- Identify roles and responsibilities of librarian assistant.
- Use activities to support students in the library.
- Use media and technology in the library.
- Communicate effectively with students and staff.
- Model research strategies for students.
- Use drama to reinforce literature.
- Support classroom teachers with literature.
- Conduct storytelling with children.
- Use multicultural literature.
- Celebrate library awareness.

Course Descriptions

10-522-108 IA: Library Science-Intro ...overview of the library and roles of librarian assistant. Introduces learner to library services/resources, current practices, media and technology, activities to support students, research strategies, communication, and library management.

10-522-110 IA: Literary Resources-Child ...learners use literature genres to support student learning in a library setting. Literature supported with drama, author studies, motivational activities, and storytelling. Supporting classroom teachers and literature awareness also incorporated.

10-522-104 IA: Technology/Media Resources ...develop knowledge and skills in the area of media and computer resources as it relates to the instructional assistant. Students will gain experience creating and using web tools including electronic portfolios.

Curriculum

Catalog No	Description	Credits
10-522-108	IA: Library Science-Introducti	3
10-522-110	IA: Literary Resources-Childre	3
10-522-104	IA: Technology/Media Resources	3
CERTIFICATE TOTAL		9

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Maintenance Electricity Certificate

Certificate Number 904132

Certificate Description

The Maintenance Electricity Certificate is designed for a person working in an industrial maintenance position seeking knowledge and skills in electrical maintenance. Most of the courses in the certificate will transfer into the Electricity technical diploma program offered on the Green Bay campus.

Certificate Completers will be able to

Perform basic installation, maintenance and service of electrical equipment in an industrial environment.

Completers will be able to apply credits toward the following programs:

- 314131, Electricity

Requirements for Certificate Entry:

- A math background is needed for this certificate. Students should have mastered high school algebra skills.

Curriculum		
Catalog No	Description	Credits
31-413-334	AC Circuits	2
31-413-381	Controls 1-Maintenance	3
31-413-382	Controls 2 - Maintenance	3
31-413-314	DC Circuits	2
31-449-301	Electrical Safety	1
31-413-339	Industrial Controls	3
31-804-312	Math-Algebra/Trades	1
31-413-328	Motors and Transformers	2
31-413-315	National Electric Code-Mainten	1
CERTIFICATE TOTAL		18

Course Descriptions

31-413-334 AC Circuits ...AC theory, inductance, capacitance, impedance, series and parallel AC circuits, AC power, power factor corrections, rectification of AC, diodes and silicon controlled rectifiers. (Corequisites: 31-804-312, Math-Algebra/Trades; 31-413-314, DC Circuits)

31-413-381 Controls 1-Maintenance ...provides the student with knowledge of manual and event driven control systems and PLC characteristics. Laboratory work includes wiring manual control systems, simulation of control systems and PLC operations.

31-413-382 Controls 2 - Maintenance ...provides the student with knowledge of PLC setup, programming and controls system control operation, "Smart" plant operating systems and motor speed controllers. PLCs and motor controls will be wired in lab.

31-413-314 DC Circuits ...electron theory, electromotive force sources, voltage, current, resistance, power, Ohm's Law, series-parallel circuits and test equipment. (Corequisite: 31-804-312, Math-Algebra/Trades)

31-449-301 Electrical Safety ...standard first aid, CPR and OSHA 10-hour course as it relates to the electrical field.

31-413-339 Industrial Controls ...electrical symbols, wiring diagrams, ladder diagrams, control logic, pilot devices, solenoids, relays, and time delay control (Corequisite: 31-413-328, Motors and Transformers)

31-804-312 Math-Algebra/Trades ...signed numbers, order of operations, scientific notation, metric units/measurement, calculator operations, algebra, introductory trigonometry, Pythagorean theorem, solving right triangles.

31-413-328 Motors/Transformers ...magnetism, electromagnetism, transformers, DC generators and motors, AC single-phase and three-phase motors, and an introduction to AC drives. (Prerequisite: 31-413-334, AC Circuits)

31-413-315 NEC-Maintenance ...National Electric Code requirements for industrial applications.

For more information, please contact: The Marinette Campus, (715) 732-3870, or (800) 422-NWTC, extension 3870, or contact Enrollment Services at (888) 385-NWTC.

Math-Advanced Certificate

Certificate Number 908042

Certificate Description

The Math-Advanced Certificate is intended for students wishing to review or acquire college algebra, trigonometry, and basic calculus skills. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college you are interested in transferring to for more information.

Certificate Completers will be able to

- Solve and graph linear equations, linear inequalities, systems of linear equations (matrices), systems of linear inequalities, and quadratic equations.
- Graph and apply properties of relations and functions including linear, quadratic, polynomial, rational, exponential, and logarithmic functions.
- Solve problems involving sequences, induction, and probability.
- Evaluate and graph trigonometric functions, inverse trigonometric functions, and conic sections.
- Solve trigonometric equations, apply trig identities, and perform operations with parametric equations.
- Use trigonometry to solve right triangles, oblique triangles, and vector applications.
- Perform operations with complex numbers in rectangular and polar form.
- Evaluate limits and determine continuity of functions.
- Develop techniques of differentiation and apply methods to solve problems.
- Evaluate and analyze the exponential, logarithmic and indeterminate forms of functions.
- Develop understanding of Infinite Series including Maclaurin, Taylor and Fourier series.

Curriculum		
Catalog No	Description	Credits
10-804-198	Calculus 1	4
10-804-181	Calculus II	4
10-804-195	College Algebra with Applicati	3
10-804-189	Introductory Statistics	3
10-804-196	Trigonometry with Applications	3
CERTIFICATE TOTAL		17

Course Descriptions

10-804-198 Calculus 1 ...analyze and graph algebraic expressions, especially conic sections. Develop an intuitive understanding of limits, derivatives and integrals. Apply the derivative and the integral to certain physical problems. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 103 OR Completion of 10-804-195, College Algebra with Apps AND 10-804-196, Trigonometry with Apps, 10-804-197, College Algebra and Trigonometry with Apps or 10-804-132, Math-Geometry/Analytic with grade "C" or better)

10-804-181 Calculus 2 ...continuation of Calculus I covering integration techniques, indeterminate forms, improper integrals, techniques of integration, applications to the physical sciences, first order linear differential equations, Infinite series including Maclaurin, Taylor, and Fourier. (Prerequisite: 10-804-198, Calculus I)

10-804-195 College Algebra w Apps ...skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better)

10-804-189 Introductory Statistics ...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. (Prerequisites: Recommendation: TABE A 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 Introductory computer skills to include spreadsheets.)

10-804-196 Trigonometry w Apps ...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. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps; 10-804-195, College Algebra with Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better OR Concurrent enrollment in 10-804-195, College Algebra with Apps)

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Medical Coding Specialist Certificate

Certificate Number 905306

Certificate Description

The Medical Coding Specialist Certificate is designed to prepare students for employment in all types of healthcare organizations, insurance companies, or government agencies associated with medical coding, reimbursement, health services research, and health care planning. Most of the credits from this certificate can be applied to the Health Information Technology Associate Degree.

Certificate Completers will be able to

- Understand and apply coding principles using brief diagnostic and procedure statements, medical records, and case scenarios.
- Code diagnoses and surgical procedures using ICD and/or CPT/HCPCS.
- Apply anatomy and physiology, pathophysiology, and pharmacology to obtain correct codes.
- Use a computerized encoder and the traditional coding manuals.
- Apply various reimbursement methodologies and insurance principles as they relate to coding.
- Gain an appreciation of other classification systems.
- Differentiate coding principles in different types of health care settings (hospital, clinic, long-term, insurance companies, etc.).
- Experience coding work life prior to program completion.
- Adhere to security/privacy/confidentiality policies.
- Model professional behaviors, ethics and appearance.

Completers will be able to apply credits toward the following programs:

- 105301, Health Information Technology

Requirements for Certificate Entry:

- High school graduate.
- Students are expected to have entry-level computer and keyboarding skills. It is recommended that students complete basic computer and keyboarding skills coursework if deficient in this area.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

- No final grade lower than a “C” is acceptable in any of the courses. A student must repeat the particular course to achieve a “C” or better final grade in order to continue in or complete the certificate.

The following requirements must be met prior to taking course 10-530-125 Medical Coding-Clinical:

- Submit Caregiver Background Check paperwork.
- Complete physical examination within 3 months before entering certificate and maintain current immunization information.

Curriculum

Catalog No	Description	Credits
10-501-101	Medical Terminology	3
10-806-189	Basic Anatomy	3
10-530-172	Healthcare Delivery Systems	2
10-530-181	Intro to the Health Record	1
10-530-176	Health Data Management	2
10-530-182	Human Diseases for the Health Prof	3
10-530-197	ICD Diagnosis Coding	3
10-530-199	ICD Procedure Coding	2
10-530-184	CPT Coding	3
10-530-185	Healthcare Reimbursement	2
10-530-195	Applied Coding	2
10-530-125	Medical Code-Clinical	2
CERTIFICATE TOTAL		28

Course Descriptions

10-530-195 Applied Coding ...assign ICD and CPT/HCPCS codes supported by medical documentation at intermediate level. Prepare appropriate physician queries in accordance with compliance guidelines and assign codes to optimize appropriate reimbursement. (Prerequisites: 10-530-184, CPT Coding; 10-530-185, Healthcare Reimbursement; 10-530-197, ICD Diagnosis Coding; 10-530-199, ICD Procedure Coding)

10-806-189 Basic Anatomy ...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a “C” or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of “C” or better)

Course descriptions continue on next page ...

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Medical Coding Specialist Certificate

Certificate Number 905306 (continued)

Course Descriptions

10-530-184 CPT Coding ...assign CPT codes supported by medical documentation at entry level; apply CPT instructional notations, conventions, rules, and official coding guidelines; case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-182, Human Diseases for Health Professions)

10-530-176 Health Data Management ...introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing. (Corequisites: 10-530-181, Intro to Health Record; 10-530-172, Healthcare Delivery Systems)

10-530-172 Healthcare Delivery Systems ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.

10-530-185 Healthcare Reimbursement ...compare and contrast health care payers, illustrate the reimbursement cycle, comply with regulations for fraud and abuse. Assign Diagnosis Related Groups, Ambulatory Payment Classifications, and Resource Utilization Groups at entry-level. (Prerequisites: 10-501-101, Medical Terminology; 10-530-182, Human Diseases for Health Professions; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-197, ICD Diagnosis Coding; 10-530-199, ICD Procedure Coding; 10-530-184, CPT Coding)

10-530-182 Human Diseases for Hlth Prof ...this course focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)

10-530-197 ICD Diagnosis Coding ...prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-182, Human Diseases for Health Professions)

10-530-199 ICD Procedure Coding ...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: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; 10-530-182, Human Diseases for Health Professions; Corequisite: 10-530-181, Intro to Health Records)

10-530-181 Intro to Health Record ...illustrate the flow of health information in various health care delivery systems and within the health information department; retrieve data from health records; professional ethics; confidentiality and security of information.

10-530-125 Medical Code-Clinical ...application of coding knowledge and procedures in two clinical environments, acute care and ambulatory, practicing ICD-9-CM and CPT/HCPCS coding, under supervision of an experienced clinical coder. (Prerequisites: 10-530-172, Healthcare Delivery Systems; 10-530-176, Health Data Management; 10-530-195, Applied Coding)

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Medical Transcription Specialist Certificate

Certificate Number 905307

Certificate Description

The Medical Transcription Specialist Certificate is designed to prepare individuals for self-employment or employment within healthcare organizations. The training provides individuals with the skills necessary to transcribe authentic healthcare provider-dictated reports utilizing current and emerging technology within the field of medical transcription. Individuals will acquire knowledge in required core areas including medical style grammar, medical knowledge, technology, medicolegal aspects of the healthcare record, and transcription skills requiring progressively demanding accuracy standards. Upon completion of the certificate, individuals will be eligible to take the Registered Medical Transcriptionist (RMT) examination through the Association for Healthcare Documentation Integrity (AHDI).

Certificate Completers will be able to

- Appropriately edit, recognize, and revise inconsistencies and inaccuracies in traditional dictation and voice recognition, without altering the meaning of dictation or changing the author's style.
- Produce a final, neat, error-free transcript.
- Increase transcription speed and productivity throughout the course.
- Demonstrate appropriate ergonomic habits.
- Explain quality versus quantity in medical transcription.

Requirements for Certificate Entry

- High School transcript or equivalent
- Keyboarding proficiency of 45 corrected words per minute (cwpm) with five or less errors in a five-minute timing. Keyboarding testing is required and available in NWTC Assessment Centers for a fee.
- Pass audiometric screening.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

- A majority of courses in the certificate are offered online. The core transcription courses will require on-campus attendance.
- Students choosing to find an off-site clinical in place of the simulated clinical will be required to complete a two-step TB test, physical examination, and provide current immunization information.
- 10-530-119, Medical Transcription Prep is offered in the fall semester.
- 10-530-126, Medical Transcription Simulated Clinical is offered in the fall semester.
- 10-530-127, RMT Review is offered in the fall semester.
- 10-530-121, Medical Transcription 1 is offered in the spring semester.
- 10-530-122, Medical Transcription 2 is offered in the summer semester.

Curriculum

Catalog No	Description	Credits
10-806-189	Basic Anatomy	3
10-530-182	Human Diseases for the Health	3
10-530-181	Intro to the Health Record	1
10-530-126	Medical Transcription Simulate	2
10-501-101	Medical Terminology	3
10-530-122	Medical Transcription 2	4
10-530-119	Medical Transcription Prep	3
10-530-121	Medical Transcription 1	4
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
10-530-127	RMT Review	1
CERTIFICATE TOTAL		26

Curriculum Note

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better in order to continue in this certificate.

Course Descriptions

10-806-189 Basic Anatomy ...examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better)

Course descriptions continue on next page ...

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Medical Transcription Specialist Certificate

Certificate Number 905307 (continued)

Course Descriptions

10-530-182 Human Diseases for Hlth Prof ...this course focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)

10-530-181 Intro to Health Record ...illustrate the flow of health information in various health care delivery systems and within the health information department; retrieve data from health records; professional ethics; confidentiality and security of information.

10-530-126 MT Simulated Clinical ...this course will simulate an actual work site. The student will sign up for specific hours at the site for a total of 108 hours. The student will transcribe dictation mostly independently with the clinical coordinator reviewing all work produced. Accuracy and speed will be measured. The student is free to find an off-site clinical setting if that is preferred. (Prerequisite: 10-530-122, Medical Transcription 2)

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

10-530-122 Medical Transcription 2 ...advanced transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. (Prerequisite: 10-530-121, Medical Transcription 1)

10-530-119 Medical Transcription Prep ...this course will introduce the student to the quality guidelines and other information needed to perform medical transcription. This will include grammar, punctuation, capitalization and number rules, abbreviation usage, computer shortcuts and keyboarding, Internet references, and general English spelling. Laboratory studies and results, radiology terms, and medications and their dosages will be discussed, plus surgical equipment referred to in operative reports. The local, regional, and national transcription organizations will also be discussed, along with confidentiality and other medicolegal aspects of transcription.

10-530-121 Medical Transcription 1 ...this course will utilize all the information gone through in the MT Prep Course. The student will transcribe authentic dictation for all major report types. These include histories and physicals, discharge summaries, consultation notes, operative reports, clinic notes, and radiology reports. Speech recognition and accented dictation will be introduced. Proofreading and editing will be stressed. The student will also develop and/or enhance research skills for finding unfamiliar terms. Accuracy will be stressed, but improvement of speed will be expected. (Prerequisite: 10-530-119, Medical Transcription Prep)

10-103-111 Micro: Windows-Intro ...Windows desktop elements, help features, folder and file management (create, delete, move, find file), and Search strategies.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

10-530-127 RMT Review ...this course will prepare the student to take the national RMT (Registered Medical Transcriptionist) accreditation test. The student will review possible questions for the test, tips on what to study, and insight into what to expect on test day. (Prerequisite: 10-530-126, Medical Transcription Simulated Clinical)

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at 888-385-NWTC.

Micro-Business Fast Track Certificate

Certificate Number 901457

Certificate Description

A micro-business is generally defined by having few employees (under 10) and sales under \$250,000 annually. In the past, they were commonly thought of as “mom and pop” type businesses, family-owned and operated, self-employment, or home-based. The Micro-Business Fast Track Certificate is a blended learning, accelerated, web-enhanced series of credit courses oriented around determining your business concept feasibility, business plan development, and mentoring especially for the committed entrepreneur.

Certificate Completers will be able to

- Assess real potential of business viability BEFORE quitting the day job.
- Develop business skills in marketing, management, legal, promotion, finance and more.
- Write a business plan oriented toward readability and credibility.
- Work one-on-one to advance self or business toward successful entrepreneurial goals.

Curriculum

Catalog No	Description	Credits
10-145-192	Feasibility-Pricing and Profit	1
10-145-194	Micro-Business: Fin Analysis	1
10-145-190	Micro-Business: Concept Develop	1
10-145-193	Micro-Business: Marketing Plan	1
10-145-195	Micro-Business: Bus Plan Dev	1
10-145-191	Micro-Business: Feasibility	1
10-145-173	Micro-Business: Bus Plan App	1
CERTIFICATE TOTAL		7

Course Descriptions

10-145-192 Feasibility-Pricing and Profit ...learn how to identify fixed and variable costs; how to determine your pricing strategy; how to determine what the market will bear, and how to calculate your break-even analysis.

10-145-194 Micro-Bus: Financial Analysis ...learn how to use financial worksheets as important sources of business information for strategic decision making; learn how to make an operating budget; calculate gross margins; project income; project cash flow and more.

10-145-190 Micro-Business: Concept Dev ...learn about entrepreneurship; the lifestyle and demands; skill sets required; examine your own personal reasons for becoming an entrepreneur; develop your business concept to meet your professional and personal criteria.

10-145-193 Micro-Business: Marketing Plan ...learn tactics for market penetration, advertising, PR; learn about how to budget for promoting your business, as well as how to conduct a comprehensive marketing campaign.

10-145-195 Micro-Business: Plan Development ...this course integrates the full marketing plan and the full financial analysis, bringing these two critical components of the business plan together in one seamless and comprehensive plan.

10-145-191 Micro-Business: Feasibility-Management ...learn about the managerial planning it takes to establish your business; develop your product and service plan; research your industry and competition; and conduct your marketing analysis.

10-145-173 Micro-Business: Business Plan Application ...this practical, hands-on course will teach the learner how to develop and apply business plan strategies under the guidance of a micro-business/entrepreneurship instructor.

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Networking Certificate

Certificate Number 901502

Certificate Description

The Networking Certificate is designed for individuals interested in developing basic skills in designing, installing, configuring, and maintaining computer networks. All credits from this certificate can be applied to meet requirements in the Network Specialist Associate Degree program.

Certificate Completers will be able to

- Design a local area network (LAN) per specifications and using required physical components.
- Install network hardware including modems, interface cards, and cabling.
- Install and configure network and desktop operating system software.
- Design, implement, and maintain a secure network environment.

Completers will be able to apply credits toward the following programs:

- 101502, Network Specialist - IT

Requirements for Certificate Entry:

- Experience using a computer system to include a keyboard and mouse.
- Ability to keyboard at 20 wpm.
- User level familiarity with one or more computer operating systems.

Curriculum		
Catalog No	Description	Credits
10-150-163	IT:Network:Cisco 1	3
10-150-168	IT:Network:Cisco 2	3
10-150-174	IT:Network:Client Op Sys	3
10-150-165	IT:Network:Microsoft Server 1	3
10-150-145	IT:Network:Security Fund	3
10-150-157	IT:Network:UNIX/LINUX-Intro	3
CERTIFICATE TOTAL		18

Course Descriptions

10-150-163 IT:Network:Cisco 1 ...cable characteristics and termination, structured cabling systems, OSI reference model, IP addressing and subnetting, network architectures and basic protocols, Ethernet switches, basic router operation and configuration.

10-150-168 IT:Network:Cisco 2 ...basic routing and packet-forwarding concepts; understanding, configuring and troubleshooting dynamic routing protocols; IP addressing with VLSM; static routes. (Prerequisite: 10-150-163, IT:Network: Cisco 1)

10-150-174 IT:Network:Client Op Sys ...basic OS functions; memory, CPU, device/file management techniques, OS installation/configuration; configuration of I/O and storage devices; basic network connectivity; standard system maintenance procedures; command line introduction and batch file writing.

10-150-165 IT:Network:Microsoft Server 1 ...Microsoft Server OS administration and implementation. Learner will install and configure the OS, Active Directory, Group Policies, IIS and security. Exam objectives for the Microsoft's 70-290 exam are addressed. (Prerequisite: 10-150-174, IT:Network:Client Operating Systems)

10-150-145 IT:Network:Security Fund ...examine common security vulnerabilities and defenses used to protect network resources. Included is a discussion of security policies, user awareness training, network monitoring, and secure network design. (Prerequisites: 10-150-157, IT:Network:UNIX/LINUX-Intro; 10-150-165, IT:Network:Microsoft Server 1; 10-150-168, IT:Network:Cisco 2)

10-150-157 IT:Network:UNIX/LINUX-Intro ...an introductory look at Unix/Linux administration and implementation. The learner will install, configure, and administer a Unix/Linux server, populate the system with users/groups, write scripts, and troubleshoot system failures. (Prerequisites: 10-150-163, IT:Network:Cisco 1 and 10-150-174, IT:Network:Client Operating Systems)

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Organic Agriculture Practices

Certificate Number 900901

Certificate Description

Discover the skills, science and art of producing crops, livestock and foods using organic and sustainable principles. Create a new business, transition toward organic, become certified, join a growing field.

Certificate Completers will be able to

- Apply organic systems principles to their farm or land.
- Appraise and manage soil health.
- Practice organic animal husbandry.
- Apply organic practices to field crops and horticultural crops.
- Create a simple agricultural business plan, with marketing options.
- Evaluate alternative crops and livestock.
- Compose an ongoing operation and management plan for an enterprise.
- Plan the transition of a conventional enterprise into an organic one.
- Complete forms necessary to document organic or conservation program status.
- Access financial, technical and service program resources.
- Model a balanced sustainable-organic ag system.

Note

- Earn credentials that show your expertise to lenders, employers or customers.
- Learn how to manage a farm or test the feasibility of your product or business idea.
- Choose individual courses or the complete series, based on your needs.

Curriculum		
Catalog No	Description	Credits
10-090-108	Applied Organic On Farm Manage	1
10-090-101	Intro to Organic Ag Systems	3
10-090-102	Organic Soils, Nutrients, Comp	1
10-090-106	Organic Specialty Animals	1
	OR	
10-090-109	Managed Grazing	1
	OR	
10-090-104	Org Ruminant Livestock	1
10-090-110	Organic Agriculture Ind Study	1
10-090-107	Organic Ag and Food Marketing	1
10-090-103	Organic Agronomic Crops	1
	OR	
10-090-105	Org Hort/Fruits, Veggies, Herbs	1
	CERTIFICATE TOTAL	9

Course Descriptions

10-090-108 Applied Org On Farm Mgmt ...individualized instruction delivered at your farm/land. Examine profitability. Focus on improvements. Create an organic farm or transition plan. Evaluate resources including time, land, money, skills, and alternative enterprises.

10-090-101 Intro to Organic Ag Systems ...discover organic principles and the “systems” approach. Explore soils, livestock, cropping, gardening, marketing, finances, transitions, certification requirements. Experience new techniques, meet organic farmers. Write organic farm plan. Study sustainable options.

10-090-102 Org Soils, Nutrients, Comp ...functional soil is the foundation of organic systems. Build robust, healthy soil through organic matter, micro-organisms, and nutrient cycling. Explore composting techniques, organic fertilizer sources, soil fertility testing, balancing.

10-090-106 Org Specialty Animals ...explore alternative agricultural production methods for specialty animals like sheep, goats, hogs, poultry or unique crops. This course facilitates individual research and helps evaluate production practices and ideas.

10-090-109 Managed Grazing ...manage pasture plants and livestock in a rotational grazing system, devise a fencing plan, evaluate watering systems, and meet experienced graziers. Compare costs/benefits of grazing, organic and conventional farm management.

10-090-104 Org Ruminant Livestock ...topics include: illness prevention, reproduction, feeding (grazing & rations), rumen function, housing, young stock, newborns, stress reduction, and the organic health care toolbox. Also covered: rules, organic certification and marketing products.

10-090-110 Organic Ag Independent Study ...students develop a project with faculty for an in-depth exploration of a topic related to organic food or agricultural production.

10-090-107 Organic Ag and Food Marketing ...create business plan to analyze market need, sell your organic products. Whether unique value-added products, direct local services or commodity based dairy, crops, discover best options, avenues for success.

10-090-103 Organic Agronomic Crops ...create a transition cropping plan. Evaluate alternative crops. Learn organic practices for seedbed preparation, fertilizing, planting, weed and pest control. Evaluate yields, market crops, plan your rotation for next year.

10-090-105 Org Hort/Fruits, Veggies, Herbs ...whether gardening on a small scale or using commercial greenhouses and fields, plan plantings, control pests, diseases and weeds all using best organic practices. Create a harvest and marketing plan.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Paralegal Post Baccalaureate Certificate

Certificate Number 901101

Certificate Description

A Legal Assistant or Paralegal is a person qualified by education, training, or work experience that is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity that performs specifically designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law.

Certificate Completers will be able to

- Communicate effectively orally and in writing within the context of a legal environment.
- Work collaboratively while demonstrating professionalism, individual initiative and responsibility.
- Apply ethical principles and critical thinking skills to solve problems in a legal environment.
- Effectively organize legal information.
- Conduct accurate, effective and efficient legal research using both traditional and computerized research techniques.
- Generate work product in various fields of law, using computer software applications typical in a modern legal environment.

Requirements for Certificate Entry

- Bachelor's degree or higher from an accredited institution (transcript to be submitted with enrollment form).
- Ability to use Windows proficiently.

Note

- Paralegal Intro/Legal Ethics, 10-110-101, is a corequisite for 10-110-XXX courses in the Post Baccalaureate Certificate only. Legal Research, 10-110-104, is a prerequisite for Legal Writing, 10-110-105, and Civil Litigation 1, 10-110-102, is a prerequisite for Civil Litigation 2, 10-110-103, in the Paralegal Post Baccalaureate Certificate.
- The American Bar Association (ABA) requires each learner to take a minimum of four legal specialty courses in a live, synchronous "real time" format (face-to-face). NWTC requires you to take Civil Litigation 1 (10-110-102), and three other legal specialty courses of your choice, from NWTC in a live, synchronous, "real time" format (face-to-face).

NWTC has designated the following courses as legal specialty courses:

10-110-102, Civil Litigation 1
10-110-103, Civil Litigation 2
10-110-104, Legal Research
10-110-105, Legal Writing
10-110-106, Law-Family
10-110-107, Legal Aspects/Business Org
10-110-110, Real Estate Law
10-110-114, Administration of Estates
10-110-115, Administrative Law
10-110-122, Creditor/Debtor Relations
10-110-160, Law-Employment
10-110-168, Paralegal Criminal Procedures
10-110-169, Indian Law

Curriculum

Catalog No	Description	Credits
10-110-101	Paralegal Intro/Legal Ethics	3
*10-110-102	Civil Litigation 1	3
10-110-104	Legal Research	3
10-110-105	Legal Writing	3

Choose 3 selective courses from the list below:

**10-110-103	Civil Litigation 2	3
**10-110-106	Law-Family	3
**10-110-107	Legal Aspects/Business Org	3
*10-110-110	Real Estate Law	3
**10-110-114	Administration of Estates	3
**10-110-115	Administrative Law	3
*10-110-122	Creditor/Debtor Relations	3
*10-110-160	Law-Employment	3
*10-110-168	Paralegal Criminal Proc	3
**10-110-169	Indian Law	3

CERTIFICATE TOTAL 21

* Offered only in the spring.

** Offered only in the fall.

Course Sequence for Students Starting in the Fall

SEMESTER ONE:	12 Credits
10-110-101	Paralegal Intro/Legal Ethics
10-110-104	Legal Research
10-110-XXX	Selective Course
10-110-XXX	Selective Course

SEMESTER TWO:	9 Credits
10-110-102	Civil Litigation I
10-110-105	Legal Writing
10-110-XXX	Selective Course

Course Sequence for Students Starting in the Spring

SEMESTER ONE:	12 Credits
10-110-101	Paralegal Intro/Legal Ethics
10-110-104	Legal Research
10-110-102	Civil Litigation I
10-110-XXX	Selective Course

SEMESTER TWO:	9 Credits
10-110-105	Legal Writing
10-110-XXX	Selective Course
10-110-XXX	Selective Course

Course descriptions on next page ...

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Paralegal Post Baccalaureate Certificate

Certificate Number 901101 (continued)

Course Descriptions

10-110-101 Paralegal Intro/Legal Ethics ...introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.

10-110-102 Civil Litigation 1 ...civil procedure in state and federal courts, the litigation process with emphasis on the paralegal function in investigating and gathering information, and preparing pleadings and motions. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-103 Civil Litigation 2 ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)

10-110-104 Legal Research ...research terminology; sources of law; primary/secondary authority; mandatory/persuasive authority; citation form; factual/legal issues; effective research strategies; validating and updating results; computer-assisted legal research; Internet research. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-105 Legal Writing ...process writing; writing fundamentals; proofreading; in-house documents; legal correspondence; analytical writing; synthesizing cases/authorities; briefing cases; legal memoranda; persuasive writing; drafting pleadings, motions, legal briefs; drafting discovery documents. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-104, Legal Research)

10-110-106 Law-Family ...this course is designed to familiarize the student with basic legal concepts involved in the area of family relations. The primary emphasis will be in the field of divorce. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-107 Legal Aspects/Business Org ...formation, operation, and dissolution of types of business organizations, and substantive and procedural law involving business organizations. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-110 Real Estate Law ... law of real property, forms of ownership, land description methods, public and private encumbrances, real estate contracts, deeds, financing sources, title evidence, and the closing process. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-114 Administration of Estates ...property classification; property ownership; succession; wills: modification, revocation, drafting, execution; client contact; probate courts; trust classification; estate planning; ethics; personal representatives; formal probate; summary proceedings; informal probate. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-115 Administrative Law ...the paralegal's role in preparation and representation of cases before administrative agencies, structure and authority of administrative agencies, procedures, and substantive state and federal administrative law. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-122 Creditor/Debtor Relations ...legal rights of creditors and debtors, collection of outstanding debts, execution of judgments, small claims court, bankruptcy procedures, and filing bankruptcy petitions and schedules. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-160 Law-Employment ...analyze federal and state laws governing employment relationships, job discrimination, sexual harassment, work place privacy, labor standards, and human resource management. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-168 Paralegal Criminal Proc ...substantive and procedural criminal law, the role of paralegals in both the prosecution and defense of criminal actions, emphasis on investigations and preparation of legal documents. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-169 Indian Law ...Wisconsin Indians, tribal sovereignty, federal/Indian relations, tribal governments, tribal courts, treaty making, removal/reservation life, assimilation, reorganization, termination, self-determination, gaming, and other contemporary issues. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Parametric Modeling Certificate

Certificate Number 906062

Certificate Description

The Parametric Modeling Certificate introduces the student to 3D parametric modeling using SolidWorks software and Autodesk Inventor. Topics covered include extruded, revolved, swept and lofted features, fully dimensioned orthographic drawings of models, special drawing views, surfacing and Autodesk Inventor.

Certificate Completers will be able to

Create parametric models, assemblies and two-dimensional drawings using SolidWorks software.

Requirement for Certificate Entry

- Competency in Windows Operating System.

Curriculum		
Catalog No	Description	Credits
10-606-162	Solidworks Fundamentals	1
10-606-163	Solidworks-Intermediate	1
10-606-164	Solidworks-Assemblies/Drawings	1
10-606-165	Solidworks Sheet Metal	1
10-606-166	SolidWorks Loft/Surface	1
10-614-113	2D Essentials	2
10-614-136	3D Modeling with Inventor	1
CERTIFICATE TOTAL		8

Course Descriptions

10-614-113 2D Essentials ...an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to model building.

10-614-136 3D Modeling with Inventor ...develop the knowledge and skills to create solid models using Autodesk Inventor; creating and editing 3D drawings; rapid prototyping; manipulating data.

10-606-166 SolidWorks Loft/Surface ...necessary to create and manipulate lofted and surface component parts using SolidWorks software. Course content includes lofting, sweeping complex contours, and surfaces. (Prerequisite: 10-606-163, Solidworks-Intermediate)

10-606-162 Solidworks Fundamentals ...terminology, software operation and interface, creating basic models, casting and forging models. (Corequisite: 10-606-119, Sketching-Technical; OR 10-614-113 2D Essentials; Familiarity with Windows file management)

10-606-165 Solidworks Sheet Metal ...create and manipulate sheet metal parts using SolidWorks software. Course content includes basic sheetmetal commands, forming tools, sheetmetal drawings, designing sheetmetal parts in the flat state, and top-down sheetmetal assemblies. (Prerequisite: 10-606-164, Solidworks Assembly/Drawing)

10-606-164 Solidworks-Assemblies/Draw ...manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)

10-606-163 Solidworks-Intermediate ...creating and manipulating intermediate models using SolidWorks software. Course content includes models requiring the use of revolved and swept features, equations, and thin walled parts. (Prerequisite: 10-606-162, Solidworks Fundamentals)

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Phlebotomy Certificate

Certificate Number 905131

Certificate Description

The Phlebotomy Certificate teaches blood-collecting techniques that include venipuncture, and skin punctures to provide samples necessary for lab analysis. Students also learn techniques and procedures needed to assist with various lab procedures, including specimen processing. The phlebotomist must recognize any conditions that might alter collections, correlate types of lab tests to the written diagnosis, and communicate with both the laboratory and the patients to provide the best care possible and assure specimen integrity.

Certificate Completers will be able to

- Collect blood samples by venous and capillary techniques.
- Use methods that comply with OSHA Needlestick Safety Standards.
- Process and prepare specimens for testing.
- Take a national exam to become a certified Phlebotomy Technician.

Requirements for Certificate Entry

- High school diploma.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores or ACT individual scores of Math: 15; Reading: 20; English: 20 is necessary. Program Benchmarks are: Reading Comprehension: 75; Arithmetic: 66; Sentence Skills: 84. Remediation options are available to reach scores. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores please contact a counselor at (920) 498-5444 or (888) 385-6982 ext. 5444.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

A maximum of 16 students will be accepted to the certificate in each spring and fall semester.

Clinical Experience

- Students will be required to purchase a uniform, pay for liability insurance, provide their own transportation to assigned sites, and cover any other expenses related to clinical experiences. Students may be required to travel distances.
- Students are required to complete an American Heart Association Health Care Provider CPR course prior to clinical experiences. Students are required to maintain a current CPR card on a one-year renewal cycle to comply with affiliating agency requirements.
- Students are required to complete a physical examination and provide current immunization information three months prior to the clinical experience.
- Students are required to attend a clinical orientation prior to initiating the clinical experience.
- Student must take Phlebotomy Clinical within one year of completing Basic Lab Skills and Phlebotomy.

Petition to Clinical

- Students submitting the Petition to Clinical must have completed or be enrolled in all clinical prerequisite course work.
- Students wishing to complete Phlebotomy Clinical in the summer semester must submit a petition to the Health Sciences Department by March 30.
- Students wishing to complete Phlebotomy Clinical in the fall semester must submit a petition to the Health Sciences Department by April 30.
- Students wishing to complete Phlebotomy Clinical in the spring semester must submit a petition to the Health Sciences Department by October 31.

Board/Certification Examinations

- Certificate completers are eligible to take the Phlebotomy Technician certification examination through the American Society for Clinical Pathology (ASCP).

Curriculum

Catalog No	Description	Credits
* 10-513-110	Basic Lab Skills	1
31-801-386	Communicating Effectively	1
10-501-107	Introduction to Health Care Com	2
* 31-509-309	Medical Law, Ethics & Profess	2
* 10-501-101	Medical Terminology	3
* 10-513-111	Phlebotomy	2
* 10-513-155	Phlebotomy Clinical	3
CERTIFICATE TOTAL		14

Curriculum Note

No final grade lower than a "C" is acceptable in any course marked with an asterisk (*). A student may repeat that particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

Phlebotomy Certificate information continues on next page ...

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Phlebotomy Certificate

Certificate Number 905131 (continued)

The following courses will transfer into the Clinical Laboratory Technician associate degree program:

10-513-110, Basic Lab Skills
10-513-111, Phlebotomy

The following courses will transfer into the Medical Assistant technical diploma program:

10-501-107, Intro to Healthcare Computing
10-501-101, Medical Terminology
31-509-309, Medical Law Ethics/Professionalism
31-801-186, Communicating Effectively
10-513-150, Phlebotomy for Healthcare Personnel may be taken in place of 10-513-111, Phlebotomy.

Students interested in transitioning into the Clinical Lab Technician program should complete Oral/Interpersonal Communication in place of Communicating Effectively.

Completers will be able to apply credits toward the following programs:

- 315091, Medical Assistant

Course Descriptions

10-513-110 Basic Lab Skills ...explores health career options and the fundamental principles and procedures performed in the clinical laboratory. Learners will utilize medical terminology and basic laboratory equipment. Learners will follow required safety and infection control procedures and perform simple laboratory tests. (Prerequisite: Accepted into Clinical Laboratory Technician Program or Phlebotomy Certificate)

31-801-386 Communicating Effectively ...interpersonal communication, including the function of interpersonal communication, listening techniques, perception, non-verbal communication, language, self-concept, conflict resolution and customer service.

10-501-107 Intro to Health Care Computing ...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems.

31-509-309 Medical Law, Ethics & Professionalism ...prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

10-501-101 Medical Terminology ...focuses on the component parts of medical terms: Prefixes, suffixes, and root words. 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.

10-513-111 Phlebotomy ...this course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. (Corequisite: 10-513-110, Basic Lab Skills)

10-513-155 Phlebotomy Clinical ...blood specimen collection and processing in clinical setting. It prepares the learner to take national phlebotomy certification examinations. (Prerequisites: 10-501-101, Medical Terminology; 10-513-110, Basic Lab Skills; 10-513-111, CLT-Phlebotomy; 31-509-309, Medical Law, Ethics & Professionalism; 31-801-386, Communicating Effectively; 10-501-107, Intro to Healthcare Computing)

Plant Engineer Mechanical Maintenance Certificate

Certificate Number 904231

Certificate Description

The Plant Engineering Mechanical Maintenance Certificate is designed for the person seeking an entry-level position in an industrial environment or additional training in an existing mechanical maintenance position.

Certificate Completers will be able to

- Employ the use of measuring devices to industrial standards.
- Demonstrate weight estimation calculations and properly perform rigging operations.
- Identify pipe and pipe fitting types and sizes to industrial standards.
- Remove and install gear drives.
- Perform maintenance of small power tools.

Completers will be able to apply credits toward the following programs:

- 314622, Industrial Mechanic Program

Course Descriptions

31-462-305 Mech Maint 1-Safety & Layout ...mechanical calculators, instruments, safe shop practices, safety of operation of shop machinery, and layout techniques.

31-462-309 Mech Maint 2-Rigging & Fastenr ...mechanical fasteners, rigging and lifting, structural steel.

31-462-307 Mech Maint 3-Pipe, Valves & Se ...pipe and pipe fittings, valve types and functions, pumps and packing, and seal.

31-462-308 Mech Maint 4-Mech Systems ...mechanical driven systems and bearings.

31-462-356 Mech Maint 5-Hydraulics ...pressure controls, directional flow controls, fluids, filters and reservoirs, hydraulic pumps, actuators, positive displacement pumps and troubleshoot pumps.

31-462-306 Mech Maint 6-Sheetmetal...heat treatment of metals, sheet metal, layout, tool maintenance, and repair.

Curriculum

Catalog No	Description	Credits
31-462-305	Mech Maint 1-Safety & Layout	1.4
31-462-309	Mech Maint 2-Rigging & Fastene	1.4
31-462-307	Mech Maint 3-Pipe, Valves & Se	1.4
31-462-308	Mech Maint 4-Mech Systems	1.4
31-462-356	Mech Maint 5-Hydraulics	1.4
31-462-306	Mech Maint 6-Sheetmetal	1.4
CERTIFICATE TOTAL		8.4

For more information, please contact: The Marinette Campus, (715) 732-3870 or (800) 422-NWTC, extension 3870, or contact Enrollment Services at (888) 385-NWTC.

Plant Healthcare Management Certificate

Certificate Number 900015

Certificate Description

The concepts of plant health care management focuses on trees and shrubs; and the management of insects, diseases, and a biotic disorder. Plant health care operations in the private and public sector will be examined as it would function during an actual growing season. Control options and strategies in pest control, soil management, and a biotic disorder will be emphasized. The course is designed for a student to have the foundation knowledge to enter into a plant health care technician position.

Certificate Completers will be able to

- Understand the principles of plant health care management.
- Understand tree biology.
- Apply urban tree maintenance knowledge and application.
- Develop diagnostic and management skills for tree health disorders.
- Manage insects and diseases that affect tree health.
- Know how to manage/control for tree health.
- Manage PHC route.
- Maintenance of PHC route client cards.

Completers will be able to apply credits toward the following programs:

- 100014, Landscape Horticulture

Curriculum		
Catalog No	Description	Credits
10-001-122	Fundamentals Plant Nutrition	1
10-001-110	Horticulture-Introduction	3
10-001-170	Integrated Pest Management	2
10-001-172	Landscape Maintenance	2
10-001-140	Plant Diagnostic Skills	2
10-001-123	Plant Health Care Management	2
10-001-153	Plant and Soil Science	3
10-001-158	Plant-Woody Ornamental	3
CERTIFICATE TOTAL		18

Course Descriptions

10-001-122 Fundamentals Plant Nutrition ...fundamentals of plant nutrition, identification & analysis of the nutritional needs of plants; covers the selection of appropriate materials & application rates & methods. (Prerequisite: 10-001-110, Horticulture-Introduction)

10-001-110 Horticulture-Intro ...explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.

10-001-170 Integrated Pest Management ...various methods to combat plant pests in an environmentally responsible manner; using biorational techniques and strategies. (Prerequisite: 10-001-110, Intro to Horticulture)

10-001-172 Landscape Maintenance ...identifying problems and cultural challenges in the landscape; pruning techniques, insect/disease problems, weed identification; soil fertility; resolve situations in the field. (Prerequisites: 10-001-110, Horticulture-Introduction; 10-001-153, Plant and Soil Science; 10-001-122, Fundamentals of Plant Nutrition)

10-001-140 Plant Diagnostic Skills ...science of making proper diagnoses of plant insects and disease problems and appropriate control strategies. Holistic diagnoses and sustainable methods will be emphasized. (Prerequisite: 10-001-110, Intro to Horticulture)

10-001-123 Plant Health Care Management ...management focusing on trees and shrubs in their management of insects, diseases and abiotic disorders, control options and strategies in pest control, soil management. (Prerequisite: 10-001-172 Landscape Maintenance)

10-001-153 Plant and Soil Science ...addresses the unique interactions of healthy plants & soils; examines the physical, chemical, organic & biological characteristics of soils and how they impact the structure & functions of plants. (Prerequisite: 10-001-110, Intro Horticulture)

10-001-158 Plant-Woody Ornamental ...physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin. (Corequisite: 10-001-110, Horticulture-Intro)

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Power Generator Certificate

Certificate Number 904121

Certificate Description

The Power Generator Certificate is designed for Diesel program students who wish to enhance their degree in specialty areas of servicing and repairing power generators.

Certificate Completers will be able to

- Service and repair home standby generators.
- Service and repair commercial standby generators.

Curriculum		
Catalog No	Description	Credits
10-412-108	Internal Combustion Engine Tech	1
10-412-146	Power Generation 1	2
10-412-147	Power Generation 2	2
	CERTIFICATE TOTAL	5

Course Descriptions

10-412-108 Inte Combust Eng Tech-Intro to ...basic internal combustion (IC) engine types, IC engine classifications and applications, IC engine theory and operation, IC engine construction and careers in IC engine service and repair.

10-412-146 Power Generation 1 ...this course is designed to familiarize diesel Technician students with the basics of home standby and commercial generators. Electrical fundamentals, alternators, permanent magnet generators, circuit breakers, generator switchgear, auto transfer switches and automatic voltage regulators will be covered emphasizing on home standby and commercial use generators.

10-412-147 Power Generation 2 ...this course is designed to familiarize diesel technician students who have already completed Power Generation 1 with the basics of home standby and commercial generators in regard to governor fundamentals, control and monitoring systems, fuel systems both gaseous and diesel, generator and system grounding, generator applications and interconnection of on-site synchronous generation with electric power system. (Prerequisite: 10-412-146, Power Generation 1)

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Promotions & Events Management Certificate

Certificate Number 901047

Certificate Description

The Promotions & Event Management Certificate is designed for people who plan, promote, and service meetings, conferences, conventions, entertainment, and other special events. Learners who complete this certificate may become consultants or obtain employment as meeting planners, marketing specialists, sales personnel, convention service managers, and event coordinators in lodging and food service operations, visitor and convention bureaus, a Chamber of Commerce, and nonprofit organizations.

Certificate Completers will be able to

- Conduct a conference or special event.
- Design a promotion plan.
- Implement promotional strategies.

Completers will be able to apply credits toward the following programs:

- 101043, Marketing

Course Descriptions

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

10-104-125 Event Marketing ...planning, promotion execution, and evaluation of special events (entertainment, industry, meeting/convention). Students will work toward the actual staging of an event (will require time outside of the classroom setting).

10-104-107 Marketing Comm-Integrated ...creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.

10-104-110 Marketing Principles ...marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.

10-196-188 Project Management Fundamentals ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10-104-101 Selling Principles ...selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.

Curriculum

Catalog No	Description	Credits
10-104-191	Customer Service	3
10-104-125	Event Marketing	3
10-104-107	Marketing Communications-Integ	3
10-104-110	Marketing Principles	3
10-196-188	Project Management Fundamentals	3
10-104-101	Selling Principles	3
CERTIFICATE TOTAL		18

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Psychology and Behavioral Studies Certificate

Certificate Number 908091

Certificate Description

The Psychology and Behavioral Studies Certificate is designed for students interested in increasing their knowledge psychological and behavioral science studies. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Summarize psychological perspectives and disorders, types of therapies, and research methods.
- Differentiate topics in psychology, including learning, motivation, memory, sensation, perception, stress, states of consciousness, language, and thinking.
- Apply knowledge of genetic and environmental influences on development across the life span.
- Summarize physiological and psychological changes across the life span.
- Understand the subfield of abnormal psychology.
- Assess functional personal and professional relationships.
- Successfully work individually or as part of a team.
- Understand theories related to race, ethnic diversity, gender, minority groups, components of culture, and the role of cultural transmission in perpetuating inequality.
- Appreciate the diversity of oneself and others.
- Practice respectful attitudes and behaviors in a personal or professional setting.

Course Descriptions

10-809-159 Abnormal Psychology ...surveys features, causes, assessment and treatment of abnormal behavior through major theoretical perspectives. Introduces the diagnosis system of the DSM-IV, the history, cultural/social differences, current perspectives, diagnosis criteria/treatments. (Prerequisite: Recommendation: Completion of 10-809-198, Introduction to Psychology)

10-809-188 Developmental Psychology ...defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.

10-809-198 Intro to Psychology ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.

10-809-199 Psychology Of Human Relations ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

10-809-172 Race Ethnic & Diversity ...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

Curriculum

Catalog No	Description	Credits
10-809-159	Abnormal Psychology	3
10-809-188	Developmental Psychology	3
10-809-198	Intro to Psychology	3
10-809-199	Psychology Of Human Relations	3
10-809-172	Race Ethnic & Diversity	3
CERTIFICATE TOTAL		15

For more information, please contact: The General Studies Department, (920) 498-5421, or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Public Dental Health Certificate

Certificate Number 905081

Certificate Description

The Public Dental Health Certificate (PDHC) is designed for dental hygienists, dentists and unlicensed individuals who currently work with a dental public health program. The certificate is offered entirely online with no expectation for the learner to attend on-campus sessions. Frequent communication through Internet contact and conference calls is facilitated between the learner and instructors. The four three-credit courses are created in an asynchronous format, meaning that class work is done at the convenience of the learner within the registered semester. The four courses are arranged in a semi-sequential order allowing the learner to build on previously learned principles.

Certificate Completers will be able to

- Differentiate public health principles from private practice principles.
- Conduct a community oral health needs assessment.
- Recognize issues that affect oral health public policy.
- Collaborate with a diverse pool of partners.
- Incorporate cultural competence as it relates to public health programming.
- Identify potential funding sources for public health programming.
- Plan a community oral health program.
- Communicate effectively in all aspects of dental public health.

Requirements for Certificate Entry

- Applicants must complete and submit a certificate enrollment form.
- Applicants must be registered dental hygienists, certified/licensed dental assistants, dentists, or employed with a dental public health program. Other interested applicants must request permission of entry through the Health Sciences Department.

Note

10-508-180, Public Dental Health-Basic Principles is offered only in the fall semester.

10-508-183, Public Dental Health-Communication is offered only in the fall semester.

10-508-181, Public Dental Health-Dental Principles is offered only in the spring semester.

10-508-182, Public Dental Health-Dental Programs is offered only in the spring semester.

Curriculum

Catalog No	Description	Credits
10-508-180	Public Dental Health-Basic Pri	3
10-508-183	Public Dental Health-Communica	3
10-508-181	Public DentalHealth-Dental Pri	3
10-508-182	Public Dental Health-Dental Pr	3
CERTIFICATE TOTAL		12

Course Descriptions

10-508-180 Public Dental Hlth-Basic Prin ...history of public health, epidemiology, and biostatistics, community assessment, public health policy and services available.

10-508-183 Public Dental Hlth-Communicate ...business procedures, written communications, oral communications, cultural competence, curriculum, teaching skills, multi-media and document programs.

10-508-181 Public Dental Hlth-Dental Prin ...history of dental public health, oral epidemiological principles, community oral health needs assessment, public oral health policy, availability of public oral health services, professional development resources, and professional resources evaluation. (Prerequisite: 10-508-180, Public Dental Health-Basic Principles)

10-508-182 Public Dental Hlth-Dental Prog ...community and health survey, funding sources, survey data, community oral health program, coordination of programs, and program appraisal. (Prerequisite: 10-508-180, Public Dental Health-Basic Principles)

For more information, please contact: The Health Sciences Department, (920) 498-5543, or (800) 422-NWTC, extension 5543, or contact Enrollment Services at (888) 385-NWTC.

Quality Improvement & Innovation Certificate

Certificate Number 901968

Certificate Description

The Quality Improvement & Innovation Certificate is designed for people who are interested in applying specific methods of innovative thinking in order to continuously increase customer value of their products and services. Projects and simulations will be customized to the learner's own work environment and will apply the principles of innovation, quality and continuous improvement, lean thinking, Six Sigma, systems thinking, and project management.

Certificate completers may apply nine credits to the Leadership Development program.

Certificate Completers will be able to

- Demonstrate innovation skills in a workplace environment.
- Apply the tools of continuous quality improvement and lean thinking.
- Understand the principles of Six Sigma and systems thinking.
- Demonstrate project management skills.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Course Descriptions

10-196-192 Managing-Quality ...developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, Six Sigma, and systems thinking.

10-196-188 Project Management ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10-196-145 Workplace Innovation ...use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intreprenurial mindset.

Curriculum

Catalog No	Description	Credits
10-196-192	Managing for Quality	3
10-196-188	Project Management	3
10-196-145	Workplace Innovation	3
CERTIFICATE TOTAL		9

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Recording & Audio Engineering Certificate

Certificate Number 902062

Certificate Description

The Recording and Audio Engineering Certificate is designed for a person seeking skills in the music recording and production industry.

Certificate Completers will be able to

- Engineer and plan recording sessions and produce a professional level master CD.
- Conduct recording sessions using state-of-the-art equipment and produce a professional level DAT master tape.
- Analyze a musical piece or performance in terms of music theory, physics, style, and notation.
- Manage the sound reinforcement, monitoring, and recording aspects of a live performance.
- Produce a stereo master recording using MIDI technology.
- Record and master recordings on a variety of computer software applications, convert files to mp3 format, and upload mp3 files to the Internet.

Note

10-206-102, Audio Engineering 1 is offered only in the fall.
10-206-103, Audio Engineering 2 is offered only in the spring.

Completers will be able to apply credits toward the following programs:

- 102065, Digital Media Technology

Course Descriptions

10-206-102 Audio Engineering 1 ...apply the basics of music theory and physics to actual recording studio situations with state-of-the-art equipment to produce a professional CD master recording.

10-206-120 Music Production-Logic Studio ...covers the basic concepts of melody, harmony, rhythm and form as well as orchestration, and the process of building an arrangement, one instrument at a time, using Logic Studio. (Prerequisite: 10-206-100, Digital Audio Overview)

10-206-103 Audio Engineering 2 ...hands-on studio and live recording course covering advanced microphone techniques detailing the entire process of CD production from pre-production to internet marketing. (Prerequisite: 10-206-102, Audio Engineering 1)

10-206-100 Digital Audio Overview ...concept of analog to audio conversion, processing sound in digital domain, MIDI music production, CD audio production, video soundtracks, enhanced podcast audio, basic of time code and format conversion.

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-206-101 Soundtracks and Music ...utilize software applications to prepare audio for video including environment sounds, sound effects and Foley, dialogue replacement, and soundtrack creation. (Prerequisite: 10-206-100, Digital Audio Overview)

Curriculum

Catalog No	Description	Credits
10-206-102	Audio Engineering 1	3
10-206-103	Audio Engineering 2	3
10-206-100	Digital Audio Overview	3
10-111-103	Macintosh-Intro	1
10-206-101	Soundtracks and Music	3
	OR	
10-206-120	Music Production-Logic Studio	3
	CERTIFICATE TOTAL	13

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Renewable Energy-Solar Certificate

Certificate Number 904821

Certificate Description

Explore non-carbon producing renewable energy generation systems with a focus on photovoltaic and solar systems.

Certificate Completers will be able to

- Discuss and promote the benefits of alternative energy systems.
- Assess, engineer, design, assemble, install and operate photovoltaic energy systems.
- Collect and distribute data generated by alternative energy systems.

Completers will be able to apply credits toward the following programs:

- 104824, Solar Energy Technology

Curriculum		
Catalog No	Description	Credits
10-660-107	AC 1: Properties	1
10-660-104	DC 1: Introduction	1
10-660-105	DC 2: Circuits	1
10-480-101	Energy-Intro Renew & Sustain	4
10-482-126	Introduction to Solar	4
10-482-125	Photovoltaics-Advanced	3
10-482-120	Photovoltaics-Design & Site	2
CERTIFICATE TOTAL		16

Course Descriptions

10-660-107 AC 1: Properties ...introduction to the properties of capacitors and inductors including types and behavior in switching circuits. Inductor basics include a study of magnetic fields. (Prerequisite: 10-660-105, DC 2: Circuits; Corequisite: 10-804-196, Trigonometry w Apps)

10-660-104 DC 1: Introduction ...introduction to the concepts of DC electricity and simple series circuits. Voltage, current, resistance, Ohm's Law, power and Kirchoff's Voltage Law are defined.

10-660-105 DC 2: Circuits ...analysis of parallel and series-parallel circuits. Application of Kirchoff's Current Law to parallel circuit combinations. Introduction of current sources and source conversions. (Corequisites: 10-804-118, Interm Algebra w Apps OR equivalent; 10-660-104, DC 1: Intro)

10-480-101 Energy-Intro Renew & Sustain ...an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.

10-482-126 Intro to Solar ...an overview of the use of sunlight to produce heat and electricity and the practical and economical use of solar power and solar thermal systems. Learn the importance of energy efficiency and the economics of solar hybrid designs.

10-482-125 Photovoltaics-Advanced ...topics include batteries, wiring configurations, system diagramming, National Electrical Code, component selection, wiring, safety and system maintenance. (Prerequisites: 10-482-126, Intro to Solar; 10-660-104, DC 1: Intro; 10-660-105, DC 2: Circuits; 10-620-107, AC 1: Properties)

10-482-120 Photovoltaics-Design & Site ...learn steps to performing a site audit prior to installation of a PV system. Focus on defining the solar window, system site placement and sizing, lead analysis and energy efficiency. (Corequisite: 10-482-126, Intro to Solar)

For more information, please contact: Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Retail Leadership Certificate

Certificate Number 901042

Certificate Description

The Retail Leadership Certificate is designed for retail employees or those who wish to pursue a career in retail management/leadership. Retail management leadership personnel may be employed by department stores, specialty stores, mass merchandisers, food retailers, and all other retail categories. Delivery of courses will be flexible to accommodate learner schedules.

Certificate Completers will be able to

- Apply technology to retail and retail information systems.
- Formulate retail selling strategies.
- Apply effective leadership skills.
- Apply improvement strategies to solve retail problems.
- Generate retail information for effective decision making.
- Apply leadership skills to human resource issues.

Requirements for Certificate Entry:

- Basic Math.
- Ability to use a computer keyboard.

Note

10-104-192, Merchandise Management is offered only in the spring.
10-104-193, Retail Operations Management is offered only in the spring.

10-104-135, Retail Management-Survival Skills is offered only in the fall.

10-104-190, Retail Principles is offered only in the fall.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Curriculum		
Catalog No	Description	Credits
10-145-177	Entrepreneurship	3
	OR	
10-196-145	Workplace Innovation	3
10-196-193	Human Resource Management	3
10-104-192	Merchandise Management	3
10-104-135	Retail Management-Survival	3
	OR	
10-196-164	Supervisors-Personal Skills	3
10-104-193	Retail Operations Management	3
10-104-190	Retail Principles	3
	CERTIFICATE TOTAL	18

Course Descriptions

10-145-177 Entrepreneurship ...entrepreneurship, success and failure, getting started: sources of capital, location, layout, and legal forms of organization, managing and operating, planning and organizing, directing and monitoring performance, marketing strategy, and administration.

10-196-145 Workplace Innovation ...use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intreprenurial mindset.

10-196-193 Human Resource Mgmt ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.

10-104-192 Merchandise Management ...basic theories of merchandising applied to the current retail environment.

10-104-135 Retail Mgmt-Survival ...review of current federal and state employment laws and employers' responsibilities; sources, consequences, and methods of handling stress; techniques and strategies of time management; sexual harassment; cultural/etiquette issues.

10-196-164 Supervisors-Personal Skills ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-104-193 Retail Operations Mgmt ...management of a retail store operation including retail planning and control; retail information systems; and human resource management including placement, orientation, evaluation, recruiting, interviewing, discipline, performance problems, and training.

10-104-190 Retail Principles ...macro issues facing retailers, including structural dynamics; strategic planning, environmental factors; consumer behavior; site selection; selecting markets in which to compete; and retailing issues, opportunities, and outlook.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Service Writer Certificate

Certificate Number 906021

Certificate Description

The Service Writer Certificate is designed for people who are interested in working as a Service Writer in a new or used car dealership, truck dealership or an independent vehicle repair shop.

Certificate Completers will be able to

- Apply current legal regulations governing the vehicle repair industry.
- Apply applicable computer skills.
- Apply professional written and oral communication skills.
- Apply retail and customer service management skills.
- Apply automotive technology and terminology.

Completers will be able to apply credits toward the following programs:

- 106023, Automotive Technology

Curriculum		
Catalog No	Description	Credits
10-602-107	Automotive Service fundamental	2
10-104-191	Customer Service	3
10-106-145	Keyboarding	1
10-801-196	Oral/Interpersonal Comm	3
10-809-199	Psychology Of Human Relations	3
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	15

Course Descriptions

10-602-107 Auto Service Fundamentals ...safety and the use of basic hand/power tools in accordance with industry standards. Introduced to the automotive service industry and learn to use both comprehensive and manufacturer's service information to perform basic under-hood and under-car services.

10-104-191 Customer Service ...develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.

10-106-145 Keyboarding ...keyboarding at a personal productivity level, correct posture, touch typing on the alphanumeric keyboard using an interactive software package running on a microcomputer. No experience required.

10-801-196 Oral/Interpersonal Comm ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.

10-809-199 Psychology Of Human Relations ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

10-104-101 Selling Principles ...selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Small Business Bookkeeping Certificate

Certificate Number 901011

Certificate Description

This certificate is designed for the person seeking new or additional training in the area of managing the accounting records for a small business. All courses in this certificate are delivered self-paced, TCA (Technical College of the Air video course), or online in addition to on-campus classes.

Certificate Completers will be able to

- Manage accounting records on the computer using QuickBooks software.
- Create spreadsheets.
- Prepare payroll.
- Manage receivables and payables.

Completers will be able to apply credits toward the following programs:

- 101011, Accounting

Curriculum		
Catalog No	Description	Credits
10-101-101	Accounting Principles OR	3
10-101-110	Accounting 1	4
10-101-105	Accounting-Computer Ledger	2
10-101-151	Accounting-Payroll	3
10-101-190	Accounting-QuickBooks	1
10-804-123	Math w Business Applications	3
10-103-131	Micro: Excel-Intro	1
10-103-132	Micro: Excel-Part 2	1
10-103-121	Micro: Word-Intro	1
	CERTIFICATE TOTAL	15

Course Descriptions

10-101-101 Accounting Principles ...accounting fundamentals, recording of business transactions, preparation of financial statements, cash basis and accrual business accounting for service enterprises, and merchandising businesses with a manual system.

10-101-110 Accounting 1 ...accounting principles, financial statements, business transactions, accounting cycles/systems, specialized journals, accounting for cash and receivables for sole proprietorships in service or merchandising businesses.

10-101-105 Accounting-Computer Ledger ...applications on calculators or keypad such as addition, subtraction, multiplication, division, percent, and computers using Microsoft Excel. (Prerequisites: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles; 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)

10-101-151 Accounting-Payroll ...payroll and personnel records, Social Security, withholding tax, unemployment compensation, time sheets and time-keeping records, and legal aspects of payroll. (Prerequisite: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles)

10-101-190 Accounting-QuickBooks ...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.

10-804-123 Math w Business Apps ...real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation: Accuplacer Arithmetic = 65).

10-103-131 Micro: Excel-Intro ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-132 Micro: Excel-Part 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Social and Human Services Certificate

Certificate Number 908092

Certificate Description

The Social and Human Services Certificate is designed for students interested in increasing their knowledge and understanding of the social sciences. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Summarize psychological perspectives and disorders, types of therapies, and research methods.
- Differentiate topics in psychology, including learning, motivation, memory, sensation, perception, stress, states of consciousness, language, and thinking.
- Describe issues related to development across the lifespan.
- Understand the subfield of abnormal psychology.
- Assess functional personal and professional relationships.
- Successfully work individually or as part of a team.
- Understand theories related to race, ethnic diversity, gender, minority groups, components of culture, and the role of cultural transmission in perpetuating inequality.
- Appreciate the diversity of oneself and others.
- Practice respectful attitudes and behaviors in a personal or professional setting
- Examine and critique social theories.
- Apply ethical reasoning to personal, work, and community issues.
- Be open minded and respectful of diverse points of view.
- Develop a world view congruent with a diverse environment.
- Analyze and use empirical evidence.

Course Descriptions

10-809-197 Contemporary Amer Society ...the major social institutions within the American society: government, family, education, religion, and economic system.

10-809-198 Intro to Psychology ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.

10-809-196 Intro to Sociology ...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.

10-809-199 Psychology Of Human Relations ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.

10-809-172 Race Ethnic & Diversity ...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.

Curriculum

Catalog No	Description	Credits
10-809-197	Contemporary American Society	3
10-809-198	Intro to Psychology	3
10-809-196	Intro to Sociology	3
10-809-199	Psychology Of Human Relations	3
10-809-172	Race Ethnic & Diversity	3
CERTIFICATE TOTAL		15

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Enrollment Services at (888) 385-NWTC.

Software Level 1 Certificate

Certificate Number 901031

Certificate Description

All courses in this certificate are delivered through the self-paced lab or structured format. Most are also delivered online. You can work at home or at the college. For self-paced delivery, you only need to come to the self-paced lab to pick up course materials, to submit work, and be evaluated. An instructor is available during self-paced lab hours to assist self-paced learners. For a comparison of delivery modes for these classes, visit www.nwtc.edu, click on Ways of Learning, and follow the self-paced links for the Green Bay credit classes.

Certificate Completers will be able to

- Keyboard at 20 wpm using proper technique.
- Use the Windows operating system.
- Create and revise database.
- Create and revise word processing documents.
- Create and revise electronic presentations.
- Create and revise spreadsheets.

Completers will be able to apply credits toward the following programs:

- 101066, Administrative Professional
- 311061, Office Professional

Note

Many of the courses are in several programs or may be used as electives. Completion of each Introductory Office 2010 course assists in preparing you for the Microsoft Office Specialist exam at the Specialist level for that particular software.

Course Descriptions

10-106-145 Keyboarding ...keyboarding at a personal productivity level, correct posture, touch typing on the alpha-numeric keyboard using an interactive software package running on a microcomputer. No experience required.

10-103-141 Micro: Access-Intro ...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.

10-103-131 Micro: Excel-Intro ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

10-103-151 Micro: PowerPoint-Intro ...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.

10-103-111 Micro: Windows-Intro ...Windows desktop elements, help features, folder and file management (create, delete, move, find file), and Search strategies.

10-103-121 Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; and merging documents. Requires Windows experience.

Curriculum

Catalog No	Description	Credits
10-106-145	Keyboarding	1
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-151	Micro: PowerPoint-Intro	1
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
CERTIFICATE TOTAL		6

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Software Level 2 Certificate

Certificate Number 901032

Certificate Description

All courses in this certificate are delivered through the self-paced lab or structured format and some are offered online. You can work at home or at the college. For self-paced delivery, you only need to come to the self-paced lab to pick up course materials, to submit work, and be evaluated. An instructor is available during self-paced lab hours to assist self-paced learners. For a comparison of delivery modes for these classes, visit www.nwtc.edu, click on Ways of Learning, and follow the self-paced links for the Green Bay credit classes.

Certificate Completers will be able to

- Use advanced word processing features.
- Use advanced spreadsheet features.
- Use advanced database features.
- Create and revise publications.
- Create and revise web pages.

Completers will be able to apply credits toward the following programs:

- 101066, Administrative Professional

Note

Many of the courses are in several programs or may be used as electives. Completion of each Part 2 Office 2010 course assists in preparing you for the Microsoft Office Specialist exam at the Expert level for that particular software.

Course Descriptions

10-103-142 Micro: Access-Part 2 ...creating advanced queries, custom forms, multi-page forms, custom reports, integrating, pivot tables, pivot charts, and labels. Requires strong introductory Access skills.

10-103-132 Micro: Excel-Part 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.

10-103-163 Micro: Expression Web ...create a website, customize and manage web pages and images; create and use interactive forms using style sheets; publish Office web pages to a web server. Requires Windows experience.

10-103-165 Micro: Publication Software ...create and edit newsletters, brochures, flyers, forms, business cards, emails, e-commerce websites, and other business publications using publication layout software. Requires Windows experience.

10-103-122 Micro: Word-Part 2 ...advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; text flow; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. Requires strong introductory Word skills or Word-Intro.

Curriculum

Catalog No	Description	Credits
10-103-142	Micro: Access-Part 2	1
10-103-132	Micro: Excel-Part 2	1
10-103-163	Micro: Expression Web	1
10-103-165	Micro: Publication Software	1
10-103-122	Micro: Word-Part 2	1
	CERTIFICATE TOTAL	5

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Special Education Certificate

Certificate Number 905224

Certificate Description

The Special Education Certificate is a 12-credit certificate designed in conjunction with the Instructional Assistant Associate Degree. The Special Education Certificate is applicable for both new learners and people currently working in the field with persons with exceptionalities. Courses provide an overview to special education and persons with exceptionalities, practical classroom strategies to support learning for a variety of disability areas as well as techniques for guiding and managing behavior. Courses are delivered online.

Certificate Completers will be able to

- Model inclusion and classroom strategies.
- Create learning support materials for teachers.
- Develop social skills and peer relationships.
- Support student transitions.
- Work with children with behavior challenges.
- Discuss causes and characteristics of students with a variety of exceptional needs.
- Participate in individualized education program (IEP) meetings.
- Work with students with exceptional needs.

Completers will be able to apply credits toward the following programs:

- 105222, Instructional Assistant

Course Descriptions

10-522-111 IA: Guiding & Mnging Behavior ...proactive, preventive classroom management, research-based concepts and strategies used to prevent behavior problems, creating positive classroom climate, building student relationships, enhancing motivation, responding to inappropriate behavior will be emphasized.

10-522-107 IA: Overview of Special Ed ...overview of the Special Education Law; special education classifications and associated causes and characteristics will be explored as well as state and federal qualification criteria will be examined. Societal responses to students with disabilities as well as the impact of a student with special needs on family dynamics will also be covered in this course.

10-522-109 IA: Special Ed: Educate Child ...learners support communication, social, physical, occupational, transition and community needs of students with exceptionalities. Inclusive classroom strategies, differentiating instruction, working with challenging students, and creating teacher learning support materials. (This course requires 10 hours of observation in a special education classroom.)

10-522-124 IA: Support Students w Disab ...services delivered to students with special education needs, supportive and related services, law, individual educational programs, various instructional formats, and alternative instructional techniques and programs. (Prerequisite: 10-522-107, IA: Overview of Special Education)

Curriculum

Catalog No	Description	Credits
10-522-111	IA: Guiding and Managing Behavior	3
10-522-107	IA: Overview of Special Education	3
10-522-109	IA: Special Education: Education	3
10-522-124	IA: Support Students with Disa	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Supervision Certificate

Certificate Number 901961

Certificate Description

The Supervision Certificate is designed for people who wish to acquire and improve their skills in a modern leadership role. These three-credit courses also apply toward the 69 credits necessary to earn the Leadership Development Associate Degree. Courses are offered in alternative delivery formats.

Certificate Completers will be able to

- Analyze the role and duties of a supervisor.
- Handle interpersonal conflict.
- Create a motivating environment.
- Analyze the characteristics of an effective leader.
- Facilitate effective meetings.
- Hire, train, and coach employees.
- Utilize fact-based problem solving.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Course Descriptions

10-196-193 Human Resource Mgmt ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.

10-196-191 Supervision ...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

10-196-189 Team Building/Prob Solve ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

Curriculum

Catalog No	Description	Credits
10-196-193	Human Resource Management	3
10-196-191	Supervision	3
10-196-189	Team Building/Problem Solve	3
CERTIFICATE TOTAL		9

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Supply Chain Management Certificate

Certificate Number 901825

Certificate Description

The Supply Chain Management Certificate is designed for a person seeking introductory or advanced positions with a carrier or shipper. Courses are offered on an accelerated and interactive television basis and apply towards the associate degree in Supply Chain Management.

Certificate Completers will be able to

- Utilize terminology in the area of transportation.
- Apply methodologies and techniques to process flow of goods.
- Integrate the area of supply chain management for low total cost and improved service.
- Optimize utilization of modes of transportation.
- Utilize computerized applications of logistics.

Completers will be able to apply credits toward the following programs:

- 101821, Supply Chain Management

Requirements for Certificate Entry:

- Previous work experience in transportation, logistics, or supply chain management areas is preferred, but not required.

Note

10-182-120, Enterprise Resource Plan is offered only in the fall.
10-182-157, Logistics/Supply Chain Management is offered only in the fall.
10-182-127, Purchasing is offered only in the spring.
10-182-131, Negotiations is offered only in the spring.
10-182-190, Transportation Management is offered only in the spring.

Course Descriptions

10-182-120 Enterprise Resource Plan/Cont ...enterprise resource planning (ERP), benefits of ERP implementation in an organization, business process alignment, value chain process, technology and international considerations, successful change management, and ERP project management.

10-182-110 Lean Operations Mgmt ...lean operating concepts, total quality management, Six Sigma methodologies, continuous improvement tools/techniques, process mapping, 5S principles, statistical process control/pull signals, cellular manufacturing, mixed-model production, human resource development.

10-182-157 Logistics/Supply Chain Mgmt ...integrated logistics supply chain, dimensions of logistics and supply chain management, demand management and customer service, procurement and supply management, global logistics, inventory management, warehousing, transportation and third-party logistics.

10-182-131 Negotiations ...techniques and skills used in bargaining to maximize a company's profits and competitiveness. Appropriate for learners in any Business and Information Technology program as well as for non-program students.

10-182-127 Purchasing ...role of purchasing in business, industry, and the community; legal and ethical aspects of purchasing including systems, staffing, price/cost analysis, contract administration, and dealing with vendors.

10-182-190 Transportation Mgmt ...importance of transportation, transportation regulations/public policy, overview of transportation providers (motor carriers, railroads, air carriers, inter-modal and special carriers), costing/pricing transportation, transportation documentation, transportation management technology systems/processes.

Curriculum

Catalog No	Description	Credits
10-182-120	Enterprise Resource Plan/Cont	3
10-182-110	Lean Operations Management	3
10-182-157	Logistics/Supply Chain Mgmt	3
10-182-131	Negotiations	3
10-182-127	Purchasing	3
10-182-190	Transportation Management	3
CERTIFICATE TOTAL		18

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Supporting Children's Learning Certificate

Certificate Number 905221

Certificate Description

This certificate is designed to further the professional development needs of anyone preparing for, or already engaged in, an instructional assistant or educational paraprofessional position. The coursework in this certificate program addresses methods for assisting in the instruction, guidance, and classroom management of students by performing a variety of instructional support activities related to grade level curriculum. Integrating current technology into the learning environment is also introduced. All courses transfer to the Instructional Assistant Associate Degree.

Certificate Completers will be able to

- Summarize the important components of each step of the writing process.
- Use scaffolding to increase student independence.
- Describe ways to create healthy classroom environments conducive to learning.
- Demonstrate the inquiry process in science.
- Prepare an instructional bulletin board.
- Develop a learning center.
- Use a gradebook software program.

Completers will be able to apply credits toward the following programs:

- 105222, Instructional Assistant

Course Descriptions

10-522-111 IA: Guiding & Mnging Behavior ...proactive, preventive classroom management, research-based concepts and strategies used to prevent behavior problems, creating positive classroom climate, building student relationships, enhancing motivation, responding to inappropriate behavior will be emphasized.

10-522-118 IA: Techniques for Math ...techniques for the Instructional Assistant in assisting the classroom teacher in group and individual tutoring activities in math; current practice including manipulatives, problem solving and assessment will be covered within the framework of state and national standards.

10-522-120 IA: Techniques for Science ...introduction to the content and processes of science. Strategies of teaching science will be studied and practiced and will prepare you in assisting the classroom teacher in group and individual activities in science. Current science processes, strategies, procedures, assessment options and factors affecting science learning will be explored.

10-522-102 IA: Techniques/Readg/Lang Art ...focus on best practices in working with children in their development of reading and language arts as well as the roles of the teacher and the instructional assistant. The student will gain an understanding of how to work with all children and reinforce instruction individually and in groups through questioning, listening and guiding, and scaffolding techniques. Current classroom materials plus enrichment and support activities will be examined and created.

10-522-104 IA: Technology/Media Rsrces ...develop knowledge and skills in the area of media and computer resources as it relates to the instructional assistant. Students will gain experience creating and using web tools including electronic portfolios.

Curriculum

Catalog No	Description	Credits
10-522-111	IA: Guiding and Managing Behav	3
10-522-118	IA: Techniques for Math	3
10-522-120	IA: Techniques for Science	3
10-522-102	IA: Techniques/Reading/Lang Art	3
10-522-104	IA: Technology/Media Resources	3
CERTIFICATE TOTAL		15

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

Sustainable Design Certificate

Certificate Number 904801

Certificate Description

Explore energy saving and sustainable design, materials and construction practices to maximize operating efficiency and productivity.

Certificate Completers will be able to

- Discuss and promote the benefits of energy efficient design and alternative energy systems.
- Identify energy saving and sustainable technologies for the construction industry.
- Design renewable and sustainable energy systems into buildings and landscapes.
- Identify material resources that promote sustainability.

Course Descriptions

10-614-214 Bldg Green Intro ...summarizes the history, technology and science underlying sustainable building practices. The human factor and the economics of sustainability will be discussed. Alternative energy including wind, solar, photovoltaic, geothermal and fuel cells will be researched. (Prerequisite: Accepted into Architectural Technology program OR enrolled in Sustainable Design Certificate)

10-480-101 Energy-Intro Renew & Sustain ...an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.

10-480-142 Sustainable Landscape Practice ...an overview of planning and site design associated with sustainability. Topics include smart growth, environmental site design, green landscape design and developmental strategies.

10-480-141 Sustainable Residential Const ...an overview of sustainable home design practices encompassing location, size, building design, building materials, insulation, windows, doors, energy efficiency, renewable energy, water efficiency, indoor environmental quality and landscaping.

10-480-140 Sustainable-Mat & Air Quality ...an overview of sustainable materials used in today's green buildings. Learners will be introduced to building rating systems in the selection of durable and environmentally responsible building materials and methods.

Curriculum

Catalog No	Description	Credits
10-614-214	Bldg Green Introduction	1
10-480-101	Energy-Intro Renew & Sustain	4
10-480-142	Sustainable Landscape Practice	2
10-480-141	Sustainable Residential Constr	2
10-480-140	Sustainable-Mat & Air Quality	2
CERTIFICATE TOTAL		11

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461, or (800) 422-NWTC, extension 5461; or contact Enrollment Services at (888) 385-NWTC.

Utility Management Certificate

Certificate Number 901969

Certificate Description

The Utility Management certificate is designed for people who are interested in pursuing a management position within the electrical power distribution and gas utility fields. Appropriate candidates are currently working in the utility industry or are pursuing a credential in the utility field. The courses in this certificate emphasize an understanding of the utility business, supervision skills, team facilitation and team concepts, personal tools for time and stress management, assertiveness and how to manage a project effectively.

Certificate completers may apply 12 credits of this certificate to the Leadership Development program.

Certificate Completers will be able to

- Demonstrate an understanding and appreciation of the utility industry.
- Apply the skills of the supervisor/manager.
- Demonstrate team facilitation and team building skills.
- Develop time management, assertiveness and stress management skills.
- Demonstrate project management skills.

Completers will be able to apply credits toward the following programs:

- 101961, Leadership Development

Course Descriptions

10-196-188 Project Mgmt Fundamentals ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10-196-191 Supervision ...front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.

10-196-164 Supervisors-Personal Skills ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-196-189 Team Building/Prob Solve ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

10-469-101 Utility Management Overview ...demonstrate understanding and appreciation of the utility business. Learn about the vision, mission, purpose of public utilities. Organization and management, marketing and competition, delivery of utility services, accounting, finance, rates.

Curriculum

Catalog No	Description	Credits
10-196-188	Project Mgmt Fundamentals	3
10-196-191	Supervision	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building/Problem Solve	3
10-469-101	Utility Management Overview	3
CERTIFICATE TOTAL		15

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Web Application Programming Certificate

Certificate Number 901522

Certificate Description

Web Application Programming is designed for individuals interested in developing database skills necessary to integrate web technologies. All credits from this certificate can be applied to meet requirements in the Web Development Associate Degree program.

Certificate Completers will be able to

- Develop, build, and configure a dynamic and interactive website or application.
- Create a database design and effective interface to support a web application.
- Understand the infrastructure required to support a robust website or application.

Completers will be able to apply credits toward the following programs:

- 101522, Web Development

Requirements for Certificate Entry:

- A strong computer and business background.

Curriculum		
Catalog No	Description	Credits
10-150-144	IT:Network:Operating Sys Fund	3
10-154-125	IT:Web:Database Development	3
10-152-184	IT:Web:Programming-SQL	3
10-152-183	IT:Web:Scripting-ASP.Net	3
10-152-180	IT:Web:Scripting-Javascript	3
10-152-182	IT:Web:Scripting-PHP	3
10-152-185	Website Coding	3
CERTIFICATE TOTAL		21

Course Descriptions

10-150-144 IT:Network:Operating Sys Fund ...installation of Windows client, Windows Server and Linux Server operating systems. Basic networking topologies and protocol fundamentals. Application installation including Simple Mail Transport Protocol, File Transfer Protocol, and Web server technologies.

10-154-125 IT:Web:Database Development ...database uses, database terminology, analyzing information requirements, data models, database design phases, entity relationships, normalization processes, database management systems, database objects, development environments, creating tables, writing queries using SQL, testing.

10-152-184 IT:Web:Programming-SQL ...write queries in a relational database: creating tables, setting primary/foreign keys, populating tables, manipulating data and reporting. Explore join types, stored procedures, functions, and database administration SQL statements. (Prerequisite: 10-154-125, IT:Web:Database Development)

10-152-183 IT:Web:Scripting-ASP.Net. ...build interactive, database-driven websites with ASP.NET and C# with Visual Studio, handling web form events, using ASP.NET controls, designing master pages, managing state, and interacting with databases with ASP.NET data-bound controls. (Prerequisites: 10-154-125, IT:Web:Database Development; 10-152-180, IT:Web:Client Script-Javascript)

10-152-180 IT:Web:Scripting-Javascript ...integrate Javascript into interactive HTML pages, create user-defined functions, complete form validation, use objects within the Document Object Model, manipulate cookies, create image rollovers, debug code, and test browser compatibility. (Prerequisite: 10-152-185, Website Coding)

10-152-182 IT:Web:Scripting-PHP ...use PHP, MySQL, XHTML, CSS and Apache to create standards based websites. PHP is used to connect to a MySQL database and retrieve site content. PHP is also used to organize the XHTML. (Prerequisite: 10-154-125, IT:Web:Database Development)

10-152-185 Website Coding ...write code for functionality and design of web page text, hyperlinks, images, tables, and forms using (X)HTML and CSS. Apply and validate coding standards. Test browser function and user accessibility.

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Web Design Certificate

Certificate Number 901352

Certificate Description

The Web Design Certificate will provide learners the ability to develop dynamic websites by learning how to design and code functional graphics, interfaces, navigation, animations, page formatting, and styles. The student will also learn to upload and manage websites and test website usability. All credits from this certificate can be applied to meet requirements in the Web Development Associate Degree program.

Certificate Completers will be able to

- Design and develop dynamic websites.
- Code website formatting styles.
- Develop interactive web graphics.
- Design and code web animation.
- Create functional website navigation.
- Test website usability.
- Upload and manage websites.

Completers will be able to apply credits toward the following programs:

- 101522, Web Development

Course Descriptions

10-111-101 Macintosh-Image Editing ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)

10-111-103 Macintosh-Intro ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

10-135-152 Web Animation Design ...(Adobe Flash) vector animation, create, import source material, incorporate into flash movies, use Stage and Timeline, motion, shape-tweening, add sound to buttons, use Action Script, and test flash.

10-135-150 Web Graphic Design ...(Adobe Photoshop) design and prepare graphics for the web including graphics for backgrounds, rollover effects, navigation, and badges. Also includes techniques for optimization and transparency. (Prerequisites: 10-111-101, Macintosh Image Editing; 10-152-185, Website Coding)

10-152-185 Website Coding ...write code for functionality and design of web page text, hyperlinks, images, tables, and forms using (X)HTML and CSS. Apply and validate coding standards. Test browser function and user accessibility.

10-135-151 Website Design ...(Adobe Dreamweaver) use standards based XHTML and CSS to design, develop and deploy websites; including: browser compatibility, FTP, forms, multi-media, RSS, and site management. (Prerequisite: 10-135-150, Web Graphic Design)

Curriculum

Catalog No	Description	Credits
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-135-152	Web Animation Design	3
10-135-150	Web Graphic Design	3
10-152-185	Website Coding	3
10-135-151	Website Design	3
CERTIFICATE TOTAL		16

For more information, please contact: The Business & Information Technology Department, (920) 498-5435, or (800) 422-NWTC, extension 5435, or contact Enrollment Services at (888) 385-NWTC.

Weld Inspection Certificate

Certificate Number 904425

Certificate Description

The Weld Inspection Certificate prepares students to understand destructive and nondestructive methods used to inspect weldments as determined by required code.

Certificate Completers will be able to

- Conduct visual, destructive and nondestructive tests.
- Read documents governing weld inspection, terminology, geometry, weld symbols and applicable code.

Note

This certificate will prepare learners to take the AWS/Certified Weld Inspector Examination.

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

- Certified Weld Inspectors.
- State Registered Welder.
- Certified Welder.
- This course requires the purchase of the most current version of the AWS D1.1 Code. Please check with the NWTC Bookstore for pricing.

Course Descriptions

30-442-341 Weld Inspection Fund/Code ...documents governing inspection, joint geometry, terminology, welding and NDT symbols; mechanical/chemical properties of metals; welding, brazing, and cutting process; weld/base metal discontinuities; destructive and nondestructive testing; and welding codes.

30-442-371 Weld Inspection-Practical ...weld specification interpretation; visual inspection techniques; procedure/welder qualification; destruction and nondestructive examination of welds; and use of inspection tools. (Corequisites: 30-442-370, Weld Inspection-Fundamentals, 30-442-372, Welding Code-AWS D1.1-98)

Curriculum

Catalog No	Description	Credits
30-442-341	Weld Inspection Fundamentals/C	3
30-442-342	Weld Inspection-Practical	1
	CERTIFICATE TOTAL	4

For more information, please contact: The Trades & Engineering Technologies Department at (920) 498-5461, or (800) 422-NWTC, extension 5461, or contact Enrollment Services at (888) 385-NWTC.

Woodturning Certificate

Certificate Number 903061

Certificate Description

Students in the new woodturning courses will have the opportunity to learn new skills or expand their knowledge in the area of safe lathe operation, wood stock selection, spindle turning, bowl turning, design, form and balance, banding of pieces of wood together, and bowl finishing. In addition, students will be exposed to principles of business skill development as they apply to the creative economy and setting up a business as a crafts person.

Certificate Completers will be able to

- Select appropriate wood stock and prepare it for turning on a lathe.
- Explore wood lathe accessory equipment as it relates to product development.
- Demonstrate safety behaviors and best practices in woodturning.
- Produce wooden spindles and bowls.
- Evaluate finished products for design, form, balance, and the marketplace.
- Develop strategies for rough log and wood blank selection.
- Appropriately sand and finish turned items.

Course Descriptions

10-306-100 Woodturning-Basic ...course provides the opportunity for the learner to develop the knowledge, skills, and processes of motivation, safety policies, woodturning stock, wood lathe, accessory equipment, cutting tools, catch/dig-in cuts, spindle turning setup, and product development.

10-306-101 Woodturning-Intermediate ...woodturning lathe, shop safety practices, woodturning stock, cutting tools, bandsaw, sharpening, chucking, bowl turning setup and product development. (Prerequisite: Woodturning-Basic, 10-306-100)

10-306-102 Woodturning-Advanced ...turning bowls, tool use, wood blanks, rough-turning profile, rough-hollowing, completing the profile, completing the inside, completing the base, sanding, and finishing the product. (Prerequisite: Woodturning-Intermediate, 10-306-101)

10-306-103 Woodturning-Product Dev ...safety/shop arrangements, product choices, equipment use, wood selection, gluing, spindle turning, faceplate turning, sanding/finishes, and overview of American Association of Woodturners and the marketplace. (Prerequisite: Woodturning-Advanced, 10-306-102)

Curriculum

Catalog No	Description	Credits
10-306-102	Woodturning-Advanced	3
10-306-100	Woodturning-Basic	3
10-306-101	Woodturning-Intermediate	3
10-306-103	Woodturning-Product Dev	3
CERTIFICATE TOTAL		12

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Enrollment Services at (888) 385-NWTC.

PRINT ALL INFORMATION USING BLACK INK ONLY.

Complete this form and forward it to the Northeast Wisconsin Technical College Green Bay campus, Attn: Admissions, or to Admissions at any other NWTC campus. You may fax it to (920) 498-6882.

<p>Legal Name: Last First Middle</p> <hr/> <p>Former last name(s) (if applicable)</p> <hr/> <p>Permanent address Street or R.F.D. Box Number</p> <hr/> <p>City State Zip Code</p> <hr/> <p>Mailing address (if different) Street or R.F.D. Box Number</p> <hr/> <p>City State Zip Code</p> <hr/> <p>Phone number Other/Mobile phone number</p> <hr/> <p>E-mail address</p> <hr/> <p>Name of last high school attended _____ / _____ State it is in _____</p> <p>Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes – Year _____</p> <p><input type="checkbox"/> GED® General Education Development® (GED) Tests Certificate*</p> <p><input type="checkbox"/> HSED High School Equivalency Diploma Year _____</p>	<p>Student Number</p> <hr/> <p>National ID Number (Social Security No.)</p> <hr/> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth ____ / ____ / ____</p> <p>I am a legal resident of:</p> <hr/> <p>City/Village/Township (circle one and write in name)</p> <hr/> <p>County State</p> <hr/> <p>Required Government Statistical Information</p> <p><input type="checkbox"/> 1. American Indian/Alaskan Native</p> <p><input type="checkbox"/> 2. Asian</p> <p><input type="checkbox"/> 3. Black, Not Hispanic</p> <p><input type="checkbox"/> 4. Hispanic</p> <p><input type="checkbox"/> 5. White, Not Hispanic</p> <p><input type="checkbox"/> 6. Native Hawaiian/ Other Pacific Islander</p> <p>Check one:</p> <p><input type="checkbox"/> U.S. Citizen</p> <p><input type="checkbox"/> Immigrant</p> <p><input type="checkbox"/> Nonimmigrant</p>
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Semester You Wish to Begin ☐ Fall ☐ Spring ☐ Summer Year _____

Certificate Choice (Name of certificate – Located on the top of each certificate page) | Certificate Number

I certify that the information on this enrollment form is true and complete to the best of my knowledge.

Signature | Date

GREEN BAY CAMPUS
ATTN: Admissions
2740 W. Mason St., P. O. Box 19042
Green Bay, WI 54307-9042
(920) 498-5400

MARINETTE CAMPUS
ATTN: Admissions
1601 University Dr.
Marinette, WI 54143
(715) 735-9361

STURGEON BAY CAMPUS
ATTN: Admissions
229 N. 14th Ave.
Sturgeon Bay, WI 54235-1317
(920) 743-2207

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This image shows a full page of blank, lined paper. It features approximately 28 horizontal blue or grey lines spaced evenly apart, typical of notebook paper. The lines extend across the entire width of the page, leaving small margins at the top and bottom. There are no vertical lines, text, or other markings on the page.



NWTC Toll-Free Phone Number (800) 422-NWTC

(If you are dialing from outside Green Bay, you may dial this number to reach any of the people/divisions listed below)

Bookstore (Green Bay Campus) (920) 498-5407

Business and Information Technology

Department (920) 498-5435

Community and Regional Learning

Services Department (920) 498-6373

Counseling (920) 498-5444

General Studies Department (920) 498-5421

Health Sciences Department (920) 498-5543

Hmong Speaking Line

(Hmong voice mail; leave message, your call will be returned) **(920) 498-6895**

Marinette Campus (715) 735-9361

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Public Safety Department (920) 498-5485

Registration (live person) (920) 498-5444

Spanish Speaking Line (920) 498-6894

Sturgeon Bay Campus (920) 746-4900

Trades & Engineering Technologies

Department (920) 498-5457

Regional Learning Centers

Central Region

Vicky Oldham, Regional Coordinator
418 South Highway 141, Crivitz, WI 54114

Phone: (715) 854-3338

Toll-Free: (866) 854-3338

E-mail: central@nwtc.edu

East Region

Sarah Nelson, Regional Coordinator
133 Commerce Drive, Luxemburg, WI 54217

Phone: (920) 845-5945

Toll-Free: (866) 845-5945

E-mail: east@nwtc.edu

Marinette Campus

Mary Meissner, Regional Coordinator

NWTC-Marinette Campus

1601 University Drive, Marinette, WI 54143

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Toll-Free: (800) 422-NWTC, ext. 3870

E-mail: marinette@nwtc.edu

Metro Region

NWTC-Green Bay Campus

2740 West Mason Street P.O. Box 19042

Green Bay, WI 54307-9042

Phone: (920) 498-5444

Toll-Free: (800) 422-NWTC, ext. 5444

E-mail: metro@nwtc.edu

North Region

Sally Miller, Regional Coordinator

705 Washington Avenue, P.O. Box 226, Niagara, WI 54151

Phone: (715) 251-3790

Toll-Free: (866) 528-5883

E-mail: north@nwtc.edu

Northwest Region

April Konitzer, Regional Coordinator

649 East Jackson Street, Oconto Falls, WI 54154

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Toll-Free: (866) 639-6982

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Sturgeon Bay Campus

Cheryl Tieman, Regional Coordinator

NWTC-Sturgeon Bay Campus

229 North 14th Avenue, Sturgeon Bay, WI 54235

Phone: (920) 746-4904

Toll-Free: (800) 422-NWTC, ext. 4904

E-mail: sturgeonbay@nwtc.edu

West Region

Jeannie Jafolla, Regional Coordinator

111 Thomas Avenue, Shawano, WI 54166

Phone: (715) 524-2418

Toll-Free: (877) 316-1274

E-mail: west@nwtc.edu

For more information write or call:

Services for Students-Admissions
Northeast Wisconsin Technical College
2740 W. Mason Street
P.O. Box 19042
Green Bay, WI 54307-9042

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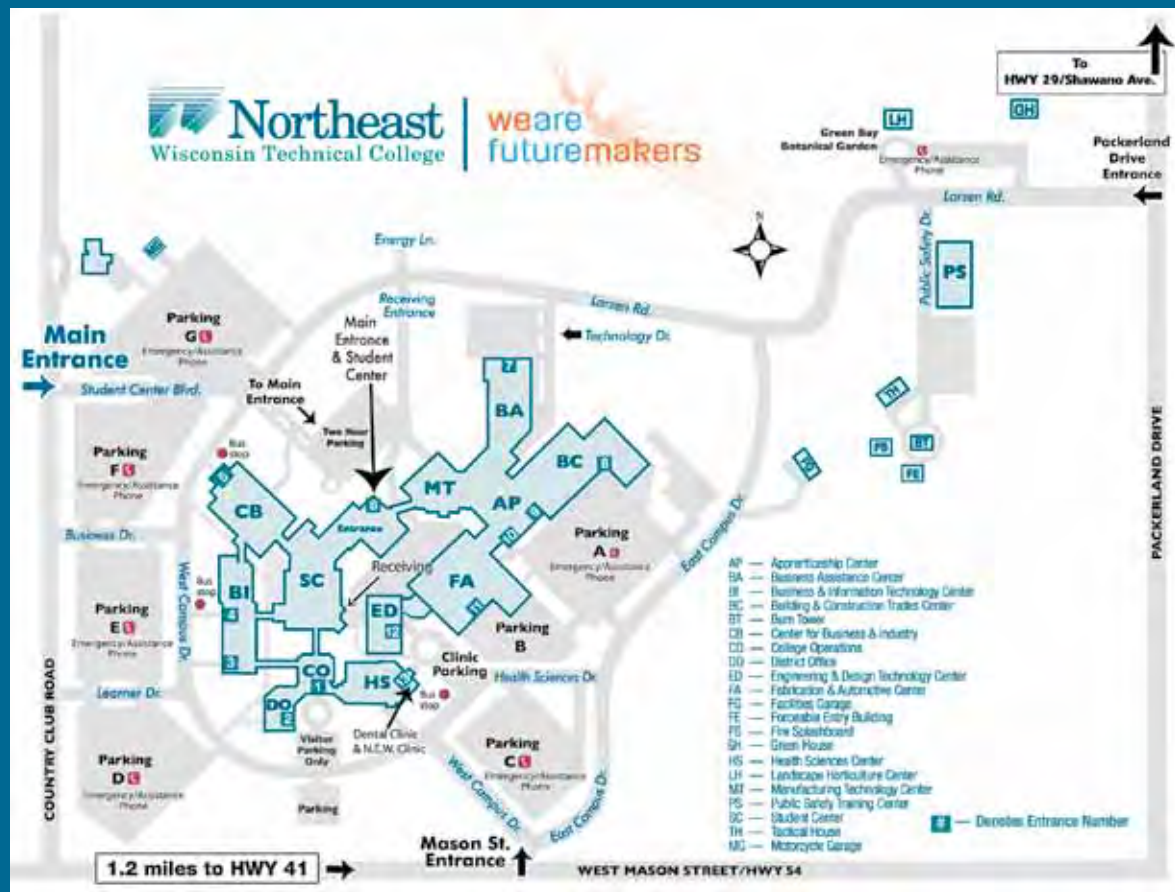
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