



A flexible learning option from...




Certificate Options



2009-2010 New Certificates

Bio-fuels
Biomedical/Electronics Fundamentals
Contact Center
Early Childhood: The Inclusion
Industrial Safety
Manufacturing Technology
Medical Coding Specialist
Renewable Energy-Solar
Sustainable Design



**Transfer Credits to UW-Green Bay
or UW-Oshkosh with the General
Studies Transfer Certificate
see pages 48-51**

(888) 385-NWTC

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. In addition, NWTC guarantees that at least one section of all courses identified will run. NWTC is an institution that is dedicated to providing you with an opportunity to enhance your skills, complete a certificate, and ladder your credential if desired.

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 fluid and stylized, with a large 'H' and a long, sweeping underline.

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

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Certificate Options Information

This book contains over 80 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. We've created a new way for you to easily make choices to fit classes into your busy lifestyle. Under most of the catalog numbers on each page, a semester and year is listed (Example: Spring 2010). This indicates when one of the sessions of that particular course is scheduled to run.

In addition, we would like to send you a personalized list of all the courses in your certificate scheduled for a given semester. Please indicate your desire to receive this personalized plan by checking the appropriate box on your enrollment form. 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 and return it to Donna Meves, Flexible Learning Manager, 2740 W. Mason St., P. O. Box 19042, Green Bay, WI 54307-9042. We will send you a welcome packet including a Certificate Completion Request Form.
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. After completing the courses, fill out the Certificate Completion Request Form and return it to Donna Meves, Flexible Learning Manager, NWTC, 2740 W. Mason St., P. O. Box 19042, Green Bay, WI 54307-9042, for verification.
4. 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.
5. 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.

If you have questions or concerns about anything related to certificates, please feel free to contact Donna Meves, Flexible Learning Manager, (800) 422-NWTC, ext. 6872, or (920) 498-5431. Donna will be happy to meet with you and help you become familiar with the Green Bay Campus. She can also direct learners in our outlying areas to our regional coordinators.

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 eighteen 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. For more information, call Donna Meves, (920) 498-6872 or (920) 498-5431.

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 in a certificate?

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

Registration Information

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

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 (888) 385-NWTC.

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.

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!

NWTC accepts



Flexible Learning Options

Certificates are only one of our Flexible Learning Options at NWTC. Six other Flexible Learning Options are available and provide 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 about Flexible Learning Options, students may go to www.nwtc.edu or call Donna Meves, Flexible Learning Manager, at (800) 422-NWTC, extension 5431. To find out whether any of the certificate courses are offered through Flexible Learning Options, check the course description details in this publication.

Other Flexible Learning Options...

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.

Other Flexible Learning Options (continued)...

Online

NWTC offers online classes which are available any time and any where 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.

To take an NWTC online course, the following is required:

Internet Requirements:

A standard web browser, such as the following: Netscape® Navigator® or Microsoft® Internet Explorer® (4.0 or greater)

Computer Requirements:

PC

Windows 98/ ME / NT / 2000 / XP
Pentium processor or faster
32 MB or more RAM (64 recommended)
28.8 kbps modem or faster
(56 kbps modem recommended)
Sound card & speakers (for some courses)

NOTE: Some courses may also require the use of a CD-ROM.

MAC

MacOS 7.5.5 or later
Power PC Processor
32 MB of RAM or more (64 recommended)
28.8 kbps modem or faster
(56 kbps modem recommended)
Sound card & speakers (for some courses)

These are the minimal requirements. If your computer's components and software exceed these requirements, you can expect improved performance.

Frequently Asked Questions About Online Courses

What does a student need to take a course online?

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.

Is online learning for everyone?

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

How long do I have to finish an online course?

These courses are self-paced, but the intention is for the student to finish in a reasonable amount of time. Currently, the end date is the end of the semester in which the student registered for the course. Students can still work ahead and even finish the course early.

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

Who monitors the online courses?

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.

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

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.

How do I register for an online course?

1. Online Registration (see page 2)
2. Phone Registration 1(888) 385-NWTC
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, contact Carol Krieser at (920) 498-5503, or toll-free at (800) 422-NWTC, extension 5503, or carol.krieser@nwtc.edu.

Other Flexible Learning Options (continued)...

Technical College of the Air

Students learn at home and earn college credit through video courses. Delivery methods include public television broadcast, some cable systems, and VHS/DVD's.

VHS/DVD's are available for checkout at all NWTC campus libraries and public libraries located throughout the area.

They may also be obtained by calling the NWTC Technical College of the Air (TCA) office. Upon registering, students may begin their courses at the semester start date or anytime thereafter, allowing increased entry and exit flexibility for learners. Courses must be completed by the end of two terms. The first term is the term in which you enroll, and the second is the following term.

The following three-credit video/TCA courses are available:

Interactive Television/Video Conferencing

Business-Intro	10-102-158
Communication-Oral/Interpersonal	10-801-196
Communication-Written	10-801-195
Economics	10-809-195
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 College Math	10-804-106
Introduction to Sociology	10-809-196
Law-Business	10-102-150
Marketing Principles	10-104-110
Math with Business Apps	10-804-123
Medical Terminology	10-501-101
Nutrition Pathways	10-543-119
Psychology-Intro	10-809-198
Race, Ethnic & Diversity	10-809-172
Selling Principles	10-104-101
Speech	10-801-198
Supervision	10-196-191
Technical Reporting	10-801-197

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

Live Interactive Television (ITV)/Video Conferencing (VC) enables students in distant communities to gather in small groups and participate in classes being taught elsewhere.

These sites include the Green Bay, Marinette and Sturgeon Bay campuses, our Regional Learning Centers and district high schools. Through ITV/VC, NWTC can offer courses and credentials in criminology, civil litigation, family law, legal writing, personal finance, small business management, business, leadership, accounting, entrepreneurship, general studies and other work skills in many communities for the first time.

In the past, NWTC couldn't deliver many courses to rural areas. ITV/VC allows enrollments at three or four sites to be combined, increasing opportunities for learners.

Through this, NWTC is able to offer more degrees, diplomas, and certificates to areas outside the Green Bay campus than ever before. It also makes courses more convenient for students, because it can considerably reduce their commuting time.

Certificate Enrollment Form

Complete this form and forward it to the Northeast Wisconsin Technical College Green Bay campus, Attn: Donna Meves, or to Admissions at any other NWTC campus. You may fax it to (920) 491-3799.

Last Name First Name Middle Name

Permanent Address Street or R.F.D. Box Number

City State Zip Code

Phone Number

Other/Work Phone Number

E-mail address

Name of last high school attended _____/_____

Did you graduate? ☐ No Year _____ State it is in _____

☐ GED® General Education Development® (GED) Tests Certificate*

☐ HSED High School Equivalency Diploma Year _____

* GED® and GED Testing Service® are registered trademarks of the American Council on Education® and may not be used or reproduced without the express written permission of the American Council on Education.

Student Number

National ID Number (Social Security No.)

Sex ☐ Male ☐ Female

Date of Birth ____ / ____ / ____

I am a legal resident of:

City/Village/Township (circle one and write in name)

County State

Name of High School District You Now Reside In

This information is voluntary and confidential. Your response will not affect enrollment.

Ethnic group:

- ☐ American Indian/Alaskan Native
☐ Black, not of Hispanic origin
☐ White, not of Hispanic origin
☐ Native Hawaiian or other Pacific Islander

- Check one:
☐ U.S. Citizen
☐ Immigrant
☐ Nonimmigrant

- ☐ Asian
☐ Hispanic
☐ Other

Semester You Wish to Begin ☐ Fall ☐ Spring ☐ Summer of _____ Year _____

Campus Location _____

Certificate Choice _____ (name of certificate) Certificate Number _____ (Located on the top of each certificate page)

☐ Send personalized plan. ☐ Do not send plan. I'm already registered.

I certify that the information on this enrollment form is true and complete to the best of my knowledge.

Signature

Date

NWTC is an equal opportunity, access, affirmative action employer and educator.

GREEN BAY CAMPUS
 ATTN: Donna Meves
 2740 W. Mason St., P. O. Box 19042
 Green Bay, WI 54307-9042
 (920) 498-5400

MARINETTE CAMPUS
 Admissions
 1601 University Dr.
 Marinette, WI 54143
 (715) 735-9361

STURGEON BAY CAMPUS
 Admissions
 229 N. 14th Ave.
 Sturgeon Bay, WI 54235-1317
 (920) 743-2207

or call toll-free (888) 385-NWTC

Regional Coordinators

Central Region

Vicky Oldham, Regional Coordinator

418 South Hwy. 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-Marquette Campus
1601 University Drive
Marquette, WI 54143
Phone: (715) 732-3870
Toll-Free: (800) 422-NWTC, ext. 3870
E-mail: marinette@nwtc.edu

Metro Region

Donna Meves, Flexible Learning Manager

NWTC-Green Bay Campus
2740 W. Mason St.
P.O. Box 19042
Green Bay, WI 54307-9042
Phone: (920) 498-6872
Toll-Free: (800) 422-NWTC, ext. 6872
E-mail: donna.meves@nwtc.edu

North Region

Sally Miller, Regional Coordinator

705 Washington Ave.
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 E. Jackson St.
Oconto Falls, WI 54154
Phone: (920) 848-6982
Toll-Free: (866) 639-6982
E-mail: northwest@nwtc.edu

Sturgeon Bay Campus

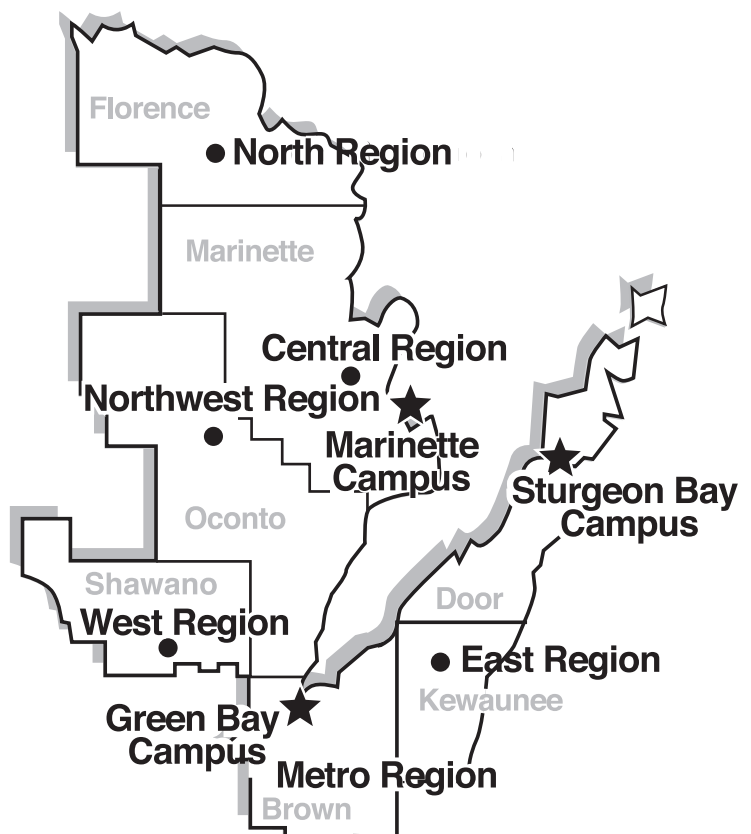
Cheryl Tieman, Regional Coordinator

NWTC-Sturgeon Bay Campus
229 N. 14th Avenue
Sturgeon Bay, WI 54235
Phone: (920) 746-4904
Toll-Free: (800) 422-NWTC, ext. 4904
E-mail: sturgeonbay@nwtc.edu

West Region

Debbie White, Regional Coordinator

111 Thomas Avenue
Shawano, WI 54166
Phone: (715) 524-2418
Toll-Free: (877) 316-1274
E-mail: west@nwtc.edu



NWTC offers a variety of short-term programs that lead to certificates. Ranging from six to eighteen credits, certificates allow students to quickly upgrade their skills in their current fields, change job positions, enter new fields, or jumpstart their degree or diploma programs.

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 of NWTC's certificates transfer, fully or partially, to 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 that fully transfer to NWTC degrees and diplomas

All of the credits from each of the certificates below can transfer into a related NWTC degree or diploma program.

Certificate Name	Related Degree or Diploma Program
Advanced Leadership.....	Leadership Development
CAD (Computer Aiding Drafting).....	Mechanical Design Technology
Casino Mgmt: Customer Relationship Mgmt.....	Casino Management
Casino Mgmt: Founds of Gaming Leadership	Casino Management
Casino Mgmt: Regulations & Operations	Casino Management
Casino Mgmt: Security & Surveillance.....	Casino Management*
Computer Support.....	Computer Support Specialist
Customer Relationship Management.....	Marketing*
Early Childhood Advanced	Early Childhood Education
Early Childhood Foundation.....	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	Early Childhood Education
Early Childhood Premier	Early Childhood Education
Early Childhood: The Inclusion Credential	Early Childhood Education
Early Childhood: The Preschool	Early Childhood Education
Ethical Leadership	Leadership Development
Gemology	Jewelry Repair & Fabrication
Global Business	Supply Chain Management*
Greenhouse Growers.....	Landscape Horticulture
Health Care Business Services	Health Care Business Services
Horticulture Landscape.....	Landscape Horticulture
Hotel & Restaurant Management	Hotel & Restaurant Management
Industrial Maintenance	Electro-Mechanical Tech
Intro to the Instructional Assistant Careers	Instructional Assistant
Leadership.....	Leadership Development
Library Assistant.....	Instructional Assistant
Networking.....	IT Network Specialist
Process Improvement.....	Leadership Development
Software Level 1	Administrative Assistant
Software Level 2	Administrative Assistant
Special Education	Instructional Assistant*
Supervision	Leadership Development
Supply Chain Management.....	Supply Chain Management
Supporting Children's Learning.....	Instructional Assistant
Web Marketing Strategy	E-Business Technology Specialist*
Website Design	E-Business Technology Specialist

* Program may require specific electives to be taken in order for certificate to fully transfer.

For more information, or for a Certificate Options Book listing all the certificates and a personalized certificate plan, contact Donna Meves, Flexible Learning Manager, (920) 498-6872, (920) 498-5431 or donna.meves@nwtc.edu

Certificates that partially transfer to NWTC degrees and diplomas

Several credits from each of the certificates below can transfer into a related NWTC degree or diploma program.

Certificate Name	Related Degree or Diploma Program/s
Applied Graphics..... for Prototype & Design	Prototype and Design Marketing & Graphic Communications Print Technology
Business Administration.....	Credit Business Management Business Management
CAD (Computer Aiding Drafting).....	Mechanical Design Technology Prototype and Design
Central Service Technician	Surgical Technologist
Computer Support	Computer Support Technician
Customer Relationship Management	Business Management
Digital Photography	Digital Media Technology
Industrial Maintenance	Automation Engineering Technology Electro Mechanical Technology
Internet Broadcasting	Digital Media Technology
Maintenance Electricity.....	Electricity
Medical Coding Specialist.....	Health Information Technology Health Care Business Services
Parametric Modeling	Mechanical Design Technology
Phlebotomy Certificate.....	Clinical Laboratory Technician
Promotions and Event Management.....	Hotel & Restaurant Management Marketing
Purchasing and Supply Management	Supply Chain Management
Retail Leadership	Business Management
Recording and Audio Engineering	Digital Media Technology
Small Business Bookkeeping	Accounting
Software Level 1	Office Assistant
Software Level 2	Office Assistant
Utility Management.....	Leadership Development

For more information, or for a Certificate Options Book listing all the certificates and a personalized certificate plan, contact Donna Meves, Flexible Learning Manager, (920) 498-6872, (920) 498-5431 or donna.meves@nwtc.edu

Certificates that enhance existing knowledge or experience

These unique certificates provide a specialized skill set for a specific career path. They are designed to prepare individuals to enter a particular field of employment, or provide a level of continuing education for those already employed. Some individual courses may transfer to a program.

Certificate Name	Related Career or Skills
Advanced Real Estate Sales/Brokerage.....	Educates students about the essence of real estate sales and brokerage
Alcohol and Other Drug Abuse..... (AODA)	Assists individuals interested in identifying substance abuse, or may be used toward becoming certified in AODA counseling
Business Writing.....	Reviews basic writing skills
Community Corrections	Prepares learners for employment in community corrections
Community Dental Health.....	Designed for hygienists or unlicensed individuals who currently work with a dental public health program
Cultural & Social Sciences	Increases students' awareness and knowledge of cultural and social sciences
Digital Print Technology.....	Educates learners on the growing digital printing trend
Entrepreneurship.....	Prepares students to start, run, and manage profitable businesses
Fundamentals of Real Estate	Educates learners about the specifics of real estate sales
General Studies Transfer-UW-Oshkosh.....	Meets specific general education requirements at UW-Oshkosh
General Studies Transfer-UW-Green Bay.....	Meets specific general education requirements at UW-Green Bay
Health Unit Coordinator	Focuses on coordinating non-clinical tasks in a healthcare setting
Masonry Construction	Provides basic job skills in the field of masonry construction
Math-Primer.....	Reviews and strengthens students' math skills
Math-Advanced.....	Enables students to review or acquire college algebra, trigonometry, and basic calculus skills
Paralegal-Post Baccalaureate.....	Designed for learners who already hold a bachelor's degree and wish to work in a law office
Psychology & Behavioral Studies.....	Increases students' knowledge in psychological and social science studies
Social and Human Services	Increases students' knowledge and understanding of the social sciences

Certificates by Division

Business and Information Technology Division

Advanced Leadership
Advanced Real Estate Sales/Brokerage Certificate
Applied Graphics for Model Design Certificate
Business Administration Certificate
Computer Support Certificate
Contact Center Certificate
Customer Relationship Management Certificate
Digital Photography Certificate
Digital Print Technology Certificate
Entrepreneurship Certificate
Ethical Leadership Certificate
Fundamentals of Real Estate Sales Certificate
Global Business Certificate
Hotel & Restaurant Management Certificate
Internet Broadcasting Certificate
Leadership Certificate
Multimedia Technologies Certificate
Networking Certificate
Paralegal Post Baccalaureate Certificate
Process Improvement Certificate
Promotions & Event Management Certificate
Purchasing and Supply Management Certificate
Recording and Audio Engineering Certificate
Retail Leadership Certificate
Small Business Bookkeeping Certificate
Software Level 1 Certificate
Software Level 2 Certificate
Supervision Certificate
Supply Chain Management Certificate
Utility Management Certificate
Web Marketing Strategy Certificate
Website Application Programming Certificate
Website Design Certificate

Community and Regional Learning Services Division

Casino Mgmt: Customer Relationship
Management Certificate
Casino Mgmt: Foundations of Gaming
Leadership Certificate
Casino Mgmt: Regulations & Operations Certificate
Casino Mgmt: Security & Surveillance Certificate
Early Childhood Licensing Basic Ages 0-2 Years Certificate
Early Childhood Licensing Basic Ages 3-5 Years Certificate
Early Childhood: The Preschool Certificate
Early Childhood Foundation Certificate
Early Childhood Intermediate Certificate
Early Childhood Advanced Certificate
Early Childhood Premier Certificate
Early Childhood The Inclusion Certificate

Community and Regional Learning Services Division, *continued*

Introduction to the Instructional Assistant Careers Certificate
Library Assistant Certificate
Special Education Certificate
Supporting Children's Learning Certificate

General Studies Division

Business Writing Certificate
Cultural and Social Studies Certificate
General Studies Transfer Certificate UW-Green Bay
General Studies Transfer Certificate UW-Oshkosh
Math Primer Certificate
Math-Advanced Certificate
Psychology and Behavioral Studies Certificate
Social and Human Services Certificate

Public Safety Division

AODA (Alcohol and Other Drug Abuse) Certificate
Charter Boat Operators Certificate
Community Corrections Certificate
Criminal Justice Law Enforcement-
Advanced Standing Certificate

Health Sciences Division

Central Service Technician Certificate
Health Care Business Services Certificate
Health Unit Coordinator Certificate
Medical Coding Specialist Certificate
Phlebotomy Certificate
Public Dental Health Certificate

Trades and Technical Division

Biofuels Certificate
Biomedical Electronics Certificate
Gemology Certificate
Greenhouse Growers Certificate
Horticulture Landscape Certificate
Industrial Maintenance Certificate
Industrial Safety Certificate
Maintenance Electricity Certificate
Manufacturing Technician Certificate
Masonry Construction Certificate
Parametric Modeling Certificate
Plant Engineer Mechanical Maintenance Certificate
Plant Healthcare Management Certificate
Power Generator Certificate
Renewable Energy-Solar Certificate
Sustainable Design Certificate

Impressive Facts

- NWTC offers more than 102 associate degrees, technical diplomas and apprenticeships plus 84 certificates.
- The College serves approximately 41,500 students annually.
- 92.5 percent of 2008 graduates were employed within six months after graduation and over 77.5 percent of them had jobs in their field of study.
- More than 92.5 percent of 2008 graduates got jobs in Wisconsin, and 72 percent of them work right here in the district.
- NWTC has transfer agreements with 28 colleges and universities covering 57 programs - including all associate degree programs.
- More than 1,165 businesses were served by NWTC with customized training either on site or in the classroom, training 22,589 employees.
- NWTC's 2008 associate degree graduates earned \$31,202 (median annual salary) within six months of graduation.
- NWTC was ranked among America's 20 fastest-growing large colleges in 2003, 2004 and 2006 by *Community College Week*.
- NWTC serves all or part of nine counties in Northeast Wisconsin, including all of Brown, Door, Marinette, Oconto, Kewaunee, and Florence Counties, and parts of Shawano, Outagamie, and Manitowoc Counties.

(Source: 2008 Graduate Follow-up Survey)

Technical Education and Skills are Essential for Future Economic Growth

- 80 percent of all new jobs created in the United States will be high-skill by 2010, according to the U.S. Departments of Labor and Education.

(Source: Edward E. Gordon, 2010 Meltdown)

NWTC Continues to Increase its Learning and Operational Productivity

- NWTC has the second lowest operating cost per full-time equivalent student among the 16 technical colleges.

(Source: 2007-2008 NWTC Annual Report)

Out of 5,000 institutions nationwide, NWTC ranks:

- 22nd for the number of associate degrees awarded in Communication technologies/Technicians and Support Services
- 27th for the number of associate degrees awarded in Precision Production
- 50th for the number of associate degrees awarded in Criminal Justice
- 53rd for the number of associate degrees awarded to American Indian graduates
- 47th for the number of One-Year Certificates awarded
- 84th for the number of Two-Year Certificates awarded

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



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Certificates



AODA (Alcohol and Other Drug Abuse) Certificate

Certificate Number 905501

Certificate Description

The AODA Certificate is designed for individuals interested in becoming certified to provide AODA counseling to people, or improving their skills in providing AODA counseling. 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 College of Menominee Nation (CMN). Completion of this certificate meets half of the requirements of the Human Services AODA Counselor Associate Degree Program offered at CMN.

Certificate Completers will be able to:

- This certificate provides a good foundation for learners who will be 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.

Course Descriptions

Curriculum

Catalog No.	Description	Credits
10-550-171	Counseling Theory	3
10-550-172	Group Facilitation	3
10-550-174	Overview of Mental Disorders	3
10-550-173	Psychopharmacology	3
10-550-170	Understanding Substance Abuse	3
	Certificate Total	15

10-550-171 Counseling Theory...Learners are introduced to a

number of counseling theories and techniques that can be utilized in the human services profession.

Offered in: Spring 2010

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.

Offered in: Fall 2009

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

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Advanced Leadership Certificate

Certificate Number 901965

Certificate Description

The Advanced Leadership Certificate is designed for people who wish to acquire and improve their skills in personal leadership, continuous improvement and organizational development in a comprehensive 18-credit certificate. These three-credit courses apply toward the 66 credits necessary to earn the Leadership Development Associate Degree. Courses are offered in alternative delivery formats.

Requirements for Certificate Entry:

- This certificate is designed to attract persons who are already engaged in, or are preparing for, supervisory or leadership roles in an organization
- An employee not currently in a front-level management role will, however, enhance their career advancement by refining and demonstrating their leadership skills via the hand-on activities in the courses

Certificate Completers will be able to:

- Apply leadership and creative problem solving in a team environment
- Use a total quality, continuous improvement approach to organizational and individual development
- Enhance personal development regarding time and stress management in an assertive manner

Certificate Description

Catalog No.	Description	Credits
10-196-190	Leadership Development	3
10-196-134	Legal Issues for Supervisors	3
10-196-192	Managing for Quality	3
10-196-168	Organizational Development	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building and Problem Solv	3
Certificate Total		18

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.
Offered in: Fall 2009, Spring 2010

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.
Offered in: Fall 2009, Spring 2010

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.
Offered in: Fall 2009, Spring 2010

10-196-168 Organizational Development...Develop more effective organizations through models of diagnosis, interventions and change strategies related to organizational culture, structure, job design, employee participation, goal setting, performance management and effective strategic planning in a global environment.
Offered in: Fall 2009, Spring 2010

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.
Offered in: Fall 2009, Spring 2010

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, develop-ing alternative solutions, implementation and evaluation.
Offered in: Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements 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.

Certificate Completers will be able to:

- Obtain broker's license
- Manage finances

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-132 Micro: Excel-Part ...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-106-153 Professional Profile...Developing a professional image and attitude, including study of business ethics and etiquette; goal setting; anger, stress, and time management; understanding of diverse cultures; and development of platform skills.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Spring 2010

10-104-181 Selling Techniques-Adv...Professional image, listening skills, style flexing, ethical stances, sales activity, organization, body language, computerized records, team selling, needs assessment, selling aids, sales proposals, negotiation, objectives, response, closing, follow-up activities.

Offered in: Spring 2010

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.

Offered in: Fall 2009, Spring 2010

curriculum

Catalog No.	Description	Credits
10-101-106	Accounting-for Non-Accountants	3
10-145-177	Entrepreneurship	3
10-103-121	Micro: Word-Intro	1
OR		
10-103-131	Micro: Excel-Intro	1
OR		
10-103-132	Micro: Excel-Part 2	1
10-106-153	Professional Profile	3
10-194-155	Real Estate Broker Management	2
10-104-181	Selling Techniques-Advanced	3
10-196-191	Supervision	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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Applied Graphics for Prototype and Design Certificate

Certificate Number 906141

Certificate Description

This certificate emphasizes a combination of Marketing & Graphic Communications and Model Building classes. Student will focus on computer graphics and model building.

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

Certificate Completers will be able to:

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

curriculum

Catalog No.	Description	Credits
10-614-113	2D Essentials	2
10-111-103	Graphic Workstations	1
10-111-161	Macintosh Illustration	3
10-111-101	Macintosh-Image Editing	3
10-614-152	Prototyping-Introduction to	5
	Certificate Total	14

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.

Offered in: Fall 2009

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

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, Graphic Workstations)

Offered in: Fall 2009, Spring 2010

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, Graphic Workstations)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 Renewable & 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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Biomedical Electronics Certificate

Certificate Number 906052

Certificate Description

The Biomedical Electronics Certificate 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.

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 2 year Electronics program also meets the certificate entry requirements

Certificate Completers will be able to:

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

Curriculum

Catalog No.	Description	Credits
10-806-189	Basic Anatomy	3
10-605-106	Biomed Elect 1: Signaling	1
10-605-107	Biomed Elect 2: Instrumentation	1
10-605-108	Biomed Elect 3: Networking	1
10-605-109	Biomed Elect 4: Calibrating	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).

Offered in: Summer 2009, Fall 2009, Spring 2010

10-605-106 Biomed Electronics...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)

Offered in: Spring 2010

10-605-107 Biomed Electronics...Study will present the characteristics of biomedical electronics instrumentation and provide a survey of biomedical electronics instrumentation.

(Prerequisite: 10-605-106, Biomed Electronics 1)

Offered in: Spring 2010

10-605-108 Biomed Electronics...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)

Offered in: Spring 2010

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

Offered in: Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Business Administration Certificate

Certificate Number 901040

Certificate Description

This certificate is an 18-credit program designed to develop understanding of basic concepts and skills in general business. 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.

Requirements for Certificate Entry

- Basic math
- Ability to use a keyboard

Certificate Completers will be able to:

- Demonstrate basic knowledge of contemporary business issues
- Explore career options in business

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

10-102-150 Law-Business...Common law contracts and sales contracts: formation, interpretation, performance, and discharge;

the law of agency; corporations; and introduction to the American legal system: criminal and tort law, and global business issues.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

Curriculum

Catalog No.	Description	Credits
10-101-106	Accounting-for Non-Accountants	3
10-102-158	Business-Introduction	3
10-102-150	Law-Business	3
10-104-110	Marketing Principles	3
10-196-191	Supervision	3
Choose three of the following courses:		
10-103-121	Micro: Word-Intro	1
10-101-190	Accounting-QuickBooks	1
10-111-103	Graphic Workstations	1
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-151	Micro: PowerPoint-Intro	1
Certificate Total		18

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 NWTC. 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.

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

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

Curriculum

Catalog No.	Description	Credits
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
10-801-195	Written Communication	3
	Certificate Total	12

Course Descriptions

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-122 Micro: Word-Part...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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: 10-801-195, Written Communication)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 is comprised of 16 credits, all of which transfer into the Mechanical Design associate degree program.

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

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

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

Curriculum

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

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)

Offered in: Fall 2009, Spring 2010

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

Offered in: Spring 2010

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)

Offered in: Spring 2010

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).

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

Course Descriptions (continued)

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

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

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

Course Descriptions

Curriculum

Catalog No.	Description	Credits
10-102-158	Business-Introduction	3
10-109-186	Casino Marketing	3
10-104-191	Customer Service Management	3
	Certificate Total	9

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Spring 2010

10-104-191 Customer Service Mgmt...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.
Offered in: Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

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

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

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

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 Governments involvement in this relationship.

Offered in: Summer 2009, Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension , or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

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

Certificate Completers will be able to:

- Understand basic casino gaming and application of gaming regulations
- Management of table games and slots
- Understanding and application of gaming regulations

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.

Offered in: Fall 2009, Spring 2010

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, shift managers duties is stressed.

Offered in: Summer 2009, Spring 2010

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.

Offered in: Fall 2009

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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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, protection and surveillance operations.

Requirements for Certificate Entry:

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

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

Curriculum

Catalog No.	Description	Credits
10-504-124	Gaming Protection	3
10-109-187	Introduction to Casino Oper	3
10-504-131	Professional Communication	3
10-504-118	Protective Services-Technical	3
10-504-125	Surveillance Operations	3
	Certificate Total	15

Course Descriptions

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

Offered in: Fall 2009

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.

Offered in: Fall 2009

10-504-131 Professional Communication...Process of criminal justice interviewing using basic skills model; use of nonverbal and verbal communication; security admissible confessions that preserve individual's constitutional rights; ethics in criminal justice interviewing.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-118 Protective Services-Tech Report...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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

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
- All courses (except Central Service Technician Clinical) will be offered online
- 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)

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
- Apply credits towards the Surgical Technologist technical diploma program
- Write the national certification exam offered by the National Institute for Certification of Health Care Sterile Processing and Distribution Personnel

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)
Offered in: Summer 2009

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. (Prerequisite: 31-512-326, ST-Infection Control)
Offered in: Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

Curriculum

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

For more information, please contact: For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Charter Boat Operators Certificate

Certificate Number 905045

Certificate Description

This certificate is designed to provide the knowledge and skills needed to apply for a USCG license; which allows individuals to operate a vessel less than 100 net tons in a safe and responsible manner. It will also provide the learner with lessons on navigation, rules of the road, marlinspike, fire fighting, ship's documents, sanitation and pollution, license requirements, vessel requirements, communication systems related to global marine distress and safety systems, and the elements of operating a small vessel radar system.

Requirements for Certificate Entry:

- The U.S. Coast Guard requires that you are at least 19 years old, have 360 days on the water, 90 days on the Great Lakes or near coastal in the last three years. It also requires a drug test, satisfactory background check with no drug-related convictions, and acceptable eyesight.

Note:

For complete information about licensing, please see the following U.S. Coast Guard web site: <http://www.uscg.mil/stcw>.

Certificate Completers will be able to:

Curriculum		
Catalog No.	Description	Credits
10-504-150	Global Marine Distress Safety	1
10-504-150	Marine Radar for Recreational	1
10-504-150	USCG 100 Ton Master's Upgrade	1
10-504-150	USCG Operator of Uninspected	3
	Certificate Total	6

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

Course Descriptions

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Offered in: Fall 2009, Spring 2010

10-802-101 Spanish...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).

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 or the E-Business Technology Specialist associate degree programs.

Requirements for Certificate Entry:

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

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

Curriculum

Catalog No.	Description	Credits
10-107-194	IT: Documentation	2
10-154-158	IT: Support: Hardware-Advanced	3
10-154-150	IT: Support: Hardware-Intro	3
10-154-190	IT: Support: Help Desk/User Sup	2
10-154-152	IT: Support: Operating Systems	3
10-154-160	IT: Support: Software-Intro	3
10-107-195	IT: Training	2
	Certificate Total	18

10-107-194 IT: Documentation...Students plan documentation content and delivery methods; develop online, context sensitive, and written documentation, become familiar with ISO 9000 standards, package PDF files, and create compiled help modules. (Prerequisite: 10-801-195, Communication-Written or equivalent)
Offered in: Fall 2009, Spring 2010

10-154-158 IT: Support: Hardware-Advanced...Advanced micro hardware and operating system configuration and maintenance; disk storage configuration; Windows registry, virus and component troubleshooting, diagnosis, upgrades and repair. (Prerequisites: 10-154-150, IT: Support: Hardware-Intro AND 10-154-152, IT: Support: Operating Systems)
Offered in: Fall 2009, Spring 2010

10-154-150 IT: Support: Hardware-Intro...Computer/network terminology, component identification, POST, computer/peripheral/printer maintenance, system boards, memory systems, FAT vs. NTFS, operating system/network installations/configurations, internet research, troubleshooting, command line.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Fall 2009, Spring 2010

10-154-152 IT: Support: Operating Systems...Explain the role of the microcomputer operating system, implement operating system communications and networking components, perform standard operating system maintenance, and recognize current server and infrastructure device operating systems. (Prerequisite: 10-154-150, IT: Support: Hardware-Intro)
Offered in: Fall 2009, Spring 2010

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, Email correspondence, Internet search engines, and file compression.
Offered in: Summer 2009, Fall 2009, Spring 2010

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)
Offered in: Fall 2009, Spring 2010

Course Descriptions

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Curriculum

Catalog No.	Description	Credits
10-104-150	Contact Center Processes	3
10-104-151	Contact Center Technology	3
10-104-191	Customer Service Management	3
10-104-101	Selling Principles	3
	Certificate Total	12

Course Descriptions

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

Offered in: Fall 2009

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.

Offered in: Spring 2010

10-104-191 Customer Service Mgmt...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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 which enhances employability.

Requirements 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.

Certificate Completers will be able to:

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

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
10-504-126	SFST/Drugs That Impair Driving	2
10-504-173	Tactical 1	3
10-504-174	Tactical 2	2
	Certificate Total	12

Course Descriptions

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

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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: —, Traffic Application)

Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-126 SFST/Drugs That Impair Driving...This class concerns detecting evidence of DWI violations combined with how to identify drugs that impair driving. (Prerequisite: Documented certifiable students only.)

Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-173 Tactical...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-174 Tactical 2...Tactical Two begins with Emergency Vehicle Operation curriculum mandated for Law Enforcement certification. It concludes with a “cap-stone” segment where students demonstrate competence in all previous Law Enforcement Program curriculum. (Prerequisites: 10-504-173 Tactical 1, 10-504-121, Traffic Application, 10-504-124, SFST/Drugs that Impair Driving)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Course Descriptions

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

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisite: Recommendation: Completion of 10-809-196, Introduction to Sociology or 10-809-197, Contemporary American Society prior to this course)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Customer Relationship Management Certificate

Certificate Number 901049

Certificate Description

The Customer Relationship Management 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

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.
Offered in: Spring 2010

10-104-191 Customer Service Mgmt...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.
Offered in: Fall 2009

Course Descriptions (continued)

Curriculum		
Catalog No.	Description	Credits
10-104-176	Consumer Behavior for Marketing	3
10-104-191	Customer Service Management	3
10-135-116	E-Business Database Marketing	3
OR		
10-103-141	Micro: Access-Intro	1
AND		
10-103-131	Micro: Excel-Intro	1
AND		
10-103-121	Micro: Word-Intro	1
10-104-107	Marketing Communications-Integ	3
10-104-110	Marketing Principles	3
10-104-101	Selling Principles	3
	Certificate Total	18

10-135-116 E-Business Database Mktg...Applications of database marketing are identified and evaluated. Create relational database structures, utilize databases to initiate marketing programs, create valuable output, and process and analyze extracted data.
Offered in: Fall 2009

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.
Offered in: Fall 2009, Spring 2010

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.
Offered in: Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Fall 2009, Spring 2010

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.
Offered in: Spring 2010

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.
Offered in: Fall 2009

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.
Offered in: Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- High school diploma or equivalent

Certificate Completers will be able to:

Capture digital images; operate a Macintosh Graphic Workstation; communicate effectively with images; setup and operate Professional Digital "Still" Cameras; setup and operate Professional Digital "Video" Cameras; direct photo shoots; organize files and data; edit images; rate, organize and archive images.

Curriculum

Catalog No.	Description	Credits
10-111-103	Graphic Workstations	1
10-111-101	Macintosh-Image Editing	3
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
10-206-183	Video Photography	3
	Certificate Total	19

Course Descriptions

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

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, Graphic Workstations)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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. You must have access to an SLR digital camera. (Prerequisite: 10-203-104 Photography-Digital)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- High school diploma or equivalent

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, printing problems
- Utilize leadership skills, quality assessment techniques and production schedules
- Learn variable data publishing on a HP Indigo Digital Press

Curriculum

Catalog No.	Description	Credits
10-204-128	Digital Fulfillment and Mailin	3
10-204-126	Digital Print Applications	3
10-204-111	Digital Publishing Operations	3
10-111-103	Graphic Workstations	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 regards to variable data printing, explain the differences in digital print industry segments, outline deliverable standards in regards to digital print processes, outline how digital printing can be a component to a successful marketing campaign.

Offered in: Spring 2010

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; what type of project fits well into a digital print environment, identify what type of project fits the mold of digital printing.

Offered in: Spring 2010

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, Graphic Workstations)

Offered in: Fall 2009

10-111-103 Graphic Workstations... 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.

Offered in: Fall 2009, Spring 2010

10-204-110 Publishing Technologies... Introduction to printing process, electronic publishing, prepress operations, press operations, postpress operations, job logs, professional portfolios, and job seeking skills. (Corequisite: 10-111-103, Graphic Workstations)

Offered in: Fall 2009

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.

Offered in: Fall 2009

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Course Descriptions

Curriculum

Catalog No.	Description	Credits
10-307-179	ECE: Child Development	3
10-307-167	ECE: Health Safety & Nutrition	3
10-307-151	ECE: Infant & Toddler Dev	3
	Certificate Total	9

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 age three-eight; child development research; heredity and environment.

Offered in: Fall 2009, Spring 2009

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Course Descriptions

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

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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 age three-eight; child development research; heredity and environment.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 childrens' 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

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

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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 age three-eight; child development research; heredity and environment.
Offered in: Summer 2009, Fall 2009, Spring 2010

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 programs; summarize responsibilities of early childhood professionals; explore early childhood curriculum models.
Offered in: Summer 2009, Fall 2009, Spring 2010

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
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

Course Descriptions

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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	2
	Certificate Total	11

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 programs; summarize responsibilities of early childhood professionals; explore early childhood curriculum models.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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

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.
Offered in: Summer 2009, Fall 2009, Spring 2010

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 age three-eight; child development research; heredity and environment.
Offered in: Summer 2009, Fall 2009, Spring 2010

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
Offered in: Summer 2009, Fall 2009, Spring 2010

10-307-192 ECE: Practicum...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)
Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisites: 10-307-194, ECE: Math, Science, Social Studies OR 10-307-178, ECE: Art, Music, Language Arts)

Offered in: Fall 2009, Spring 2010

10-307-194 ECE: Math Science & Social Studies...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-307-199 ECE: Practicum...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)

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 new 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 the Capstone Course (Course 4) 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 Chall...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.

Offered in: Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Spring 2010

Curriculum

Catalog No.	Description	Credits
10-307-171	ECE: Behavior/Emotional Challe	3
10-307-173	ECE: Capstone Family/Team Prac	3
10-307-187	ECE: Children w Diff Abilities	3
10-307-172	ECE: Special Health Care Needs	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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Entrepreneurship

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

Course Descriptions

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

Offered in: Spring 2010

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.

Offered in: Fall 2009

10-145-187 Marketing Your Small Business...Implementing and evaluating 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.

Offered in: Spring 2010

10-145-185 Organizing Your Small Business...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.

Offered in: Fall 2009

10-145-189 Writing a Business Plan-Sm Bus...As a necessary component to beginning a small business, addressing facets of the business plan, observing various types of plans, to realizing readiness to begin. Plan preparation/presentation are required. (Prerequisite: 10-145-186 Financial Management-Small Business; 10-145-187 Marketing Your Small Business)

Offered in: Spring 2010

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	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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 66 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' right to privacy with employer's rights in today's information/ knowledge-based businesses
- Recommend methods of balancing "reasonable" consumer safety with a producer's profit motive
- Justify corporate social responsibility
- Recommend a framework for dealing with different cultures, morals/ethics
- Critique the identification, analysis, and recommend action/solution to a business-related ethical dilemma

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.

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- Must be at least 18 years old

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

Curriculum

Catalog No.	Description	Credits
10-104-191	Customer Service Management	3
10-801-136	English Composition 1	3
10-111-103	Graphic Workstations	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 Mgmt...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.

Offered in: Fall 2009, Spring 2010

10-801-136 English Composition...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.

Offered in: Fall 2009, Spring 2010

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 apply 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

Curriculum

Catalog No.	Description	Credits
31-441-317	Gemology I: Basic Minerals	2
31-441-318	Gemology 2: Practical Gemology	3
31-441-328	Power Engraving	1
31-441-316	Precious Metals	1
	Certificate Total	7

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

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

31-441-328 Power Engraving... This course provides the learner with the skills to design and do a layout for an engraving and use a power engraver to set stones and create decorative designs.

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

Course Descriptions

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

General Studies Transfer Certificate

UW-Green Bay

Certificate Number 908902

Certificate Description

The General Studies Transfer Certificate — UW Green Bay includes a thirty-two 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

Requirements for Certificate Entry:

- A high school diploma or equivalent.

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, Written Communication, Intermediate Algebra with Applications, Intro to Ethics and Race Ethnic & Diversity.

• Technical College of the Air Classes:

Written Communication, Economics, Intro to Psychology, Intro to Sociology and English Composition 1.

• Accelerated Classes:

Written Communication, 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—Elementary Algebra with Apps (10-804-110) with a grade of “C” or better before taking Intermediate Algebra with Apps. (10-804-118).

How Do I Start?

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 (800) 422-NWTC. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this booklet. It's that easy.

Course Descriptions

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

Curriculum Catalog No.	Description	Credits
10-809-197	Contemporary American Society	3
10-809-188	Developmental Psychology	3
10-809-195	Economics	3
10-801-136	English Composition 1	3
OR		
10-801-195	Written Communication	3
10-806-154	General Physics 1	4
OR		
10-806-134	General Chemistry	4
10-804-118	Intermediate Algebra with Apps	4
10-809-166	Intro to Ethics: Theory & App	3
10-809-198	Intro to Psychology	3
10-809-196	Intro to Sociology	3
10-809-172	Race Ethnic & Diversity	3
	Certificate Total	32

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

General Studies Transfer Certificate

UW-Green Bay (continued)

Certificate Number 908902

Course Descriptions

10-801-136 English Composition ... 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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-806-154 General Physics...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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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).

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisite: Recommendation: Completion of 10-809-196, Introduction to Sociology or 10-809-197, Contemporary American Society prior to this course)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

General Studies Transfer Certificate

UW-Oshkosh

Certificate Number 908903

Certificate Description

The General Studies Transfer Certificate - UW Oshkosh includes a thirty-two 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>

You can register online by creating an account in my.NWTC, or by calling registration at (920) 498-5444, or toll-free (800) 422-NWTC. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this booklet. It's that easy.

Requirements for Certificate Entry:

- A high school diploma or equivalent.

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, Written Communication, Technical Reporting, Speech, Intermediate Algebra with Applications, Intro to Ethics, Psychology of Human Relations and Race Ethnic & Diversity.

• Technical College of the Air Classes:

Written Communication, Economics, Intro to Psychology, Intro to Sociology, English Composition 1, Speech and Technical Reporting.

• Accelerated Classes:

Written Communication, Economics, Contemporary American Society, Psychology of Human Relations and Speech.

- If you have not taken High School Algebra and Geometry with a satisfactory placement score, you would need to take the NWTC course—Elementary Algebra with Apps (10-804-110) with a grade of “C” or better before taking Intermediate Algebra with Apps. (10-804-118).

How Do I Start?

Find available NWTC class openings by clicking on “Find a Class” on our website at www.nwtc.edu.

Curriculum

Catalog No.	Description	Credits
10-801-136	English Composition 1	3
OR		
10-801-195	Written Communication	3
10-809-172	Race Ethnic & Diversity	3
10-801-198	Speech	3
10-801-197	Technical Reporting	3
10-804-118	Intermediate Algebra with Apps	4
10-809-166	Intro to Ethics: Theory & App	3
10-806-154	General Physics 1	4
OR		
10-806-134	General Chemistry	4

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

Area 1:

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

Area 2:

10-809-195	Economics	3
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Area 3:

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

For more information, please contact: The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

General Studies Transfer Certificate

UW-Oshkosh (continued)

Certificate Number 908903

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

10-801-136 English Composition... 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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-806-154 General Physics... 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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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).

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisite: Recommendation: Completion of 10-809-196, Introduction to Sociology or 10-809-197, Contemporary American Society prior to this course)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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: 10-801-195, Written Communication)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

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 15 credits providing a background for new students or existing workers interested in Global Business.

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

Course Descriptions

Curriculum

Catalog No.	Description	Credits
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	15

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.

Offered in: Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Spring 2010

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.

Offered in: Spring 2010

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.

Offered in: Fall 2009

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 graduates are eligible to transfer all 18 credits to the Landscape Horticulture two-year associate degree program.

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

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

10-001-159 Flowers-Herbaceous...Annuals/perennials/roses; using flowers/foilage 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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

10-001-108 Plant Propagation...Plant propagation and production techniques. (Prerequisites: 10-001-110, Intro to Horticulture; 10-001-158, Plant-Woody Ornamental I; 10-001-159, Flowers-Herbaceous I)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

Course Descriptions

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- Basic math
- Ability to use a keyboard

Certificate Completers will be able to:

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

Note:

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

Curriculum

Catalog No.	Description	Credits
10-530-172	*Healthcare Delivery Systems	2
10-160-161	*Insurance Health Principles	3
10-804-123	Math with Business Applications	3
10-501-101	*Medical Terminology	3
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
10-801-195	Written Communication	3
	Certificate Total	16

Course Descriptions

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

Offered in: Fall 2009, Spring 2010

10-160-161 Insurance Health Principles...Risk management, private health insurance, dental insurance, worker's compensation, malpractice issues, government plans: Medicare, Medicaid, Champus, TriCare, managed care, benefit plan design, provider contracts and insurance for health care facilities. (Corequisite: 10-530-172, Healthcare Delivery Systems.)

Offered in: Fall 2009, Spring 2010

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).

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-111 Micro: Windows-Intro...Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.

Offered in: Summer 2009, Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

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

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

Note:

- Clinical will be with a 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

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)

Offered in: Spring 2010

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 Clerk 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)

Offered in: Spring 2010

10-501-104 Healthcare Customer Service...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

Curriculum

Catalog No.	Description	Credits
10-501-122	Health Unit Coordinator Clinic	2
10-501-121	HUC Medical Order Management	3
10-501-104	Healthcare 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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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, greens keeper, 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	Hours
47-001-440	Horticulture-Intro	36
47-608-471	LANDCADD-Introduction	36
47-001-401	Landscape Construction	18
47-001-414	Landscape Design-Basic	24
47-001-405	Landscape-Maintenance	24
47-001-408	Landscape Shrub Identification	18
47-001-412	Landscape Tree Identification	18
47-001-409	Landscape-Flowers	18
47-001-402	Landscape-Specialty Gardens	24
47-001-453	Lawn Care	12
47-001-420	Organic Composting	8
47-001-436	Plant Propagation	18
47-001-435	Plantscaping-Indoor	18

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

47-001-401 Landscape Construction... Site analysis pre-construction, grading, landscape construction and final site work.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Horticulture Landscape Certificate (continued)

Certificate Number 900011

Certificate Description

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 s election and adjustments.

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Curriculum

Catalog No.	Description	Credits
10-109-168	Beverage/Dining Room Mgmt	3
10-104-125	Event Marketing	3
10-109-126	Food and Lodging Cost Control	3
10-109-114	Front Office Management	3
10-109-127	Housekeeping and Facilities Mgmt	3
10-104-110	Marketing Principles	3
	Certificate Total	18

Course Descriptions

10-109-168 Beverage/Dining Room Mgmt...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.

Offered in: Spring 2010

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).

Offered in: Spring 2010

10-109-126 Food/Lodging Cost Control...Purchasing/receiving controls, storing/issuing controls, production controls, monitoring activities, sales controls, beverage controls, labor controls.

Offered in: Spring 2010

10-109-114 Front Office 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.

Offered in: Fall 2009

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

Offered in: Fall 2009

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.

Offered in: Fall 2009

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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.

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

10-664-102 Automation 3: PLC...Basic programmable logic controller programming and troubleshooting.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-664-103 Automation 4: PLC...Troubleshooting a PLC System, applying Event Sequencing, developing PLC applications, applying timer instructions and counter instructions. (Corequisite: 10-664-102, Automation 3: PLC)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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

Offered in: Summer 2009, Fall 2009, Spring 2010

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

For more information, please contact: The Trades and Technical Division, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Industrial Safety Certificate

Certificate Number 904491

Certificate Description

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

Certificate Completers will be able to:

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

Course Descriptions

10-449-102 Accident Investigation...In this course you will determine cause, uncover indirect accident causes, prevent similar accidents from occurring, document facts, provide information on costs and promote safety. In addition, you 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.

Offered in: Fall 2009, Spring 2010

10-449-104 Audits/Inspections...This course will 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 accident in the workplace. They will see how to locate and interpret past injury and illness data and compare to current data.

Offered in: Fall 2009, Spring 2010

10-449-103 Industrial Hygiene-Intro...Fault finding, with the

emphasis 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. (Prerequisite: 10-804-110 Elem Algebra w/ Apps)

Offered in: Fall 2009, Spring 2010

This self-paced course emphasizes calibrating and operating industrial hygiene related equipment, sampling methods, collecting data and interpreting results. From this base knowledge the student will be able to operate industrial hygiene equipment in a manufacturing environment and apply the results to reduce occupational exposures.

Offered in: Fall 2009, Spring 2010

10-449-101 Regulatory Compliance...Self-paced course providing an 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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

Curriculum

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

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

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

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 web sites
- Solve technical problems

Curriculum

Catalog No.	Description	Credits
10-206-100	Digital Audio Overview	3
10-111-103	Graphic Workstations	1
10-111-159	Graphic Workstations-Advanced	3
10-206-107	Internet Broadcasting	3
10-206-108	Internet Broadcasting-Advanced	3
10-152-185	Website Coding	3
	Certificate Total	16

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.

Offered in: Fall 2009

10-111-103 Graphic Workstations...Explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, Address Book and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.

Offered in: Fall 2009

10-111-159 Graphic Workstations-Adv...Operation of production systems, applications used in graphic design/ multimedia industries; OSX (Ten) operating system, directory structure, file management, application operation; cross platform file usage/delivery. (Prerequisite: 10-111-103, Graphic Workstations)

Offered in: Spring 2010

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.

Offered in: Fall 2009

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)

Offered in: Spring 2010

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.

Offered in: Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Course Descriptions

Curriculum		
Catalog No.	Description	Credits
10-522-106	IA: Child/Adolescent Develop	3
10-522-111	IA: Guiding and Managing Behaviors	3
10-522-103	IA: Intro to Educational Practice	3
10-522-107	IA: Overview of Special Education	3
OR		
10-522-124	IA: Support Students w Disability	3
10-522-101	IA: Teamwork in School Setting	3
	Certificate Total	15

10-522-106 IA: Child/Adolescent Dev...Growth and development

birth through adolescence. Acquaints the learner with the fundamental tasks of physical, motor, perceptual, cognitive social/emotional and language development.

Offered in: Fall 2009, Spring 2010

10-522-111 IA: Guiding & Managing Behavior...Guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.

Offered in: Summer 2009, Spring 2010

10-522-103 IA: Intro to Educational Practice...Fundamentals of teaching methodologies, learning styles, factors influencing teaching effectiveness, strategies to meet the needs of all learners, questioning techniques, and basic assessment practices.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-522-107 IA: Overview of Special Ed...Classifications of special education, K-12. Studies include causes of special needs/ intervention strategies. Examines key development milestones and how they relate to physical, mental, emotional or social development of children.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-522-124 IA: Support Students w Disab...Strategies to manage the learning environment proactively to prevent behavior problems and promote learning for students with developmental disabilities. (Prerequisite: 10-522-107,

IA: Overview of Special Education)

Offered in: Spring 2010

10-522-101 IA: Teamwork in School Setting...Group dynamics, school and class policies, liability, confidentiality, legal issues and safety issues as they relate to the role of the instructional assistant as a member of a team.

Offered in: Summer 2009, Fall 2009

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Leadership Certificate

Certificate Number 901963

Certificate Description

The Leadership Certificate is designed for people who wish to acquire and improve their skills in examining organizational behavior, development, and culture. The concepts of personal leadership, continuous improvement, and organizational development will be explored.

These three-credit courses apply toward the 66 credits necessary to earn the Leadership Development associate degree. The courses are offered in alternative delivery formats.

Certificate Completers will be able to:

- Assess their personal styles and skills
- Demonstrate leadership via employee development
- Apply employee coaching techniques
- Analyze the elements, principles, and relationships regarding personal leadership development
- Summarize the elements, principles, and relationships in organizational 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.
Offered in: Fall 2009, Spring 2009

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.
Offered in: Fall 2009, Spring 2010

10-196-168 Organizational Development...Develop more effective organizations through models of diagnosis, interventions and change strategies related to organizational culture, structure, job design, employee participation, goal setting, performance management and effective strategic planning in a global environment.
Offered in: Fall 2009, Spring 2010

Curriculum

Catalog No.	Description	Credits
10-196-190	Leadership Development	3
10-196-192	Managing for Quality	3
10-196-168	Organizational Development	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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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. All courses transfer to the Instructional Assistant associate degree.

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

Curriculum

Catalog No.	Description	Credits
10-522-122	IA: Advanced Reading/Language	3
10-522-108	IA: Library Science-Introduction	3
10-522-110	IA: Literary Resources-Children	3
10-522-102	IA: Techniques/Reading/Lang Art	3
Certificate Total		12

10-522-122 IA: Adv Readg/Language Arts...Supporting/encouraging children as independent, strategic readers as well as techniques to support children through the writing process. Children's literature will be integrated throughout the course. (Prerequisite: 10-522-102, IA: Techniques for Reading/Language Arts)

Offered in: Spring 2010

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.

Offered in: Spring 2010

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.

Offered in: Fall 2009

10-522-102 IA: Techniques/Readg/Lang Art...Instructional assistants role in reading/language arts. Work with all children individually and in groups through questioning, listening, guiding techniques. Addresses the use of current classroom materials plus enrichment/support activities.

Offered in: Fall 2009

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Maintenance Electricity Certificate

(offered on the Marinette Campus)

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.

Requirements for Certificate Entry:

- A math background is needed for this certificate
- Students should have mastered high school algebra skills.

Certificate Completers will be able to:

Perform basic installation, maintenance and service of electrical equipment in an industrial environment.

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. (Prerequisite: 31-804-312, Math-Algebra/Trades; Corequisite: 31-413-314, DC Circuits)

31-413-327 Commercial Wiring Techniques...Raceways and fittings, conduit bending, wire pulling methods, fastening systems, lighting and low voltage wiring.(Corequisite: 31-413-346, Commercial Electrical Code)

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. (Prerequisite: 31-804-312, Math-Algebra/Trades)
Offered in: Fall 2009

31-449-301 Electrical Safety...Standard first aid, CPR and OSHA 10 hour course as it relates to the electrical field.
Offered in: Fall 2009

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.
Offered in: Fall 2009

31-413-328 Motors/Transformers...Magnetism, electro-magnetism, 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.

Curriculum

Catalog No.	Description	Credits
31-413-334	Ac Circuits	2
31-413-327	Commercial Wiring Techniques	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
31-804-312	Math-Algebra/Trades	1
31-413-328	Motors and Transformers	2
31-413-315	National Electric Code-Maint	1
	Certificate Total	17

For more information, please contact: The Marinette Campus, (715) 732-3870 or (800) 422-NWTC, extension 3870, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Manufacturing Technician Certificate

Certificate Number 906236

Certificate Description

The Manufacturing Technician Certificate prepares students for entry level work in manufacturing.

Certificate Completers will be able to:

Provide value to an employer as an entry level manufacturing worker by maintaining a safe work environment, preparing for their work day, assembling sub components and performing machine operations.

Curriculum

Catalog No.	Description	Credits
10-623-182	Assembly and Installation	2
10-623-180	Basic Fittings	1
10-623-181	Basic Hydraulics	1
10-413-180	Electrical Basics	1
10-620-121	Mechanics 1: Basic	1
10-620-105	Rigging Systems 1	1
10-449-180	Safety Introduction	1
	Certificate Total	8

Course Descriptions

10-623-182 Assembly and Installation...Basics of assembling sub-components; blueprint read; building installing, electrical cabinet & wire ways; determine proper installation methods in manufacturing; introduction to lean manufacturing.

10-623-180 Basic Fittings...Introduction to threading, bending and soldering.

10-623-181 Basic Hydraulics...Introduction to hydraulics and pneumatics.

10-413-180 Electrical Basics...Introduction to electricity and its applications in manufacturing.

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

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

10-449-180 Safety Introduction...Safety checklists, personal protective equipment, lock-out/tag-out, identification of hazards.

Offered in: Fall 2009

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Masonry Construction Certificate

Certificate Number 904082

Certificate Description

The Masonry Construction certificate is designed to provide basic job skills in the field of masonry construction. Skills taught will include introduction masonry, bricklaying, block laying, concrete construction, basic ceramic tile, plastering, stone masonry and hardscape/landscape. The courses will include lecture, demonstration, discussion and hands on learning activities. Students will have the opportunity to apply for a masonry apprenticeship when those requirements are met.

Certificate Completers will be able to:

- Perform basic brick laying
- Perform basic block laying
- Perform basic stone masonry
- Perform basic masonry flat work
- Perform basic ceramic tiling
- Perform basic plastering skills

Curriculum

Catalog No.	Description	Credits
47-408-414	Intro to Masonry Trades	non-credit
31-408-304	Landscape Hardscape	3
31-408-303	Plastering	3
31-408-302	Stone Masonry	2
31-408-301	Tile Installation	3
	Certificate Total	11

Course Descriptions

47-408-414 Intro to Masonry Trades...This course will give students basic understanding of mason trades with emphasis on brick, cement and safety for the trade. Careers in masonry and apprenticeship will also be discussed.

Offered in: Fall 2009, Spring 2010

31-408-304 Landscape Hardscape...hardscape in landscaping, decorative stone walks, brick pavers, colored concrete, retaining walls and pond construction to be covered. Also, safety and hands-on projects.

Offered in: Fall 2009, Spring 2010

31-408-303 Plastering...Plaster systems with one, two and three coat application. Base materials will be discussed with some hands on application and safety for the trade will also be covered.

Offered in: Fall 2009, Spring 2010

31-408-302 Stone Masonry...Stone patterns, bonds, cutting and laying. Some hands on application with safety and layout will be discussed.

Offered in: Fall 2009, Spring 2010

31-408-301 Tile Installation...Tile installation, layout thinset mortars, grouts and base materials. Some hands on application with cutting of tile and safety for the trade will be covered.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Math Primer Certificate

Certificate Number 908041

Certificate Description

The Math Primer Certificate is intended for students wishing to review and strengthen elementary math 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:

- Perform basic operations with real numbers
- Solve and graph linear equations, linear inequalities, systems of linear equations and inequalities, and quadratic equations
- Graph and apply properties of relations and functions including exponential and logarithmic functions
- Apply the rules of exponents, perform operations with polynomials, and factor polynomials
- Perform basic operations with rational expressions and solve equations containing rational expressions
- Evaluate radical expressions and solve radical equations
- Perform operations on complex numbers
- Apply geometric definitions and formulas to solve problems
- Organize data, summarize data numerically, and use probability distributions
- Investigate study design and how to select samples.
- Draw inference about population parameters from sample data
- Evaluate correlation and linear regression in bi-variate data

Curriculum

Catalog No.	Description	Credits
10-804-110	Elementary Algebra with Applic	3
10-804-118	Intermediate Algebra with Appl	4
10-804-106	Introduction to College Mathem	3
10-804-189	Introductory Statistics	3
	Certificate Total	13

Course Descriptions

10-804-110 Elem Algebra w Apps...Traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses. (Prerequisite: Recommendation: Accuplacer Arithmetic Test = 65, OR Accuplacer Algebra Test = 33)
Offered in: Summer 2009, Fall 2009, Spring 2010

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).
Offered in: Summer 2009, Fall 2009, Spring 2010

10-804-106 Intro to College Math...An introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool. (Prerequisite: Recommendation: Accuplacer Arithmetic Test = 65)
Offered in: Summer 2009, Fall 2009, Spring 2010

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.)
Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Math-Advanced Certificate

Certificate Number 908042

Certificate Description

The Advanced Math 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 I	4
10-804-181	Calculus II	4
10-804-195	College Algebra with Applications	3
10-804-196	Trigonometry with Applications	3
	Certificate Total	14

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

10-804-181 Calculus 2...Continuation Calculus I. Topics: 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. (Prerequisites: Recommendation: Completion of 10-804-198, Calculus I with a "C" or better.)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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. All credits from this certificate can be applied to the Health Information Technology Associate Degree.

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:

Curriculum

Catalog No.	Description	Credits
10-530-195	Applied Coding	2
10-806-189	Basic Anatomy	3
10-530-184	CPT Coding	3
10-530-176	Health Data Management	2
10-530-172	Healthcare Delivery Systems	2
10-530-185	Healthcare Reimbursement	2
10-530-182	Human Diseases for the Health	3
10-530-183	ICD-9-CM-Coding	3
10-530-181	Intro to the Health Record	1
10-530-125	Medical Code-Clinical	2
10-501-101	Medical Terminology	3
	Certificate Total	26

- Submit Caregiver Background Check paperwork.
- Complete physical examination within 3 months before entering certificate and maintain current immunization information.

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-9-CM 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.

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 will assign codes to optimize appropriate reimbursement. (Prerequisites: 10-530-183, ICD-9-CM Coding; 10-530-184, CPT Coding; 10-530-185, Healthcare Reimbursement)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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; 10-530-182, Human Diseases for Health Professions; Corequisite: 10-530-181, Intro to Health Records)

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Medical Coding Specialist Certificate (continued)

Certificate Number 905306

Course Descriptions

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.)

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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; 10-530-183, ICD-9-CM Coding; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-184, CPT Coding)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

10-530-183 ICD-9-CM-Coding...Assign ICD-9-CM codes supported by medical documentation at entry level; apply ICD-9-CM 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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Multimedia Technologies Certificate

Certificate Number 902063

Certificate Description

The Multimedia Technologies Certificate (video) will develop learner skills in digital photography, multimedia video design, digital video capturing, video production, video sequencing, video rendering, image editing, CD, DVD and HTML authoring on an Apple Computer Macintosh based Graphic Workstation.

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 graphic software applications on Mac or PC (Graphic Workstations 10-111-103)

Certificate Completers will be able to:

- Create multimedia images
- Operate a Macintosh Graphic Workstation
- Communicate effectively using multimedia
- Solve technical problems
- Visualize business solutions with multimedia video
- Manage multimedia projects
- Output for DVD, CD, and HTML

10-206-125 DVD Authoring...Setup and create interactive DVD productions. Other topics covered include: Bit-Budgeting, Storyboarding, Video and Audio Encoding, Menu Creation, and Delivery.

Offered in: Fall 2009, Spring 2010

10-111-159 Graphic Workstations-Adv...Operation of production systems, applications used in graphic design/multimedia industries; OSX (Ten) operating system, directory structure, file management, application operation; cross platform file usage/delivery. (Prerequisite: 10-111-103, Graphic Workstations)

Offered in: Spring 2010

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, Graphic Workstations)

Offered in: Fall 2009, Spring 2010

10-206-154 Macintosh-Multimedia Authoring...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. (Prerequisites: 10-111-101, Macintosh-Image Editing)

Offered in: Spring 2010

10-206-174 Motion Graphics for Video...Creating high impact, dynamic effects for video productions utilizing digital media including still and motion video, graphics, text and applied filters. Apple Motion, Adobe After Effects and Photoshop software.

(Prerequisites: 10-206-154, Multimedia Authoring; 10-111-101, Mac Image Editing; 10-111-103, Graphic Workstations)

Offered in: Fall 2009

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.

Offered in: Fall 2009

Curriculum

Catalog No.	Description	Credits
10-206-125	DVD Authoring	3
10-111-159	Graphic Workstations-Advanced	3
10-111-101	Macintosh-Image Editing	3
10-206-154	Macintosh-Multimedia Authoring	3
10-206-174	Motion Graphics for Video	3
10-206-183	Video Photography	3
	Certificate Total	18

Course Descriptions

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 E-Business Technology Specialist associate degree program.

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

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

Note:

CRITICAL SKILLS REQUIRED TO BE SUCCESSFUL IN EACH CORE PROGRAM COURSE ARE LISTED ON THE PROGRAM WEBSITE. LEARNERS SHOULD REVIEW THIS INFORMATION CAREFULLY BEFORE ENROLLING IN A COURSE.

Course Descriptions

10-150-163 IT: Network: Cisco...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.

Offered in: Fall 2009, Spring 2010

10-150-168 IT: Network: Cisco...Configuring routing protocols, access control lists, broadcast and collision domains, serial protocols, WAN services, protocol analysis, cellular communications, and Internet access alternatives.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Paralegal Post Baccalaureate Certificate

Certificate Number 901101

Certificate Description

A Legal Assistant or Paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity who performs specifically designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law.

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

Certificate Completers will be able to:

- Describe law office systems and organization
- Describe state and federal court systems
- Identify roles and responsibilities of lawyers and paralegals
- Compare civil, criminal, and administrative procedures
- Use legal terminology
- Conduct client interviews
- Conduct investigations
- Organize facts and evidence
- Prepare legal documents
- Conduct legal and factual research
- Use correct citation form
- Comply with rules regarding unauthorized practice of law and professional responsibility

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
10-110-107	Legal Aspects/Business Org
10-110-103	Civil Litigation 2
10-110-110	Real Estate Law
10-110-114	Administration of Estates
10-110-122	Creditor/Debtor Relations
10-110-115	Administrative Law
10-110-160	Law-Employment
10-110-104	Legal Research
10-110-168	Paralegal Criminal Procedures
10-110-105	Legal Writing
10-110-169	Indian Law
10-110-106	Law-Family

Course Descriptions

10-110-101 Paralegal Intro/Legal Ethics...Introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.

Offered in: Fall 2009, Spring 2010

10-110-102 Civil Litigation...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)

Offered in: Spring 2010

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
10-110-114	Administration of Estates	3
10-110-115	Administrative Law	3
10-110-169	Indian Law	3
10-110-160	Law-Employment	3
10-110-107	Legal Aspects/Business Org	3
10-110-168	Paralegal Criminal Proc	3
10-110-110	Real Estate Law	3
10-110-122	Creditor/Debtor Relations	3
10-110-106	Law-Family	3
	Certificate Total	21

For more information, please contact: The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Paralegal Post Baccalaureate Certificate (continued)

Certificate Number 901101

Course Descriptions

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)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

10-110-103 Civil Litigation...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 I)

Offered in: Fall 2009

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)

Offered in: Fall 2009

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)

Offered in: Fall 2009

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)

Offered in: Fall 2009

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)

Offered in: Spring 2010

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)

Offered in: Fall 2009

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)

Offered in: Spring 2010

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)

Offered in: Spring 2010

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)

Offered in: Spring 2010

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)

Offered in: Fall 2009

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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.

Requirements for Certificate Entry:

- Competency in Windows Operating System

Certificate Completers will be able to:

Create parametric models, assemblies and two-dimensional drawings using SolidWorks software.

Curriculum

Catalog No.	Description	Credits
10-614-113	2D Essentials	2
10-614-136	3D Modeling with Inventor	1
10-606-166	SolidWorks Loft/Surface	1
10-606-162	Solidworks Fundamentals	1
10-606-165	Solidworks Sheet Metal	1
10-606-164	Solidworks-Assemblies/Drawings	1
10-606-163	Solidworks-Intermediate	1
	Certificate Total	8

communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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 topdown sheetmetal assemblies. (Prerequisite: 10-606-164, Solidworks Assembly/Drawing)

Offered in: Fall 2009, Spring 2010

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

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

Course Descriptions

10-614-113 2D Essentials...An introduction to technical

For more information, please contact: The Trades and Technical Department,(920) 498-5461 or (800) 422-NWTC, extension , or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- High School Diploma
- Meet established Academic Skills Assessment benchmarks (Math 10.3, Reading Comprehension 10.6, Sentence Skills 10.4) or achieve a minimum standard composite score of 14 on the ACT

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.

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.

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.

Petition to Clinical

- Students submitting the Petition to Clinical must have completed or be enrolled in all clinical pre-requisite course work.
- Students wishing to complete Phlebotomy Clinical in the fall semester must submit a petition to the Health Sciences Department by April 30th.
- Students wishing to complete Phlebotomy Clinical in the spring semester must submit a petition to the Health Sciences Department by October 31st.

Board/Certification Examinations

- Certificate completers are eligible to take the Phlebotomy Technician certification examination through the American Society for Clinical Pathology (ASCP) or the National Credentialing Agency.

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.*

Curriculum

Catalog No.	Description	Credits
10-513-110	*Basic Lab Skills	1
31-801-386	Communicating Effectively	1
10-501-107	Introduction to Healthcare Com	2
31-509-309	*Medical Law, Ethics & Profess	1
10-501-101	*Medical Terminology	3
10-513-111	*Phlebotomy	2
10-513-155	*Phlebotomy Clinical	3
	Certificate Total	13

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Phlebotomy Certificate (continued)

Certificate Number 905131

The following courses will transfer into the Clinical Laboratory Technician Associate Degree Program:

10-513-110—Basic Lab Skills

10-513-111—Phlebotomy

10-513-150—Phlebotomy for Healthcare Personnel may be substituted for 10-513-111—Phlebotomy

The following courses will transfer into the Medical Assistant Technical Diploma Program:

10-507-107—Intro to Healthcare Comm

10-501-101—Medical Terminology

31-509-309—Medical Law Ethics/Professionalism

31-801-186—Communicating Effectively

Students interested in transitioning into the Clinical Lab Technician Program should complete Oral/Interpersonal Communication in place of Communicating Effectively.

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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-501-107 Intro to Healthcare 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.

Offered in: Fall 2009, Spring 2010

31-509-309 Medical Law, Ethics & Profess...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 risk management procedures, and examine legal and bioethical issues.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Plant Engineer Mechanical Maintenance Certificate (offered on the Marinette Campus)

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

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.

Offered in: Fall 2009, Spring 2010

31-462-306 Mech Maint 2-Rigging & Fastener...Mechanical fasteners, rigging and lifting, structural steel.

Offered in: Fall 2009, Spring 2010

31-462-307 Mech Maint 3-Pipe, Valves & Se...Pipe and pipe fittings, valve types and functions, pumps and packing, and seal.

Offered in: Fall 2009, Spring 2010

31-462-308 Mech Maint 4-Mech Systems...Mechanical driven systems and bearings.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

31-462-306 Mech Maint -Sheet metal...Heat treatment of metals, sheet metal, layout, tool maintenance, and repair.

Offered in: Fall 2009, Spring 2010

Curriculum

Catalog No.	Description	Hours
31-462-305	Mech Maint 1-Safety & Layout	51
31-462-306	Mech Maint 2-Rigging & Fasteners	51
31-462-307	Mech Maint 3-Pipe, Valves & Se	51
31-462-308	Mech Maint 4-Mech Systems	51
31-462-356	Mech Maint 5-Hydraulics	51
31-462-306	Mech Maint 6-Sheetmetal	51

For more information, please contact: The Marinette Campus, (715) 732-3870 or (800) 422-NWTC, extension 3870, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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

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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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 Culture/Soil Fund, 10-001-120, Plant Nutrition/Fertilizer)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

10-001-153 Plant and Soil Science...Addresses the unique interactions of plants & soils; examines the physical, chemical & biological characteristics of soils and how they impact the structure & functions of plants. (Prerequisite: 10-001-110, Intro Horticulture)

Offered in: Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2009

Course Descriptions

10-001-122 Fundamentals Plant Nutrition...Fundamentals of

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Power Generator Certificate

(offered on the Sturgeon Bay Campus)

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
10-412-146	Power Generation 1	2
10-412-147	Power Generation 2	2
	Certificate Total	4

Course Descriptions

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.

Offered in: Fall 2009

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)

Offered in: Spring 2010

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Process Improvement Certificate

Certificate Number 901968

Certificate Description

The Process Improvement 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 the nine credits to the Leadership Development (Supervisory Management) program.

Certificate Completers will be able to:

- Demonstrate innovation skills in a workplace environment
- Apply the tools of continuous quality improvement and lean thinking
- Apply the principles of Six Sigma and systems thinking
- Demonstrate project management skills

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.

Offered in: Fall 2009, Spring 2010

10-196-188 Project Management...The role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

Offered in: Fall 2009, Spring 2010

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 entrepreneurial mindset.

Offered in: Fall 2009, Spring 2010

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

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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

Curriculum

Catalog No.	Description	Credits
10-104-191	Customer Service Management	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	3
10-104-101	Selling Principles	3
	Certificate Total	18

10-104-191 Customer Service Mgmt...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.

Offered in: Fall 2009

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).

Offered in: Spring 2010

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.

Offered in: Spring 2010

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.

Offered in: Fall 2009

10-196-188 Project Management...The role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Spring 2010

Course Descriptions

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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

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

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)

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisite: Recommendation: Completion of 10-809-196, Introduction to Sociology or 10-809-197, Contemporary American Society prior to this course)

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

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

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

Course Descriptions

10-508-180 Public Health-Basic Principles...History of public health, epidemiology, and biostatistics, community assessment, public health policy and services available.

Offered in: Fall 2009

10-508-183 Public Health-Comm...Business procedures, written communications, oral communications, cultural competence, curriculum, teaching skills, multi-media and document programs. (Prerequisite: 10-508-180, Public health-Basic Principles)

Offered in: Fall 2009

10-508-182 Public Health-Dental Programs...Community and health survey, funding sources, survey data, community oral health program, coordination of programs, and program appraisal. (Prerequisite: 10-508-180, Public Health-Basic Principles)

Offered in: Spring 2010

10-508-181 Public Health-Dental Principles...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 Health-Basic Principles)

Offered in: Spring 2010

Curriculum

Catalog No.	Description	Credits
10-508-180	Public Health-Basic Principles	3
10-508-183	Public Health-Communications	3
10-508-182	Public Health-Dental Programs	3
10-508-181	Public Health-Dental Principle	3
	Certificate Total	12

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Purchasing and Supply Management Certificate

Certificate Number 901823

Certificate Description

The Purchasing and Supply Management Certificate is designed for those learners new or experienced in the area of purchasing or supply chain management.

These credits can be applied to the Supply Chain Management associate degree program or used for preparation for the ISM (Institute for Supply Management-formerly NAPM-National Association of Purchasing Management) certification exams for A.P.P. accreditation.

Certificate Completers will be able to:

- Utilize correct terminology in purchasing or supply chain management body of knowledge
- Apply for membership and accreditation in the National Association of Purchasing Management (NAPM)
- Earn certification leading to increased salary, greater respect from colleagues, and a higher sense of self-esteem

Curriculum

Catalog No.	Description	Credits
10-182-160	Global Supply Chain Management	3
10-102-150	Law-Business	3
10-182-157	Logistics/Supply Chain Managem	3
10-182-131	Negotiations	3
10-182-127	Purchasing	3
	Certificate Total	15

Course Descriptions

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.

Offered in: Spring 2010

10-102-150 Law-Business...Common law contracts and sales contracts: formation, interpretation, performance, and discharge; the law of agency; corporations; and introduction to the American legal system: criminal and tort law, and global business issues.

Offered in: Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

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	Graphic Workstations	1
10-206-101	Soundtracks and Music	3
	Certificate Total	13

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.

Offered in: Fall 2009

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. (Prerequisites: 10-206-102, Audio Engineering 1)

Offered in: Spring 2010

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.

Offered in: Fall 2009

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

10-206-101 Soundtracks and Music...Software applications for sampling, synthesizing, analog to digital conversion, mixing and mastering for mp3's, RSS feeds, podcasts, CD's and video soundtracks.

Offered in: Spring 2010

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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

Curriculum

Catalog No.	Description	Credits
10-413-348	Electricity-Basic	2
10-480-101	Energy-Intro Renewable & Sustain	4
10-482-124	Intro to Solar Electricity	3
10-482-125	Photovoltaics-Advanced	3
10-482-120	Photovoltaics-Design & Site As	2
	Certificate Total	14

Course Descriptions

10-413-348 Electricity-Basic...Electron theory, electrical terms, Ohm's Law, DC and AC circuits, magnetism and magnetic devices, electrical measurements, inductance and capacitance, relays and transformers, motors and generators, circuit protective devices, electrical safety.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-482-124 Intro to Solar Electricity...Overview of the use of sunlight to produce electricity and the practical and economical use of photovoltaic power systems. Learn the importance of energy efficiency and the economics of photovoltaics.

Offered in: Fall 2009, Spring 2010

10-482-125 Photovoltaics-Advanced...Topics include batteries, wiring configurations, system diagramming, National Electrical Code, component selection, wiring, safety and system maintenance.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- Basic Math
- Ability to use a computer keyboard

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

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 Skills	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.

Offered in: Spring 2010

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 entrepreneurial mindset.

Offered in: Spring 2010

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.

Offered in: Fall 2009

10-104-192 Merchandise Management...Basic theories of merchandising applied to the current retail environment.

Offered in: Spring 2010

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.

Offered in: Fall 2009

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.

Offered in: Fall 2009

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.

Offered in: Spring 2010

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.

Offered in: Fall 2009

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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

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-101-105 Accounting-Computer Ledger...Applications on calculators such as addition, subtraction, multiplication, division, percent, memory, and business problems and computers using Microsoft Excel. (Prerequisites: 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)

Offered in: Summer 2009, Fall 2009, Spring 2010

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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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).

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-132 Micro: Excel-Part...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

Curriculum

Catalog No.	Description	Credits
10-101-101	Accounting Principles	3
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

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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. (Prerequisite: Recommendation: Completion of 10-809-196, Introduction to Sociology or 10-809-197, Contemporary American Society prior to this course)

Offered in: Summer 2009, Fall 2009, Spring 2010

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 Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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, at work, or at the college. For self-paced delivery, you only need to come to the self-paced lab 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/flo and follow the self-paced links for the Green Bay credit classes.

Requirements for Certificate Entry

- Many of the courses are in several programs or may be used as electives. Completion of each Introductory Office 2007 course assists in preparing you for the Microsoft Office Specialist exam at the Specialist level for that particular software.

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

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

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-111 Micro: Windows-Intro...Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.

Offered in: Summer 2009, Fall 2009, Spring 2010

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, creating charts; applying styles; and merging documents. Requires Windows experience.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Software Level 2 Certificate

Certificate Number 901032

Certificate Description

All courses in this certificate are delivered through the self-paced lab or structured format. You can work at home, work, or at the college. For self-paced delivery, you only need to come to the self-paced lab 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/flo, and follow the self-paced links for the Green Bay credit classes.

Requirements for Certificate Entry:

- Many of the courses are in several programs or may be used as electives
- Completion of each Part 2 Office 2007 course assists in preparing you for the Microsoft Office Specialist exam at the Expert level for that particular software

Certificate Completers will be able to:

- Use advanced word processing features
- Use advanced spreadsheet features
- Use advanced database features
- Use electronic information manager
- Create and revise publications
- Create and revise web pages

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
10-103-160	Micro: Outlook	1
10-103-165	Micro: Publication Software	1
10-103-122	Micro: Word-Part 2	1
	Certificate Total	6

Course Descriptions

10-103-142 Micro: Access-Part...Creating advanced queries, custom forms, multi-page forms, custom reports with grouping and calculations, integrating, embedding charts, data access pages, pivot tables, pivot charts, labels, and hyperlinks. Requires strong introductory Access skills.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-132 Micro: Excel-Part...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-160 Micro: Outlook...Use email, distribution lists, signatures, attachments, and task lists; schedule appointments and meetings using the calendar; flag, filter, sort, and merge contacts, use message delivery options; archive messages and folders.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

10-103-122 Micro: Word-Part...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

Special Education Certificate

Certificate Number 905224

Certificate Description

The Special Education Certificate is a twelve-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 exception-alities, 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

Curriculum

Catalog No.	Description	Credits
10-522-111	IA: Guiding & Managing Behaviors	3
10-522-107	IA: Overview of Special Educat	3
10-522-109	IA: Special Ed: Educate Child	3
10-522-124	IA: Support Students with Disabil	3
	Certificate Total	12

Course Descriptions

10-522-111 IA: Guiding & Mnging Behavior...Guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.

Offered in: Summer 2009, Spring 2010

10-522-107 IA: Overview of Special Ed...Classifications of special education, K-12. Studies include causes of special needs/intervention strategies. Examines key development milestones and how they relate to physical, mental, emotional or social development of children.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Fall 2009

10-522-124 IA: Support Students w Disab...Strategies to manage the learning environment proactively to prevent behavior problems and promote learning for students with developmental disabilities. (Prerequisite: 10-522-107,

IA: Overview of Special Education)

Offered in: Spring 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373, or (800) 422-NWTC, extension 6373, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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 66 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.
- Recommend measures to address budget and production problems
- Handle organizational conflict
- Create a motivating environment
- Manage time and stress
- Analyze the characteristics of an effective leader

Curriculum

Catalog No.	Description	Credits
10-196-193	Human Resource Management	3
10-196-191	Supervision	3
10-196-189	Team Building and Problem Solv	3
	Certificate Total	9

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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.

Requirements for Certificate Entry:

- Previous work experience in transportation, logistics, or supply chain management areas is preferred, but not required.

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

Curriculum

Catalog No.	Description	Credits
10-104-191	Customer Service Management	3
10-182-130	E-Business Logistics and Fulfill	3
10-182-160	Global Supply Chain Management	3
10-182-157	Logistics/Supply Chain Mgmt	3
10-182-190	Transportation Management	3
	Certificate Total	15

Course Descriptions

10-104-191 Customer Service Mgmt...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.

Offered in: Fall 2009, Spring 2010

10-182-130 E-Business Logistics/Fulfill...Understanding of how Supply Chain Management is related to E-Commerce, E-Business distribution, E-Procurement, legal and ethical issues, and E-Business logistics applications.

Offered in: Spring 2010

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.

Offered in: Spring 2010

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.

Offered in: Fall 2009

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.

Offered in: Spring 2010

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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

Course Descriptions

Curriculum

Catalog No.	Description	Credits
10-522-111	IA: Guiding and Managing Behaviors	3
10-522-118	IA: Techniques for Math	3
10-522-120	IA: Techniques for Science	3
10-522-102	IA: Techniques/Reading/Lang Arts	3
10-522-104	IA: Technology/Media Resources	3
Certificate Total		15

10-522-111 IA: Guiding & Mnging Behavior...Guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.

Offered in: Summer 2009, Spring 2010

10-522-118 IA: Techniques for Math...Learn techniques to assist classroom teacher in group and individual math activities. Current math practice including manipulatives, problem solving and assessment will be covered within the framework of state/national standards.

Offered in: Fall 2009

10-522-120 IA: Techniques for Science...Study and practice strategies of teaching science; assist the classroom teacher in group and individual science activities; explore current science processes, strategies, procedures, assessment options and factors affecting science learning.

Offered in: Spring 2010

10-522-102 IA: Techniques/Readg/Lang Art...Instructional assistants role in reading/language arts. Work with all children individually and in groups through questioning, listening, guiding techniques. Addresses the use of current classroom materials plus enrichment/support activities.

Offered in: Fall 2009

10-522-104 IA: Technology/Media Rsrces...Gain hands-on computer and media experience; operate media equipment. Various school related documents prepared with selected software. Images incorporated into documents using digital cameras and scanners.

Offered in: Fall 2009

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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.

Curriculum

Catalog No.	Description	Credits
10-614-109	Architectural-Sustainable	2
10-480-101	Energy-Intro Renewable & Sustain	4
10-480-142	Sustainable Landscape Practice	2
10-480-141	Sustainable Residential Construct	2
10-480-140	Sustainable-Mat & Air Quality	2
Certificate Total		12

10-614-109 Architectural-Sustainable...Sustainable building design, human and organizational benefits of green buildings, as well as green technologies and their costs.

Offered in: Spring 2010

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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Spring 2010

10-480-141 Sustainable Residential coost...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.

Offered in: Summer 2009, Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

Course Descriptions

For more information, please contact: The Trades and Technical Department, (920) 498-5461 or (800) 422-NWTC, extension 5461, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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

Curriculum

Catalog No.	Description	Credits
10-196-188	Project Management	3
10-196-191	Supervision	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building and Problem Solve	3
10-469-101	Utility Management Overview	3
	Certificate Total	15

Course Descriptions

10-196-188 Project Management...The role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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Web Marketing Strategy Certificate

Certificate Number 901351

Certificate Description

The Web Marketing Strategy Certificate is designed for the person who uses the most current information technology to collect data, analyze data, and develop application recommendations for marketing and business decision making.

Certificate Completers will be able to:

- Understand the business models underlying electronic commerce
- Effectively research business and consumer markets to create E-Business marketing strategies
- Develop an E-Business marketing plan
- Create and use relational databases

Curriculum

Catalog No.	Description	Credits
10-135-116	E-Business Database Marketing	3
10-135-112	E-Business Implementation Plan	3
10-182-130	E-Business Logistics and Fulfill	3
OR		
10-196-188	Project Management	3
10-135-115	E-Business Online Search Strat	3
10-135-118	E-Business Principles	3
10-104-119	E-Business Web Marketing	3
	Certificate Total	18

Course Descriptions

10-135-116 E-Business Database Mktg...Applications of database marketing are identified and evaluated. Create relational database structures, utilize databases to initiate marketing programs, create valuable output, and process and analyze extracted data.

Offered in: Fall 2009

10-135-112 E-Business Implement Plan...Implementation plan for a web-based business including analysis of: market need, product development, operational planning, competitive analysis, financial need forecasting, and risk assessment.

Offered in: Spring 2010

10-182-130 E-Business Logistics/Fulfill...Understanding of how Supply Chain Management is related to E-Commerce, E-Business distribution, E-Procurement, legal and ethical issues, and E-Business logistics applications.

Offered in: Spring 2010

10-196-188 Project Management...The role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

Offered in: Fall 2009, Spring 2010

10-135-115 E-Business Online Search...Understanding of how search engines relate to the success of a website or web-based business by investigating the primary search engines and the tactics that can be used to increase visibility within search engines.

Offered in: Spring 2010

10-135-118 E-Business Principles...How the internet and the web dramatically impact consumers and organizations carry out the marketing function.

Offered in: Fall 2009, Spring 2010

10-104-119 E-Business Web Marketing...Traditional and electronic direct marketing strategies; methods include search engine management, direct marketing planning, database marketing, catalogs, telemarketing services, print, radio, television and direct mailing. (Prerequisite: 10-104-110, Marketing Principles)

Offered in: Fall 2009, Spring 2010

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Website Application Programming Certificate

Certificate Number 901522

Certificate Description

Website 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 E-Business Technology Specialist associate degree program

Requirements for Certificate Entry:

- A strong computer and business background
- Experience doing HTML coding or completion of Website Coding course (10-152-185)

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

Curriculum

Catalog No.	Description	Credits
10-150-144	IT: Network: Operating Sys Fund	3
10-152-180	IT: Web: Client Script-Javascript	3
10-154-125	IT: Web: Database Development	3
10-152-184	IT: Web: Programming-SQL	3
10-152-183	IT: Web: Svr Side Script-ASP. Net	3
OR		
10-152-182	IT: Web: Svr Side Script-PHP	3
	Certificate Total	15

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.

Offered in: Fall 2009, Spring 2010

10-152-180 IT: Web: Client Script-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)

Offered in: Spring 2010

10-154-125 IT: Web: Database Development...Understand database uses, data models, relational database management systems, relational database design, normalizing data and creation and maintenance of tables.

Offered in: Fall 2009

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)

Offered in: Spring 2010

10-152-183 IT: Web: Svr Side Script-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)

Offered in: Spring 2010

10-152-182 IT: Web: Svr Side Script-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. (Prerequisites: 10-154-125, IT: Web: Database Development; 10-152-180, IT: Web: Client Script-Javascript)

Offered in: Fall 2009

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Website Design Certificate

Certificate Number 901352

Certificate Description

The Website 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 E-Business Technology Specialist 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

Curriculum

Catalog No.	Description	Credits
10-111-101	Macintosh-Image Editing	3
10-111-103	Graphic Workstations	1
10-135-152	Web Animation Design	3
10-135-172	Web Animation Design-Advanced	3
10-111-150	Web Graphic Design	3
10-152-185	Website Coding	3
10-135-151	Website Design	3
	Certificate Total	19

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, Graphic Workstations)

Offered in: Summer 2009, Fall 2009, Spring 2010

10-111-103 Graphic Workstations...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.

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009

10-135-172 Web Animation Design Adv...(Adobe Flash) use object-based animations to modify motion paths, control individual attributes, create kinematic effects, transform 2D objects to 3D. Includes procedural modeling, metadata support, motion presets, and encoding. (Prerequisite:

10-135-152, Web Animation Design)

Offered in: Spring 2010

10-111-150 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)

Offered in: Fall 2009, Spring 2010

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.

Offered in: Fall 2009, Spring 2010

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:

10-111-150, Web Graphic Design)

Offered in: Fall 2009, Spring 2010

Course Descriptions

10-111-101 Macintosh-Image Editing...(Adobe Photoshop +

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IMPORTANT PHONE NUMBERS

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

Meves, Donna—Flexible Learning Manager (920) 498-6872
or (920) 498-5431

Olive, Sherry—Technical College of the Air
Interactive Television and Online Learning (920) 498-5571

Public Safety Department (920) 498-5485

Registration (live person) (920) 498-5444

Spanish Speaking Line (920) 498-6894

Sturgeon Bay Campus (920) 743-2207

Trades and Technical Department (920) 498-5457

Certificate Options

A flexible learning option from...



Green Bay Campus

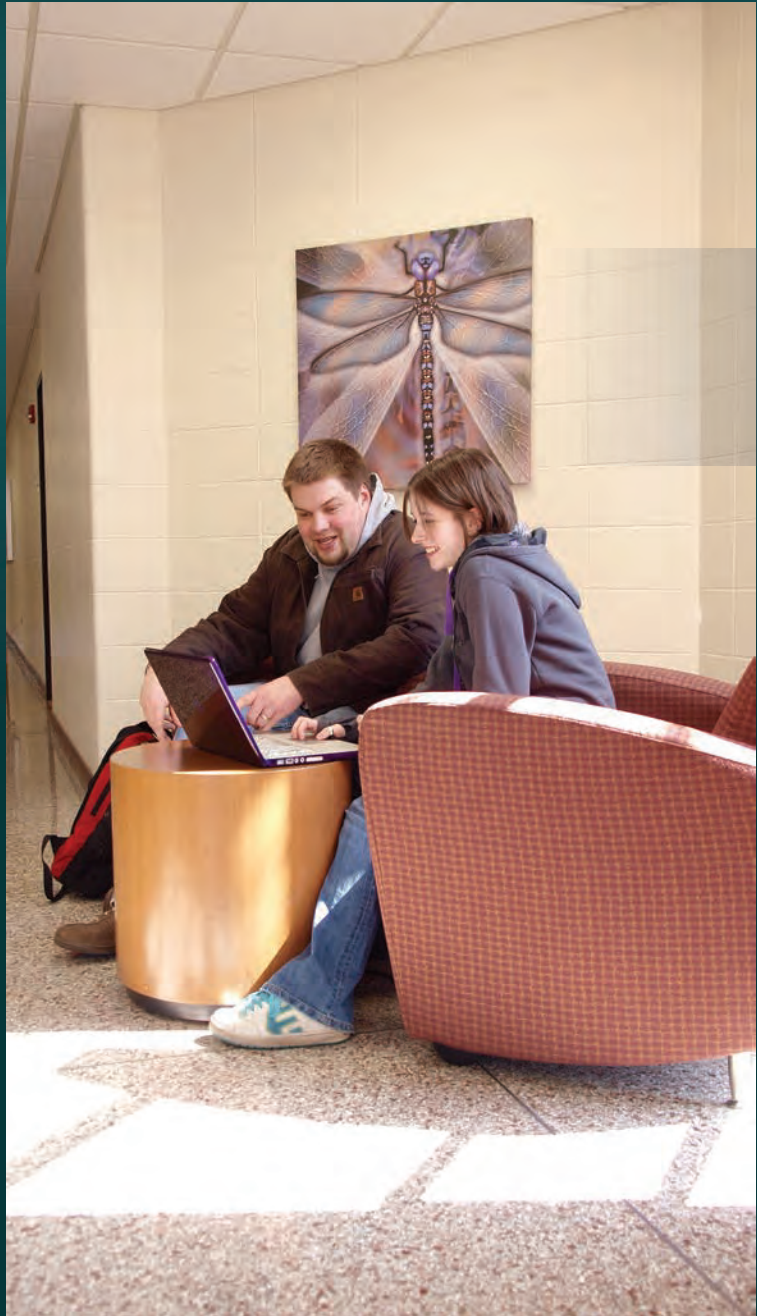
P.O. Box 19042
2740 W. Mason St.
Green Bay, WI 54307-9042
(920) 498-5444

Marinette Campus

1601 University Dr.
Marinette, WI 54143
(715) 735-9361

Sturgeon Bay Campus

229 N. 14th Ave.
Sturgeon Bay, WI 54235
(920) 746-4900



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