



*A flexible learning option from...*



# Certificate Options



## 2008-2009 New Certificates

Charter Boat Operators Certificate  
Criminal Justice Law Enforcement-  
Advanced Standing Certificate  
Health Unit Coordinator Certificate  
Internet Broadcasting Certificate  
Power Generator Certificate



**Transfer Credits to UW-Green Bay  
or UW-Oshkosh with the General  
Studies Transfer Certificate**

see pages 51-56

**(800) 422-NWTC**

**[www.nwtc.edu](http://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!!



*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 2009). 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 may 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. Although NWTC does not impose a time limit on completing the courses in most certificates; students should try to take a minimum of at least one course per semester.

# Registration Information

## 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 (800) 422-NWTC, ext. 5444.

## WALK-IN at any NWTC location

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

**NWTC works hard to verify the cost of classes. 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](http://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. Several certificates can be completed on the weekend. The identified certificates are also available as a weekend college/flexible learning certificate.

## 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 (1-800-422-NWTC, x5444)
3. Visit one of the NWTC Campuses (Green Bay, Sturgeon Bay, Marinette) or Regional Learning Centers (Shawano, Oconto Falls, Crivitz, Luxemburg or Niagara).

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

Business-Intro	10-102-158
Oral/Interpersonal Communication	10-801-196
Written Communication	10-801-195
Economics	10-809-195
English Composition 1	10-801-136
English Composition 2	10-801-185
Finance-Personal	10-102-153
Introduction to College Math	10-804-106
Introduction to Sociology	10-809-196
Law-Business	10-102-150
Logistics/Supply Chain Management	10-182-157
Marketing Principles	10-104-110
Math with Business Apps	10-804-123
Medical Terminology	10-501-101
Nutrition Pathways	10-543-119
Personal Finance & Money Management	10-102-153
Intro to Psychology	10-809-198
Race, Ethnic & Diversity	10-809-172
Selling Principles	10-104-101
Entrepreneurship	10-145-177
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.**

### Interactive Television/Video Conferencing

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 \_\_\_\_\_ / \_\_\_\_\_  
State it is in

Did you graduate? ☐ Yes ☐ No Year \_\_\_\_\_

☐ GED® \* ☐ HSED Year \_\_\_\_\_

\* GED is a registered trademark 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:

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

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

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 (800) 422-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](mailto: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](mailto: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](mailto: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: [metro@nwtc.edu](mailto:metro@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](mailto:north@nwtc.edu)

## Northwest Region

### April Konitzer, Regional Coordinator

649 E. Jackson St., Suite 202  
Oconto Falls, WI 54154  
Phone: (920) 848-6982  
Toll-Free: (866) 639-6982  
E-mail: [northwest@nwtc.edu](mailto:northwest@nwtc.edu)

## Sturgeon Bay Campus

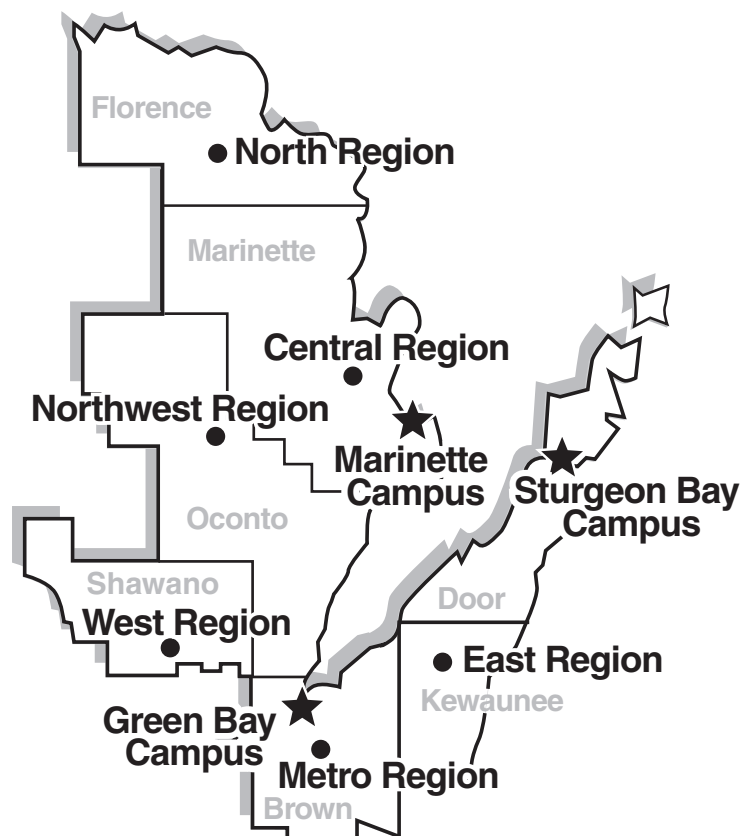
### Cheryl Tieman, Regional Coordinator

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](mailto: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](mailto:west@nwtc.edu)



## 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.

## 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.

## 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.

<b>Certificate Name</b>	<b>Related Degree or Diploma Program</b>
Advanced Leadership .....	Leadership Development
Animation .....	E-Business Technology Specialist Marketing and Graphic Communications
Applied Graphics for Model Design .....	Prototype and Design Marketing and Graphic Communications Print Technology
Business Administration .....	Business Administration Credit
CAD (Computer Aided Drafting) .....	Mechanical Design Technology
Casino Management: Regulations & Operations .....	Casino Management
Casino Management: Security & Surveillance .....	Casino Management*
Casino Management: Customer Relationship Management .....	Casino Management
Casino Management: Foundations of Gaming Leadership .....	Casino Management
CNC Fabrication .....	Welding
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 Preschool .....	Early Childhood Education
Ethical Leadership .....	Leadership Development
Gemology .....	Jewelry Repair & Fabrication
Global Business .....	Supply Chain Management*
Health Care Business Services .....	Health Care Business Services
Hotel & Restaurant Management .....	Hotel & Restaurant Management
Industrial Maintenance .....	Electro-Mechanical Technology
Intro to the Instructional Assistant Careers .....	Instructional Assistant
Leadership .....	Leadership Development
Medical Coding - Basic .....	Health Information Technology
Multimedia Technologies .....	Digital Media Technology
Networking .....	Network Specialist
Plant Engineering Mechanical Maintenance .....	Industrial Mechanic
Process Improvement .....	Leadership Development
Retail Leadership .....	Retail Management
Special Education .....	Instructional Assistant*
Supervision .....	Leadership Development Casino Management
Supporting Children's Learning .....	Instructional Assistant
Transportation & Logistics Management .....	Supply Chain Management*
Web Marketing Strategy .....	E-Business Technology Specialist*
Website Application Programming .....	E-Business Technology Specialist
Website Design .....	E-Business Technology Specialist

\* Program may require specific electives to be taken in order to fully ladder.

**Coming Soon!**  
Renewable/Sustainable  
Energy Certificates  
See page 12

## 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.

<b>Certificate Name</b>	<b>Related Degree or Diploma Program</b>
Animation	E-Business Technology Specialist Marketing and Graphic Communications
Applied Graphics for Model Design	Prototype and Design Marketing and Graphic Communications Print Technology
Business Administration	Business Administration Credit Business Management
CAD (Computer Aided Drafting)	Prototype and Design Technician
Central Service Technician	Surgical Technologist
Computer Support	Computer Support Technician
Customer Relationship Management	Business Management
Digital Photography	Digital Media Technology
Greenhouse Grower	Landscape Horticulture
Health Care Administration-Supervision	Health Care Business Services Leadership Development
Horticulture Landscape	Landscape Horticulture
Internet Broadcasting	Digital Media Technology
Library Assistant	Instructional Assistant
Maintenance Electricity	Electricity
Medical Coding - Advanced	Health Information Technology Health Care Business Services
Medical Transcriptionist - Advanced	Health Information Technology
Medical Transcriptionist - Basic	Health Information Technology Health Care Business Services
Parametric Modeling	Mechanical Design Technology
Phlebotomy	Clinical Laboratory Technician
Promotions & Event Management	Marketing Hotel & Restaurant Management
Purchasing & Supply Management	Supply Chain Management
Recording & Audio Engineering	Digital Media Technology
Small Business Bookkeeping	Accounting
Software Level-1	Office Assistant
Software Level-2	Office Assistant
Utility Management	Leadership Development

## 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.

<b>Certificate Name</b>	<b>Related Career or Skills</b>
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 Printing	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 Real Estate Sales/Brokerage Certificate  
Animation Certificate  
Applied Graphics for Model Design Certificate  
Business Administration Certificate  
Computer Support Certificate  
Customer Relationship Management Certificate  
Digital Photography Certificate  
Digital Printing 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 Management:  
Customer Relationship Management Certificate  
Casino Management:  
Foundations of Gaming Leadership Certificate  
Casino Management:  
Regulations & Operations Certificate  
Casino Management:  
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

## 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  
Community Dental Health Certificate  
Health Care Administration-Supervision Certificate  
Health Care Business Services Certificate  
Health Unit Coordinator Certificate  
Medical Coding Basic Certificate  
Medical Coding-Advanced Certificate  
Medical Transcriptionist Basic Certificate  
Medical Transcript-Advanced Certificate  
Phlebotomy Certificate

## Trades and Technical Division

CAD (Computer Aided Drafting) Certificate  
CNC Fabrication Certificate  
Gemology Certificate  
Greenhouse Growers Certificate  
Horticulture Landscape Certificate  
Industrial Maintenance Certificate  
Maintenance Electricity Certificate  
Masonry Construction Certificate  
Parametric Modeling Certificate  
Plant Engineer Mechanical Maintenance Certificate  
Plant Healthcare Management Certificate  
Power Generator Certificate

# Certificates



# ***Coming Soon!***

## **Renewable Energy and Sustainable Practices Certificates**

### **Renewable Energy Certificate – Solar**

Explore renewable energy generation systems that don't produce carbon, with a focus on photovoltaic and solar systems. Learn 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

### **Renewable Energy Certificate – Wind**

Explore renewable energy generation systems that don't produce carbon, with a focus on wind systems. Learn to:

- Discuss and promote the benefits of alternative energy systems
- Assess, engineer, design, assemble, install and operate wind energy generating systems
- Collect and distribute data generated by alternative energy systems

### **Sustainable Design Certificate**

Energy-saving and sustainable materials and construction practices can maximize operating efficiency and productivity. Learn to:

- Identify energy saving and sustainable construction technologies
- Design sustainable energy systems into buildings and landscapes
- Identify material resources that promote sustainability
- Collect and distribute data generated by alternative energy systems

### **Sustainable Food Supply Certificate**

Learn sustainable practices that promote safe, healthy food. Explore energy needs of food production, processing, distribution, and transportation to food markets. Learn to:

- Communicate within the food industry
- Recognize important terms and concepts used by the industry
- Apply principles of food handling and food security
- Turn waste streams into valuable renewable energy

### **Bio-Fuels Certificate**

Many natural resources and organic materials can be sources of renewable energy. Learn to:

- Map the process of converting oil crops and animal fat waste into Biodiesel
- Map the process of converting starch and sugar crops into Ethanol
- Describe the fundamentals to produce energy from biomass resources

### **Stand-Alone Credit Classes**

Expand your credentials, earn elective credit with courses in geothermal energy, alternative fuel vehicles, energy management, solar home and hot water heating, wood heating, solar home design and sustainable living.

*Be among the first to know!*

**To learn more or to be alerted when classes are first available, contact:**

Amy L. Kox, AIA, LEED AP  
Renewable Energy Technologies Manager  
Northeast Wisconsin Technical College  
[amy.kox@nwtc.edu](mailto:amy.kox@nwtc.edu)



# Advanced Leadership Certificate

Certificate Number 90-196-5

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-190 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Leadership Development</b> ...leadership effectiveness and organization requirements, individual and group motivation strategies, mission and goals, ethical behavior, leadership style and adaptation, impacts of power, employee development, coaching, managing change, and conflict resolution.	3
10-196-134 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Issues-Supervisors</b> ...legal practices in both union and non-union environments, impact of US employment laws, global economy, appeal process, legal charges, hiring and firing process, harassment issues, and privacy issues.	3
10-196-192 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Managing-Quality</b> ...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.	3
10-196-168 <i>Offered in:</i> <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Organizational Development</b> ...develop more effective organizations through diagnosis, planning, interventions, and improvement via continuous learning about structure, processes, resources, culture, and change in a global environment.	3
10-196-164 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervisors-Personal Skills</b> ...time management, stress, and related challenges to a supervisor, personal planning, emotional intelligence, effective communication, and assertiveness.	3
10-196-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3
<i>Certificate Total</i>		<b>18</b>

**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

# Advanced Real Estate Sales/Brokerage Certificate

Certificate Number 90-194-2

## 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 State Exam Prep
- Real Estate Broker Management

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

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-101-106 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-for Non-Accountants...</b> 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.	3
10-145-177 <i>Offered in:</i> <i>Fall 2008</i>	<b>Entrepreneurship...</b> 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.	3
10-106-153 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Professional Profile...</b> 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.	3
10-194-155 <i>Offered in:</i> <i>Spring 2009</i>	<b>Real Estate Broker Mgmt...</b> contracts, approved forms, trust accounts, escrow, closing statements, business management and marketing, financial and office management, personnel, business ethics, consumer protection, and specialty areas.	2
10-104-181 <i>Offered in:</i> <i>Spring 2009</i>	<b>Selling Techniques-Adv...</b> 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.	3
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervision...</b> application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3

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# Advanced Real Estate Sales/Brokerage Certificate

Certificate Number 90-194-2 (continued)

CATALOG #	DESCRIPTION	CREDITS
	<i>Choose one of the following:</i>	
10-103-121 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
10-103-131 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Micro: Excel-Intro</b> ...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.	1
10-103-132 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Micro: Excel-Part 2</b> ...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.	1
<i>Certificate Total</i>		<b>18</b>

**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

# AODA (Alcohol and Other Drug Abuse) Certificate

Certificate Number 90-550-1

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-550-171 <i>Offered in: Spring 2009</i>	<b>Counseling Theory...</b> Learners are introduced to a number of counseling theories and techniques that can be utilized in the human services profession.	3
10-550-172 <i>Offered in: Fall 2008</i>	<b>Group Facilitation...</b> 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.	3
10-550-174 <i>Offered in: Spring 2009</i>	<b>Overview of Mental Disorders...</b> Learners will be introduced to the symptomology and etiology and classification of psychiatric disorders and treatment.	3
10-550-173 <i>Offered in: Fall 2008</i>	<b>Psychopharmacology...</b> Learners will be introduced to the basic concepts of psychopharmacology and the function of the organs and systems of the human body and brain.	3
10-550-170 <i>Offered in: Summer 2008 Spring 2009</i>	<b>Understanding Substance Abuse...</b> 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.	3

*Certificate Total* **15**

**For more information, please contact:** The Public Safety Division, (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

# Applied Graphics for Model Design Certificate

Certificate Number 90-614-1

## 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 #	DESCRIPTION	CREDITS
10-614-113 <i>Offered in:</i> <i>Fall 2008</i>	<b>2D Essentials...</b> an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.	2
10-111-103 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Graphic Workstations...</b> 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.	1
10-111-161 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Macintosh Illustration...</b> 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)	3
10-111-101 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Macintosh-Image Editing...</b> (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print or the internet. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Graphic Workstations)	3
10-614-152 <i>Offered in:</i> <i>Fall 2008</i>	<b>Prototyping-Introduction to...</b> 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.	5

*Certificate Total*     **14**

**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

# Business Administration Certificate

Certificate Number 90-104-0

## 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 pre-requisites 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-101-106 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-for Non-Accountants...</b> 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.	3
10-102-158 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Business-Intro...</b> organization/management process of human resources, production, operations, marketing, distribution, and finances risk management ethics/legalistic management international business accounting, computers, and data processing.	3
10-102-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Law-Business...</b> 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.	3
10-104-110 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Marketing Principles...</b> marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervision...</b> application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3

*continued*

**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

# Business Administration Certificate

Certificate Number 90-104-0 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
	<i>Choose three of the following courses:</i>	
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
10-101-190 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-QuickBooks</b> ...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.	1
10-111-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Graphic Workstations</b> ...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.	1
10-103-141 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Access-Intro</b> ...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.	1
10-103-131 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Intro</b> ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.	1
10-103-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: PowerPoint-Intro</b> ...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.	1
<i>Certificate Total</i>		<b>18</b>

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

# Business Writing Certificate

Certificate Number 90-801-1

## 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 #	DESCRIPTION	CREDITS
10-103-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: PowerPoint-Intro</b> ...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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
10-103-122 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Part 2</b> ...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.	1
10-801-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Technical Reporting</b> ...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)	3
10-809-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Think Critically &amp; Creatively</b> ...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.	3
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication</b> ...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.	3

*Certificate Total* **12**

# CAD (Computer Aided Drafting) Certificate

Certificate Number 90-606-1

*Revised*

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-614-113 <i>Offered in: Fall 2008 Spring 2009</i>	<b>2D Essentials...</b> an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.	2
10-614-136 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>3D Modeling with Inventor...</b> develop the knowledge and skills, to create Solid Models using Autodesk Inventor creating and editing 3D drawings rapid prototyping manipulating data.	1
10-606-113 <i>Offered in: Fall 2008 Spring 2009</i>	<b>CAD...</b> 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. (Corequisites: 10-607-119, Civil Drafting Technology OR 10-606-119, Technical Sketching OR 10-614-113, 2D Essentials)	2
10-606-122 <i>Offered in: Spring 2009</i>	<b>CAD-Fabrication &amp; Assembly...</b> sheet metal drawings as applied to brackets, enclosures & guarding welding drawings threads & fasteners stock components working drawing documentation. (Prerequisite: 10-606-113, Computer Aided Drafting)	2
10-606-126 <i>Offered in: Spring 2009</i>	<b>Geometric Dimension/Toleran...</b> basic review, geometric 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)	2

*continued*

**For more information, please contact:** The Trades & 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

# CAD (Computer Aided Drafting) Certificate

*Revised*

Certificate Number 90-606-1 (continued)

CATALOG #	DESCRIPTION	CREDITS
10-804-118 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Interm Algebra with Applications</b> ...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: Recommendations: TABE A: 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).	4
10-606-162 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Solidworks Fundamentals</b> ...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)	1
10-606-164 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Solidworks-Assemblies/Draw</b> ...manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)	1
10-606-163 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Solidworks-Intermediate</b> ...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)	1

*Certificate Total*    **16**

# CNC Fabrication Certificate

Certificate Number 90-442-3

## Description:

This certificate is designed for learners who would like to develop basic knowledge in metal fabrication, welding and blueprint reading.

## Requirements for Certificate Entry:

- Strong mechanical aptitude.
- Strong basic math background, with knowledge of trig (assistance for math and communication skills available in Academic Skills Lab).

## Certificate Completers Will be Able to:

Perform basic metal fabrication, welding operations and read welding blueprints.

Machine Tool program graduates would find increased employment opportunities by completing this certificate.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
31-442-331 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Blueprint Reading I</b> ...orthographic projection, sketching, dimensioning, section and auxiliary views, structural shapes, welding symbols, weld joint nomenclature, welding joint geometry, metric conversion and interpretation of fabrications from prints.	3
31-442-332 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Metal Fabrication I</b> ...safety and introduction to basic metal fabrication tools and equipment utilizing precision measuring tools, geometric nomenclature, basic layout and assembly skills along with polygon construction, and triangulation from scale drawings.	2
31-442-334 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Metal Fabrication II</b> ...advanced metal fabrication tools developing assembly and sub-assemblies from working prints using various fabrication processes. Additionally, rigging and lifting, distortion control, and basic CNC programming will be incorporated. (Prerequisite: 31-442-332, Metal Fabrication I)	2
31-442-317 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Welding-Gas Metal Arc</b> ...welding safety, GMAW equipment/set up, joint details and distortion control, GMAW weld faults, welding metallurgy, and weld symbol interpretation. (Corequisite: 31-442-301, Welding-Cutting/Visual)	5
31-442-321 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Welding-Gas Tungsten Arc</b> ...perform gas tungsten arc welding (GTAW) in all positions, on plain carbon steel, aluminum, and 3XX stainless steel. (Corequisite: 31-442-301, Welding-Cutting/Visual)	5
<i>Certificate Total</i>		<b>17</b>

**For more information, please contact:** The Trades and Technical Division, (920) 498-5457 or (800) 422-NWTC, extension 5457 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 90-109-8

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-102-158 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Business-Intro</b> ...organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.	3
10-109-186 <i>Offered in:</i> <i>Spring 2009</i>	<b>Casino Marketing</b> ...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.	3
10-104-191 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Customer Service Mgmt</b> ...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.	3
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Community & Regional Learning Services Division, (920) 498-5573, or (800) 422-NWTC, extension 5573, 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

*Revised*

**Certificate Number 90-109-7**

## 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 #	DESCRIPTION	CREDITS
10-109-185 <i>Offered in: Spring 2009</i>	<b>Gaming Regulations</b> ...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.	3
10-196-191 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Supervision</b> ...application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3
10-196-164 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Supervisors-Personal Skills</b> ...time management, stress, and related challenges to a supervisor, personal planning, emotional intelligence, effective communication, and assertiveness.	3
10-196-189 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3

*Certificate Total*     **12**

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# Casino Management: Regulations & Operations Certificate

Certificate Number 90-109-9

## 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; management of table games and slots; understanding and application of gaming regulations.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-193 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Human Resource Mgmt...</b> 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.	3
10-109-188 <i>Offered in: Fall 2008</i>	<b>Slots Management...</b> 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.	3
10-109-198 <i>Offered in: Fall 2008</i>	<b>Table Games Management...</b> basic understanding of rules and regulations for roulette, slots, blackjack and Caribbean stud games and understanding the various personnel roles, duties and their functions.	3

*Certificate Total*      **9**

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# Casino Management: Security & Surveillance Certificate

Certificate Number 90-504-2

## 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 #	DESCRIPTION	CREDITS
10-504-124 <i>Offered in: Fall 2008</i>	<b>Gaming Protection...</b> Basic gaming sheets, slots and table games, observe suspicious activity and breaches of policy procedure.	3
10-109-187 <i>Offered in: Fall 2008</i>	<b>Intro to Casino Operations...</b> management techniques used in gaming. Emphasis on casino organization, staffing, labor/management relations both for the mid-level casino supervisor and the casino executive.	3
10-504-131 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Professional Communication...</b> 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.	3
10-504-118 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Protective Services-Tech Reporting...</b> 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)	3
10-504-125 <i>Offered in: Spring 2009</i>	<b>Surveillance Operations...</b> Basic understanding of camera systems and operations, policy and procedures for the various geographical areas of the casino and observation techniques.	3

*Certificate Total*     **15**

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# Central Service Technician Certificate

Certificate Number 90-512-1

## 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).

### SPECIAL NOTES:

- 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).
- Prior to beginning 31-512-336 Central Service Tech Clinical, the following requirements must be met:
  - 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 health programs, 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.
  - Complete physical examination within three months before entering certificate and maintain current immunization information.

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
31-512-336 <i>Offered in: Summer 2008</i>	<b>Central Service Tech Clinical...</b> 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)	3
31-512-335 <i>Offered in: Spring 2009</i>	<b>Central Service Tech Theory...</b> 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)	3

*continued*

**For more information, please contact:** The Health Science Division, (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

# Central Service Technician Certificate *(continued)*

## Certificate Number 90-512-1

CATALOG #	DESCRIPTION	CREDITS
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Terminology</b> ...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.	3
31-512-326 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ST-Infection Control</b> ...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.	1
<i>Certificate Total</i>		<b>10</b>

**For more information, please contact:** The Health Science Division, (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](mailto:donna.meves@nwtc.edu)

# Charter Boat Operators Certificate

*New*

**Certificate Number 90-504-5**

## 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:

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

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-504-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Coast Guard (OUPV)</b> ...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. (Course ID: 056871)	3
10-504-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Coast Guard (OUPV) Upgrade</b> ...this is a three-day course to upgrade OUPV licenses which is needed to operate an inspected vessel of less than 100 tons with seven or more passengers. (Course ID: 056083)	1
10-504-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Marine Radar</b> ...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. (Course ID: 056899)	1
10-504-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Global Marine Distress Safety System</b> ...this course will teach the learner how to understand maritime communication distress systems. It will cover how to operate emergency equipment, voice protocol and how to effectively notify other vessels and Coast guard of harmful situations. (Course ID: 059602)	1
<i>Certificate Total</i>		<b>6</b>

**For more information, please contact:** The Public Safety Division, (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](mailto:donna.meves@nwtc.edu)

# Community Corrections Certificate

Certificate Number 90-504-3

## 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 #	DESCRIPTION	CREDITS
10-504-127 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Investigating High Tech Crime...</b> 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.	3
10-802-101 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Spanish 1...</b> 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).	3
10-504-119 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Treatment-Criminal Offenders...</b> 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.	3
10-550-170 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Understanding Substance Abuse...</b> 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.	3

*Certificate Total*     **12**

**For more information, please contact:** The Public Safety Division, (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](mailto:donna.meves@nwtc.edu)

# Community Dental Health Certificate

Certificate Number 90-508-1

## Description:

The Community Dental Health Certificate (CDHC) 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-508-180 <i>Offered in: Fall 2008</i>	<b>Public Health-Basic Principles</b> ...history of public health, epidemiology, and biostatistics, community assessment, public health policy and services available.	3
10-508-183 <i>Offered in: Fall 2008</i>	<b>Public Health-Communication</b> ...business procedures, written communications, oral communications, cultural competence, curriculum, teaching skills, multi-media and document programs. (Prerequisite: 10-508-180, Public Health-Basic Principles)	3
10-508-182 <i>Offered in: Spring 2009</i>	<b>Public Health-Dental Programs</b> ...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)	3
10-508-181 <i>Offered in: Spring 2009</i>	<b>Public Health-Dental Principles</b> ...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)	3

*Certificate Total*      **12**

**For more information, please contact:** The Health Sciences Division, (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

# Computer Support Certificate

Certificate Number 90-154-2

## 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 #	DESCRIPTION	CREDITS
10-107-194 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Micro Documentation...</b> 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 )	2
10-154-158 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Micro Hardware-Advanced...</b> 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, Micro Hardware-Intro AND 10-154-152, Micro Operating Systems)	3
10-154-150 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Micro Hardware-Intro...</b> 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.	3
10-154-190 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Micro Help Desk/End User Sup...</b> 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.	2
10-154-152 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Micro Operating Systems...</b> 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, Micro Hardware-Intro)	3

*continued*

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

# Computer Support Certificate

Certificate Number 90-154-2 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-154-160 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro Software-Intro</b> ...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.	3
10-107-195 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro Training</b> ...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, Micro Software-Intro AND 10-154-150, Micro Hardware-Intro)	2

*Certificate Total*     **18**

**For more information, please contact:** The Business and Information Technology Division, (920) 498-5435, or (800) 422-NWTC, ext. 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

*New*

**Certificate Number 90-504-4**

## 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:

Submit forms required by The WI Dept of Justice-Training and Standards Bureau; with a minimum of 30 credits from the Criminal Justice-Law Enforcement Program.

## Certificate Completers Will be Able to:

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

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-504-173 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Tactical 1...</b> Tactical One 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. (Prerequisite: 30 credits from Criminal Justice-Law Enforcement Program)	3
10-504-174 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Tactical 2...</b> 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. (Prerequisite: 10-504-173 Tactical 1)	2
10-504-182 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Police Traffic Radar...</b> 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.	2
10-504-126 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>SFST/Drugs That Impair Driving...</b> This class concerns detecting evidence of DWI violations combined with how to identify drugs that impair driving. (Prerequisite: Documented certifiable students only.)	1
10-504-128 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>CJ-Job Interviews &amp; Resume Writing...</b> Students will learn about the criminal justice hiring process from application and resume writing, oral interviews and the background investigation.	1
10-504-176 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Law Enforcement Internship...</b> "hands-on" law enforcement phases, monitored by an agency-approved police officer and college instructor.	2
<i>Certificate Total</i>		<b>11</b>

**For more information, please contact:** The Public Safety Division, (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 90-809-3

## Description:

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

## Certificate Completers Will be Able to:

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

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-809-166 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Ethics: Theory &amp; App</b> ...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.	3
10-809-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Sociology</b> ...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.	3
10-809-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Race Ethnic &amp; Diversity</b> ...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)	3
10-809-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Think Critically &amp; Creatively</b> ...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.	3
<i>Certificate Total</i>		<b>12</b>

**For more information, please contact:** The General Studies Division, (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 90-104-9

## 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, service standards to the gaming industry.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-104-176 <i>Offered in: Spring 2009</i>	<b>Consumer Behavior-Mktg...</b> motivation and personality, information processing, life styles, group influences, post-purchase behavior, and other behaviors related to marketing.	3
10-104-191 <i>Offered in: Fall 2008</i>	<b>Customer Service Mgmt...</b> 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.	3
10-104-125 <i>Offered in: Spring 2009</i>	<b>Event Marketing...</b> 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).	3
10-104-107 <i>Offered in: Spring 2009</i>	<b>Marketing Comm-Integrated...</b> creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.	3
10-104-110 <i>Offered in: Fall 2008</i>	<b>Marketing Principles...</b> marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3
10-104-101 <i>Offered in: Spring 2009</i>	<b>Selling Principles...</b> 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.	3

*Certificate Total* **18**

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# Digital Photography Certificate

Certificate Number 90-111-4

*Revised*

## 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:

Prior to entry to the certificate: a high school diploma or equivalent (equivalence may be established through GED testing or other tests).

## 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 #	DESCRIPTION	CREDITS
10-111-103 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Graphic Workstations...</b> 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.	1
10-111-110 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Macintosh Image Editing-Adv...</b> photoshop's tool box, layers, paths, channels, scans, color separations, photo retouching. Web pages, Web graphics, Web safe colors, HTML code, Adobe Dimensions, image mapping and interactive capabilities of software. (Prerequisite: 10-111-103, Graphic Workstations)	3
10-111-101 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Macintosh-Image Editing...</b> (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print or the internet. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Graphic Workstations)	3
10-111-104 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Photography-Digital...</b> 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.	3
10-111-178 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Photography-Digital Advanced...</b> 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.	3
10-111-180 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Photography-Digital Workflow...</b> photo editing, image retouching, proofing, publishing and archiving. Techniques for sorting, ranking, organizing images, display images for client review, apply metadata, keep an up-to-date online portfolio, color manage your workflow.	3
10-111-183 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Video Photography...</b> 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.	3
<i>Certificate Total</i>		<b>19</b>

**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

# Digital Printing Certificate

Certificate Number 90-204-2

*New*

## Description:

The Digital Printing Certificate will focus on the growing trend of digital printing. These courses educate learners in pre-press 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 an HP Indigo Digital Press.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-204-128 <i>Offered in: Spring 2009</i>	<b>Digital Fulfillment/Mailing</b> ...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.	3
10-204-126 <i>Offered in: Spring 2009</i>	<b>Digital Print Applications</b> ...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.	3
10-204-111 <i>Offered in: Fall 2008</i>	<b>Digital Publishing Operations</b> ...press equipment, processors, inks, print quality, job tickets, standard operating procedures, densitometers, printing problems, and trapping situations. (Prerequisite: 10-111-103, Graphic Workstations)	3
10-111-103 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Graphic Workstations</b> ...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.	1
10-204-110 <i>Offered in: Fall 2008</i>	<b>Publishing Technologies</b> ...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)	3
10-204-124 <i>Offered in: Fall 2008</i>	<b>Variable Data Publishing</b> ...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.	3

*Certificate Total*     **16**

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# Early Childhood Licensing Basic Ages 0-2 Years Certificate

Certificate Number 90-307-0

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-307-179 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Child Development</b> ...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.	3
10-307-167 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Hlth Safety &amp; Nutrition</b> ...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.	3
10-307-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Infant &amp; Toddler Dev</b> ...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.	3
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Community & Regional Learning Services Division, (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 Years Certificate

Certificate Number 90-307-10

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-307-178 <i>Offered in: Fall 2008 Spring 2009</i>	<b>ECE: Art Music &amp; Lang Arts</b> ...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.	3
10-307-179 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>ECE: Child Development</b> ...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.	3
10-307-167 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>ECE: Hlth Safety &amp; Nutrition</b> ...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.	3
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Community & Regional Learning Services Division, (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 90-307-11

*Revised*

## 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 #	DESCRIPTION	CREDITS
10-307-178 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Art Music &amp; Lang Arts...</b> 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.	3
10-307-179 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Child Development...</b> 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.	3
10-307-148 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Foundations of ECE...</b> 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.	3
10-307-188 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Guiding Child Behavior...</b> 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.	3
10-307-167 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Hlth Safety &amp; Nutrition...</b> 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.	3
10-307-102 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Preschool Capstone...</b> 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.	3
<i>Certificate Total</i>		<b>18</b>

**For more information, please contact:** The Community & Regional Learning Services Division, (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 90-307-5

## 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 #	DESCRIPTION	CREDITS
10-307-148 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Foundations of ECE...</b> 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.	3
10-307-167 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Hlth Safety &amp; Nutrition...</b> 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.	3
10-307-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Infant &amp; Toddler Dev...</b> 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.	3
10-307-174 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Practicum 1...</b> 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.	2
<i>Certificate Total</i>		<b>11</b>

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# Early Childhood Intermediate Certificate

Certificate Number 90-307-6

## 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 #	DESCRIPTION	CREDITS
10-307-178 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Art Music &amp; Lang Arts...</b> 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.	3
10-307-179 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Child Development...</b> 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.	3
10-307-188 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Guiding Child Behavior...</b> 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.	3
10-307-192 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Practicum 2...</b> learn/practice skills in a child care setting. Growth/Development, support diversity, implement student developed activity plans, guidance strategies, professional behaviors, caregiving routines as curriculum, positive interpersonal skills with adults. (Prerequisite: 10-307-174, ECE: Practicum 1)	3
<i>Certificate Total</i>		<b>12</b>

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# Early Childhood Advanced Certificate

Certificate Number 90-307-7

## 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 #	DESCRIPTION	CREDITS
10-307-187 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Children w Differing Abil...</b> 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.	3
10-307-166 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Curriculum Planning...</b> curriculum planning in early childhood. Strategies that support diversity and anti-bias perspectives; critical role of play; developmentally appropriate environment; caregiving routines; promoting child development and learning; early childhood curriculum models. (Prerequisite: 10-307-178, ECE: Art, Music, Language Arts)	3
10-307-194 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Math Science &amp; Soc Studies...</b> 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.	3
10-307-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Practicum 3...</b> 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)	3

*Certificate Total* **12**

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# Early Childhood Premier Certificate

Certificate Number 90-307-8

## 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 #	DESCRIPTION	CREDITS
10-307-198 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Admin an ECE Program</b> ...administration of an early childhood program. Diversity and anti-bias perspectives; ECE facilities, program, finances, aspects of personnel supervision, laws and regulations, advocacy.	3
10-307-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Family &amp; Community Rel</b> ...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.	3
10-307-199 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ECE: Practicum 4</b> ...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)	3

*Certificate Total*      **9**

**For more information, please contact:** The Community & Regional Learning Services Division, (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

Certificate Number 90-145-1

*Revised*

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-145-188 <i>Offered in: Spring 2009</i>	<b>Entrepreneurial Service Mgmt...</b> the elements of your successful business with a strategic plan that focuses on servicing your customer with a winning attitude, performance, teamwork, and competition.	3
10-145-186 <i>Offered in: Fall 2008</i>	<b>Financial Management-Small Bus...</b> 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.	3
10-145-187 <i>Offered in: Spring 2009</i>	<b>Marketing Your Small Business...</b> 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.	3
10-145-185 <i>Offered in: Fall 2008</i>	<b>Organizing Your Small Business...</b> 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.	3
10-145-189 <i>Offered in: Spring 2009</i>	<b>Writing a Business Plan-Sm Bus...</b> 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)	3

*Certificate Total*    **15**

**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

# Ethical Leadership Certificate

Certificate Number 90-196-2

## 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 employers' 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-199 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Business Ethics</b> ...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.	3
10-196-169 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Diversity/Change Management</b> ...diversity in the workplace, analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, change management strategy, process, and reactions, measuring progress and celebrating success.	3
10-196-134 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Issues-Supervisors</b> ...legal practices in both union and non-union environments, impact of US employment laws, global economy, appeal process, legal charges, hiring and firing process, harassment issues, and privacy issues.	3
<i>Certificate Total</i>		<b>9</b>

**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

# Fundamentals of Real Estate Sales Certificate

Certificate Number 90-194-1

## 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 #	DESCRIPTION	CREDITS
10-104-191 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Customer Service Mgmt...</b> 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.	3
10-801-136 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>English Composition 1...</b> 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.	3
10-111-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Graphic Workstations...</b> 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.	1
10-104-110 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Marketing Principles...</b> marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3
10-801-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Oral/Interpersonal Comm...</b> 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.	3
10-801-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Real Estate Exam Prep...</b> of 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.	4
10-801-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Selling Principles...</b> 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.	3
<i>Certificate Total</i>		<b>20</b>

**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

# Gemology Certificate

Certificate Number 90-441-1

## 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 #	DESCRIPTION	CREDITS
31-441-317 <i>Offered in: Fall 2008</i>	<b>Gemology 1</b> ...identify: gemological equipment classification, stone optical/physical property and determination, basic minerals, diamonds and gemstone pricing.	2
31-441-318 <i>Offered in: Spring 2009</i>	<b>Gemology 2</b> ...identify and evaluate the physical/optical properties of colored gemstones and diamonds through testing and evaluation. (Prerequisite: 31-441-317, Gemology 1)	3
31-441-328 <i>Offered in: Spring 2009</i>	<b>Power Engraving</b> ...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.	1
31-441-316 <i>Offered in: Fall 2008</i>	<b>Precious Metals</b> ...identify: precious metals content, solder determination, gold alloys, metal pricing and precious metal refinement.	1
<i>Certificate Total</i>		<b>7</b>

**For more information, please contact:** The Trades & 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

# General Studies Transfer Certificate - UW Green Bay

Certificate Number 90-890-2

## 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](http://www.uwgb.edu/admissions)

## Requirements for Certificate Entry:

A high school diploma or equivalent.

## 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](http://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.

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**For more information, please contact:** The General Studies Division, (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](mailto:donna.meves@nwtc.edu)

# General Studies Transfer Certificate - UW Green Bay

Certificate Number 90-890-2 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-801-136 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>English Composition 1</b> ...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.	3
OR		
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication</b> ...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.	3
10-804-118 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Interm Algebra with Applications</b> ...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: Recommendations: TABE A: 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).	4
10-809-166 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Ethics: Theory &amp; App</b> ...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.	3
10-809-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Race Ethnic &amp; Diversity</b> ...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)	3
10-809-188 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Developmental Psychology</b> ...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.	3
10-809-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Economics</b> ...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.	3
10-809-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Sociology</b> ...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.	3

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**For more information, please contact:** The General Studies Division, (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

Certificate Number 90-890-2 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-809-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Psychology</b> ...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.	3
10-809-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Contemporary Amer Society</b> ...the major social institutions within the American society: government, family, education, religion, and economic system.	3
10-806-154 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>General Physics 1</b> ...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)	4
<b>OR</b> 10-806-134 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>General Chemistry</b> ...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)	4

*Certificate Total*     **32**

**For more information, please contact:** The General Studies Division, (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 90-890-3

## 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>

## Requirements for Certificate Entry:

A high school diploma or equivalent.

## 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](http://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.

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**For more information, please contact:** The General Studies Division, (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](mailto:donna.meves@nwtc.edu)

# General Studies Transfer Certificate - UW Oshkosh

Certificate Number 90-890-3 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-801-136 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>English Composition 1</b> ...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.	3
<b>OR</b>		
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication</b> ...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.	3
10-801-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Technical Reporting</b> ...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)	3
10-801-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Speech</b> ...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.	3
10-804-118 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Interm Algebra with Applications</b> ...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: Recommendations: TABE A: 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).	4
10-806-154 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>General Physics 1</b> ...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)	4
<b>OR</b>		
10-806-134 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>General Chemistry</b> ...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)	4
10-809-166 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Ethics: Theory &amp; App</b> ...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.	3

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**For more information, please contact:** The General Studies Division, (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 90-890-3 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-809-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Race Ethnic &amp; Diversity</b> ...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)	3
<i>Complete 3 courses ( 9 credits ) in at least 2 areas from the following:</i>		
<i>Area 1:</i>		
10-809-159 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Abnormal Psychology</b> ...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)	3
10-809-188 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Developmental Psychology</b> ...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.	3
<i>Area 2:</i>		
10-809-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Economics</b> ...scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.	3
<i>Area 3:</i>		
10-809-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Sociology</b> ...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.	3
10-809-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Contemporary Amer Society</b> ...the major social institutions within the American society: government, family, education, religion, and economic system.	3
10-809-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Psychology</b> ...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.	3
10-809-199 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Psychology Of Human Relations</b> ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.	3
<i>Certificate Total</i>		<b>32</b>

**For more information, please contact:** The General Studies Division, (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 90-182-1

*Revised*

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-102-160 <i>Offered in: Fall 2008</i>	<b>Global Business Mgmt...</b> globalization, cultural environment, global trade environment, politics and law, economic integration, global trade and investment theories, exporting, global marketing, and global supply chain.	3
10-104-148 <i>Offered in: Fall 2008</i>	<b>Global Marketing...</b> tools necessary for the student to understand the risks, rewards, and the technical aspects of doing business in a global environment.	3
10-182-160 <i>Offered in: Spring 2009</i>	<b>Global Supply Chain Mgmt...</b> 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.	3
10-138-180 <i>Offered in: Spring 2009</i>	<b>Global Trade Finance...</b> 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.	3
10-102-104 <i>Offered in: Fall 2008</i>	<b>International Business Prac...</b> (IBPF) is a group of virtual businesses at colleges around the world. Learners will staff the virtual business at NWTC.	3

*Certificate Total*    **15**

**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

# Greenhouse Growers Certificate

Certificate Number 90-001-2

## 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 #	DESCRIPTION	CREDITS
10-001-159 <i>Offered in: Fall 2008</i>	<b>Flowers-Herbaceous I</b> ...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)	3
10-001-111 <i>Offered in: Fall 2008</i>	<b>Greenhouse Grower I</b> ...examine greenhouse structures and environmental systems used in growing crops; focus will be on various factors that influence plant health and quality.	2
10-001-112 <i>Offered in: Spring 2009</i>	<b>Greenhouse Grower II</b> ...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)	2
10-001-110 <i>Offered in: Fall 2008</i>	<b>Horticulture-Intro</b> ...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.	3
10-001-170 <i>Offered in: Fall 2008</i>	<b>Pest Management-Integrated</b> ...various methods to combat plant pests in an environmentally responsible manner; techniques and strategies. (Prerequisites: 10-001-110, Intro to Horticulture; 10-001-154, Turf Management)	2
10-001-108 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Plant Propagation</b> ...plant propagation and production techniques. (Prerequisites: 10-001-110, Intro to Horticulture; 10-001-158, Plant-Woody Ornamental 1; 10-001-159, Flowers-Herbaceous 1)	2
10-001-130 <i>Offered in: Spring 2009</i>	<b>Plant-Interior</b> ...how to identify indoor tropical plants and blooming plants that are used in interior landscaping. Includes identification, plant varieties, pests, diseases, and cultural requirements. Also designing with houseplants. (Prerequisite: 10-001-110, Intro to Horticulture)	3

*Certificate Total*     **17**

**For more information, please contact:** The Trades and Technical Division, (920) 498-5457 or (800) 422-NWTC, extension 5457, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

# Health Care Administration-Supervision Certificate

Certificate Number 90-196-7

## Description:

The Health Care Administration-Supervision Certificate is designed to provide educational experiences for Health Care Administration with an emphasis on team concepts and benefit claims processes. The learner completing the certificate course will gain a multidisciplinary skill base to further professional growth opportunities in the health care industry.

Interested Health Care Administration students may take individual courses within this certificate program, as well as complete the course groupings to gain the additional credentialing.

## Certificate Completers Will be Able to:

- Handle organizational conflict.
- Provide excellent customer service in health care.
- Analyze and explain insurance benefits.
- Create a motivating environment.
- Analyze the characteristics of an effective leader.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Healthcare Delivery Systems</b> ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.	2
10-196-193 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Human Resource Mgmt</b> ...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.	3
10-160-161 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Insurance Health Principles</b> ...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.)	3
10-530-181 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Health Record</b> ... 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.	1
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervision</b> ...application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3
10-196-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3

*Certificate Total*     **15**

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# Health Care Business Services Certificate

Certificate Number 90-104-1

## Description:

The Health Care Business Services Certificate is designed to introduce learners to professional business positions in the growing medical field. Credits earned through this certificate also apply to the associate degree in Health Care Business Services.

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Healthcare Delivery Systems</b> ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.	2
10-160-161 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Insurance Health Principles</b> ...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.)	3
10-804-123 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Math w Business Apps</b> ...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: TABE Level A: 9.8 GE Math or Accuplacaer Arithmetic = 55).	3
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Terminology</b> ...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.	3
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Windows-Intro</b> ...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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication</b> ...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.	3

*Certificate Total*     **16**

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# Health Unit Coordinator Certificate

*New*

Certificate Number 90-501-1

## 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.
- Must have worked 1,000 hours in a related health setting.
- Must be recommended by employer.
- Complete TABE entrance assessment.
- 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.
- Completed Employer Recommendation Form (form available upon request).

## 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.

## Special Notes:

- Clinical will be with a preceptor.
- Clinical can be started while in HUC Medical Order Management class.
- 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-501-122 <i>Offered in: Fall 2008 Spring 2009</i>	<b>HUC Coordinator Clinical</b> ...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)	2
10-501-121 <i>Offered in: Fall 2008 Spring 2009</i>	<b>HUC Medical Order Management</b> ...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)	3
10-501-104 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Healthcare Customer Serv</b> ...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.	2
10-501-101 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Medical Terminology</b> ...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.	3

*Certificate Total*     **10**

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# Horticulture Landscape Certificate

Certificate Number 90-001-1

## Description:

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

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

## Certificate Completers Will be Able to:

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

## Curriculum

CATALOG #	DESCRIPTION	HOURS
47-001-440 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Horticulture-Introduction.....</b> 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.	36
	<b>Choose Five of the Following:</b>	
47-608-471 <i>Offered in:</i> <i>Fall 2008</i>	<b>LANDCADD-Intro...</b> 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.	36
47-001-401 <i>Offered in:</i> <i>Fall 2008</i>	<b>Landscape Construction...</b> site analysis preconstruction, grading, landscape construction and final sitework.	18
47-001-414 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Landscape Design-Basic...</b> 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.	24
47-001-405 <i>Offered in:</i> <i>Fall 2008</i>	<b>Landscape Maintenance...</b> 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.	24
47-001-409 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Landscape-Flowers...</b> 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.	18
47-001-402 <i>Offered in:</i> <i>Summer 2008</i>	<b>Landscape-Special Gardens...</b> butterfly, water, rock, prairie, wildflower, cut flower, cottage and rose gardens. Practical instruction on basic design, materials, construction, planting, soil building and maintenance.	24

*continued*

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# Horticulture Landscape Certificate

Certificate Number 90-001-1 (*continued*)

CATALOG #	DESCRIPTION	HOURS
47-001-410 <i>Offered in: Summer 2008</i>	<b>Landscape-Trees/Shrubs 1</b> ...identifying trees and shrubs of Northeast Wisconsin, characteristics, pests, and diseases. Purposes of bark, flowers, fruits, and color. Saturday field trip. For landscape personnel: golf course, nursery, greenhouse, and marketing.	36
47-001-453 <i>Offered in: Spring 2009</i>	<b>Lawn Care</b> ...establishment, maintenance and re-establishment of turf grasses. Emphasis of grass plant selection according to planned use. Study of diseases, insects, nutrient deficiencies and weed control selection and adjustments.	12
47-001-420 <i>Offered in: Spring 2009</i>	<b>Organic Composting</b> ...benefits of using compost, principles of composting, managing a compost pile including material selection, enhancement materials and techniques, safety and health concerns for the landscape worker and homeowner.	8
47-001-436 <i>Offered in: Spring 2009</i>	<b>Plant Propagation</b> ...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.	18
47-001-435 <i>Offered in: Spring 2009</i>	<b>Plantscaping-Indoor</b> ...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.	18

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# Hotel & Restaurant Management Certificate

Certificate Number 90-109-5

*Revised*

## 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 #	DESCRIPTION	CREDITS
10-109-168 <i>Offered in: Spring 2009</i>	<b>Beverage/Dining Room Mgmt...</b> 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.	3
10-104-125 <i>Offered in: Spring 2009</i>	<b>Event Marketing...</b> 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).	3
10-109-126 <i>Offered in: Spring 2009</i>	<b>Food/Lodging Cost Control...</b> purchasing/receiving controls, storing/issuing controls, production controls, monitoring activities, sales controls, beverage controls, labor controls.	3
10-109-114 <i>Offered in: Fall 2008</i>	<b>Front Office Management...</b> 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.	3
10-109-127 <i>Offered in: Fall 2008</i>	<b>Housekeeping/Facilities Mgmt...</b> staffing housekeeping operations, facilities safety and security, cleaning routines, material selection, laundry operations, controlling costs in housekeeping and maintenance departments, facility systems.	3
10-104-110 <i>Offered in: Fall 2008</i>	<b>Marketing Principles...</b> marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3

*Certificate Total*    **18**

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# Industrial Maintenance Certificate

Certificate Number 90-462-1

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-664-100 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 1: Control Logic</b> ...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.	1
10-664-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 2: Motor Control</b> ...electric motor control components such as sensors, timers and counters. (Prerequisite: 10-664-100, Automation 1: Control Logic)	1
10-664-102 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 3: PLC</b> ...basic programmable logic controller programming and troubleshooting.	1
10-664-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 4: PLC</b> ...troubleshooting a PLC System, applying Event Sequencing, developing PLC applications, applying timer instructions and counter instructions. (Prerequisite: 10-664-102, Automation 3: PLC)	1
10-664-104 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 5: PLC</b> ...application, troubleshooting, and implementation of program control, math and data move instructions, analog I/O modules, and producing a PLC program from specification. (Prerequisite: 10-664-103, Automation 4: PLC)	1
10-664-105 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Automation 6: PLC</b> ...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)	1
10-620-100 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Fluids 1: Basic Pneumatics</b> ...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.	1
10-620-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Fluids 2: Basic Hydraulics</b> ...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. (Prerequisite: 10-620-100, Fluids 1: Basic Pneumatics)	1
10-620-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Mechanics 1: Basic</b> ...mechanical drive system components related to V-belt drives, chain drives, and gear drives.	1

*continued*

# Industrial Maintenance Certificate

Certificate Number 90-462-1 (*continued*)

CATALOG #	DESCRIPTION	CREDITS
10-620-122 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Mechanics 2: Intermediate</b> ...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)	1
10-620-140 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Machine Wiring and Safety</b> ...introduction to machine wiring, including basic documentation, labeling, and wiring practices; and an overview of NFPA 70 - machinery, safety and installation standards.	1
10-620-161 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Power Electricity 1: Motors</b> ... DC motors and generator configuration, shunt, compound, and permanent magnet DC motor performance and characteristics.	1
10-620-159 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Power Electronics 3: Drives</b> ...power circuitry of AC drives and application of an industrial AC drives to AC motors. (Corequisite: 10-620-161, Power Electricity 1: Motors)	1
10-620-105 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Rigging Systems 1</b> ...the basic skills of rigging, employment of hoists, slings, lifts, wire rope, and chain slings as part of rigging system.	1
<i>Certificate Total</i>		<b>14</b>

**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

# Internet Broadcasting Certificate

*New*

Certificate Number 90-206-1

## 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 #	DESCRIPTION	CREDITS
10-206-100 <i>Offered in: Fall 2008</i>	<b>Digital Audio Overview</b> ...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.	3
10-111-103 <i>Offered in: Fall 2008</i>	<b>Graphic Workstations</b> ...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.	1
10-111-159 <i>Offered in: Spring 2009</i>	<b>Graphic Workstations-Adv</b> ...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)	3
10-206-107 <i>Offered in: Fall 2008</i>	<b>Internet Broadcasting</b> ...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.	3
10-206-108 <i>Offered in: Spring 2009</i>	<b>Internet Broadcasting-Advanced</b> ...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) services.	3
10-152-185 <i>Offered in: Spring 2009</i>	<b>Website Coding</b> ...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.	3

*Certificate Total* **16**

**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

# Introduction to the Instructional Assistant Careers Certificate

Certificate Number 90-522-2

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-522-106 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>IA: Child/Adolescent Dev...</b> growth and development birth through adolescence. Acquaints the learner with the fundamental tasks of physical, motor, perceptual, cognitive social/emotional and language development.	3
10-522-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Spring 2009</i>	<b>IA: Guiding &amp; Mnging Behavior...</b> 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.	3
10-522-103 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>IA: Intro to Educational Prac...</b> fundamentals of teaching methodologies, learning styles, factors influencing teaching effectiveness, strategies to meet the needs of all learners, questioning techniques, and basic assessment practices.	3
10-522-107 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>IA: Overview of Special Ed...</b> 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.	3
<b>OR</b>		
10-522-124 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>IA: Support Students w Disab...</b> 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.	3
10-522-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i>	<b>IA: Teamwork in School Setting...</b> 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.	3

*Certificate Total* **15**

**For more information, please contact:** The Community & Regional Learning Services Division, (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 90-196-3

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-190 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Leadership Development</b> ...leadership effectiveness and organization requirements, individual and group motivation strategies, mission and goals, ethical behavior, leadership style and adaptation, impacts of power, employee development, coaching, managing change, and conflict resolution.	3
10-196-192 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Managing-Quality</b> ...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.	3
10-196-168 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Organizational Development</b> ...develop more effective organizations through diagnosis, planning, interventions, and improvement via continuous learning about structure, processes, resources, culture, and change in a global environment.	3
<i>Certificate Total</i>		<b>9</b>

**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

# Library Assistant Certificate

Certificate Number 90-522-3

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-522-122 <i>Offered in: Spring 2009</i>	<b>IA: Adv Readg/Language Arts</b> ...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, Techniques for Reading/Language Arts)	3
10-522-108 <i>Offered in: Spring 2009</i>	<b>IA: Library Science-Intro</b> ...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.	3
10-522-110 <i>Offered in: Fall 2008</i>	<b>IA: Literary Resources-Child</b> ...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.	3
10-522-102 <i>Offered in: Fall 2008</i>	<b>IA: Techniques/Readg/Lang Art</b> ...instructional assistant's 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.	3

*Certificate Total*    **12**

**For more information, please contact:** The Community & Regional Learning Services Division, (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

*Revised*

**Certificate Number 90-413-2** (*Offered on the Marinette Campus*)

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
31-413-334 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>AC Circuits...</b> AC theory, inductance, capacitance, impedance, series and parallel AC circuits, AC power, power factor corrections, rectification of AC, Diodes and silicon controlled rectifiers. (Corequisites: 31-413-314, DC Circuits; 31-804-312, Math-Algebra/Trades)	2
31-413-327 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Commercial Wiring Techniques...</b> raceways and fittings, conduit bending, wire pulling methods, fastening systems, lighting and low voltage wiring. (Corequisite: 31-413-346, Commercial Electrical Code)	2
31-413-381 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Controls 1-Maintenance...</b> 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.	3
31-413-382 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Controls 2 - Maintenance...</b> 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.	3
31-413-314 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>DC Circuits...</b> electron theory, electromotive force sources, voltage, current, resistance, power, ohm's law, series-parallel circuits and test equipment. (Corequisite: 31-804-312, Math-Algebra/Trades)	2
31-449-301 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Electrical Safety...</b> standard first aid, CPR and OSHA 10 hour course as it relates to the electrical field.	1
31-804-312 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Math-Algebra/Trades...</b> signed numbers, order of operations, scientific notation, metric units/measurement, calculator operations, algebra, introductory trigonometry, Pythagorean theorem, solving right triangles.	1

*continued*

**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

# Maintenance Electricity Certificate

Certificate Number 90-413-2 (*continued*)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
31-413-328 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Motors/Transformers</b> ...magnetism, electromagnetism, transformers, DC generators and motors, AC single-phase and three-phase motors, and an introduction to AC drives. (Prerequisite: 31-413-334, AC Circuits)	2
31-413-315 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>NEC-Maintenance</b> ...National Electric Code requirements for industrial applications.	1
<i>Certificate Total</i>		<b>17</b>

**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](mailto:donna.meves@nwtc.edu)

# Masonry Construction Certificate

Certificate Number 90-408-2

## 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.

## Requirements for Certificate Entry:

Ability to lift 50-75 pounds continuously at times.

## 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 #	DESCRIPTION	CREDITS
47-408-414 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Intro to Masonry Trades</b> ...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.	Non-credit
31-408-304 <i>Offered in: Spring 2009</i>	<b>Landscape Hardscape</b> ...hardscape in landscaping, decorative stone walks, brick pavers, colored concrete, retaining walls and pond construction to be covered. Also, safety and hands-on projects.	3
31-408-303 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Plastering</b> ...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.	3
31-408-302 <i>Offered in: Spring 2009</i>	<b>Stone Masonry</b> ...stone patterns, bonds, cutting and laying. Some hands on application with safety and layout will be discussed.	2
31-408-301 <i>Offered in: Fall 2008</i>	<b>Tile Installation</b> ...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.	3

*Certificate Total* 11

**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

# Math Primer Certificate

## Certificate Number 90-804-1

### 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 #	DESCRIPTION	CREDITS
10-804-110 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Elementary Algebra with Applications</b> ...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. (Prerequisites: Recommendations: TABE Level A math score = 10.7 GE Math OR Accuplacer = 70.)	3
10-804-118 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Interm Algebra with Applications</b> ...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: Recommendations: TABE A: 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 OR Completion of 10-804-110 Elementary Algebra w Apps OR 10-804-120 Math-Tech Algebra with grade "C" or better).	4
10-804-106 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to College Math</b> ...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. (Prerequisites: Recommendation: TABE Level A Math Score = 9.8 GE Math or Accuplacer Arithmetic = 55)	3
10-804-189 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Introductory Statistics</b> ...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.)	3

*Certificate Total* **13**

**For more information, please contact:** The General Studies Division, (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 90-804-2

## 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 #	DESCRIPTION	CREDITS
10-804-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Calculus 1</b> ...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) = 100 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)	4
10-804-181 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Calculus 2</b> ...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 1 with a "C" or better.)	4
10-804-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>College Algebra with Applications</b> ... 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)	3
10-804-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Trigonometry with Applications</b> ...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)	3

*Certificate Total* **14**

**For more information, please contact:** The General Studies Division, (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 Basic Certificate

*Revised*

Certificate Number 90-530-2

## Description:

The Medical Coding Certificate Options are designed to prepare students for employment in all types of healthcare organizations, insurance companies, or government agencies associated with reimbursement, health services research, and healthcare planning. This certificate is a prerequisite to the Medical Coding Advanced Certificate. The student may complete one or both certificates. The Medical Coding Basic Certificate prepares the student for coding related work in an insurance company or clinic. All credits from this certificate can be applied to the Health Information Technology associate degree program.

## Requirements for Certificate Entry:

- High school graduate.
- Suggested Skills for Success: 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.

## Special Note:

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

**To enter the Medical Coding Advanced Certificate, the following requirements must be met prior to taking course 10-530-125 Medical Code-Clinical:**

- 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 health programs, 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.
- Complete physical examination within three 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.
- Code at a basic level using ICD-9-CM and/or CPT-4/HCPCS.
- Use a computerized encoder and the traditional coding manuals.
- Differentiate between various reimbursement methodologies.
- Use skills obtained in a clinic or insurance company.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-806-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Basic Anatomy</b> ...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)	3
10-530-184 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>CPT Coding</b> ...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)	3

*continued*

**For more information, please contact:** The Health Sciences Division, (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 Basic Certificate

*Revised*

Certificate Number 90-530-2 (continued)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-185 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Healthcare Reimbursement...</b> 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)	2
10-530-182 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Human Diseases for Hlth Prof...</b> 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)	3
10-530-183 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>ICD-9-CM-Coding...</b> 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)	3
10-530-181 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Health Record...</b> 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.	1
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Terminology...</b> 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.	3
<i>Certificate Total</i>		<b>18</b>

**For more information, please contact:** The Health Sciences Division, (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 Advanced Certificate

Certificate Number 90-530-4

## Description:

The Medical Coding Certificate Options are designed to prepare students for employment in all types of healthcare organizations, insurance companies, or government agencies associated with reimbursement, health services research, and healthcare planning. The Medical Coding Advanced Certificate builds upon prior learning to add additional skills, particularly hospital coding and a clinic experience.

## Requirements for Certificate Entry:

- High school graduate.
- Completion of Medical Coding Basic Certificate.

### Special Note:

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

### Prior to beginning 10-530-125 Medical Code-Clinical, the following requirements must be met:

- 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 health programs, 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation withing typical program timing.
- Complete physical examination within three months before entering certificate and maintain current immunization information.

## Medical Coding Advanced Certificate Completers Will be Able to:

- Code diagnoses and surgical procedures using ICD-9-CM and/or CPT-4/HCPCS.
- Apply anatomy and physiology, pathophysiology, and pharmacology to obtain correct codes.
- Understand and apply coding principles using medical records and case scenarios.
- 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 care, etc.)
- Experience coding work life prior to program completion.
- Use the skills obtained in all types of health settings, particularly hospitals.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-195 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Applied Coding</b> ...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)	2
10-530-176 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Health Data Management</b> ...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.)	2
10-530-172 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Healthcare Delivery Systems</b> ...examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.	2
10-530-125 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Medical Code-Clinical</b> ...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)	2

*Certificate Total* **8**

**For more information, please contact:** The Health Sciences Division, (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 Transcriptionist Basic Certificate

Certificate Number 90-530-1

*Revised*

## Description:

The Medical Transcriptionist Basic Certificate provides a core of skills and information. Transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. This certificate is a prerequisite to the Medical Transcriptionist Advanced Certificate.

## Requirements for Certificate Entry:

- Must be able to type 45 words per minute, with five or less errors in a five-minute keyboarding test. Testing is available in our Assessment Center for a fee. Students unable to meet this standard will be asked to withdraw from the course.
- High school graduate.

### Special Note:

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

**To enter the Medical Transcriptionist Advanced Certificate, the following requirements must be met prior to taking course 10-530-123 Medical Transcription-Clinical:**

- 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 health programs, 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.
- Complete physical examination within three months before entering certificate and maintain current immunization information.

## Certificate Completers Will be Able to:

- Operate transcription equipment.
- Select appropriate format for a dictated medical report.
- Demonstrate appropriate proofreading skills.
- Demonstrate correct English usage, rules of proper grammar, punctuation, and style.
- Appropriately use related references and other resources.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-806-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Basic Anatomy</b> ...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)	3
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Terminology</b> ...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.	3
10-530-121 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Transcription 1</b> ...transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. (Prerequisite: Must be able to type 45 words per minute with 5 errors or less; Corequisites: 10-501-101, Medical Terminology; 10-103-111, Micro: Windows-Intro; 10-103-121, Micro: Word-Intro; 10-806-189, Basic Anatomy)	4

*continued*

# Medical Transcriptionist Basic Certificate

Certificate Number 90-530-1 (*continued*)

*Revised*

CATALOG #	DESCRIPTION	CREDITS
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Windows-Intro...</b> 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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro...</b> 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.	1
10-801-195 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Written Communication...</b> 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.	3

*Certificate Total*      **15**

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# Medical Transcriptionist-Advanced Certificate

Certificate Number 90-530-5

## Description:

The Medical Transcriptionist Certificate is designed to deliver entry-level training to students for employment in all types of healthcare organizations or self-employment. Transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. The Medical Transcriptionist Basic Certificate is a prerequisite to this certificate. The Medical Transcriptionist Advanced Certificate builds on prior learning to add additional skills and a clinical experience.

## Requirements for Certificate Entry:

- Ability to type 45-50 words per minute with five or less errors in five minute timing on a keyboarding test. Testing is available in our Assessment Center for a fee.
- High school graduate.
- Completion of Medical Transcriptionist-Basic certificate.

### Prior to taking course 10-530-123 Medical Transcription-Clinical, the following requirements must be met:

- 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 health programs, 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program timing.
- Complete physical examination within three months before entering certificate and maintain current immunization information.

### Special Note:

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

## Certificate Completers Will be Able to:

- Appropriately edit, recognize, and revise inconsistencies and inaccuracies in dictation, without altering the meaning of dictation or changing the author's style.
- Produce a final, neat, error-free transcript.
- Increase transcription speed and productivity throughout the course.
- Demonstrate appropriate ergonomic habits.
- Explain quality versus quantity in medical transcription.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-530-182 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Human Diseases for Hlth Prof...</b> 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)	3
10-530-122 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Transcription 2...</b> advanced transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards.(Prerequisite: 10-530-121, Medical Transcription 1)	4
10-530-123 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Transcription-Clin...</b> consists of supervised on-the-job experience working in a healthcare facility(s), physician office, or transcription business under the supervision of a qualified and experienced medical transcriptionist. (Prerequisite: 10-530-122, Medical Transcription 2)	2
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Health Sciences Division, (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 90-111-2

*Revised*

## 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 (Equivalency may be established through GED testing or other tests).
- 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-111-105 <i>Offered in: Fall 2008</i>	<b>DVD Authoring</b> ...setup and create interactive DVD productions. Other topics covered include: Bit-Budgeting, Storyboarding, Video and Audio Encoding, Menu Creation, and Delivery.	3
10-111-159 <i>Offered in: Spring 2009</i>	<b>Graphic Workstations-Adv</b> ...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)	3
10-111-101 <i>Offered in: Spring 2009</i>	<b>Macintosh-Image Editing</b> ...(Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print or the internet. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Graphic Workstations)	3
10-111-154 <i>Offered in: Spring 2009</i>	<b>Macintosh-Multimedia Authoring</b> ...media types including audio, video and graphics to create original commercial, educational and entertainment productions for delivery to broadcast, CD/DVD and web. Final Cut Pro, LiveType and Photoshop software. (Prerequisite: 10-111-101, Macintosh-Image Editing)	3
10-111-174 <i>Offered in: Fall 2008</i>	<b>Motion Graphics for Video</b> ...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: 10-111-154, Multimedia Authoring; 10-111-101, Mac Image Editing; 10-111-103, Graphic Workstations)	3
10-111-183 <i>Offered in: Fall 2008</i>	<b>Video Photography</b> ...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.	3

*Certificate Total*     **18**

**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

# Networking Certificate

Certificate Number 90-150-2

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-150-174 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: Client Operating Sys...</b> 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.	3
10-150-165 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: MS Server/Networking...</b> 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.	3
10-150-145 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: Security Fundamentals...</b> 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.	3
10-150-163 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: Structures 1...</b> 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.	3
10-150-168 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: Structures 2...</b> configuring routing protocols, access control lists, broadcast and collision domains, serial protocols, WAN services, protocol analysis, cellular communications, and Internet access alternatives.	3
10-150-157 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: UNIX/LINUX-Intro...</b> 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.	3
<b>Certificate Total</b>		<b>18</b>

CRITICAL SKILLS REQUIRED TO BE SUCCESSFUL IN EACH CORE PROGRAM COURSE ARE LISTED ON THE PROGRAM WEBSITE AT: <http://network.nwtc.edu/net/courseskillreq.htm>  
LEARNERS SHOULD REVIEW THIS INFORMATION CAREFULLY BEFORE ENROLLING IN A COURSE.

**For more information, please contact:** The Business and 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](mailto:donna.meves@nwtc.edu).

# Paralegal Post Baccalaureate Certificate

Certificate Number 90-110-1

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-101 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Paralegal Intro/Legal Ethics</b> ...introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.	3
10-110-102 <i>Offered in: Spring 2009</i>	<b>Civil Litigation 1</b> ...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 with a "C" or better.)	3

*continued*

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.

## A SPECIAL NOTE TO THOSE LEARNERS TAKING ONLINE COURSES:

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		

# Paralegal Post Baccalaureate Certificate

Certificate Number 90-110-1 (*continued*)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-104 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Research</b> ...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.)	3
10-110-105 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Legal Writing</b> ...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.)	3
<i>Choose 3 selective courses from list below:</i>		
10-110-114 <i>Offered in:</i> <i>Fall 2008</i>	<b>Administration of Estates</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-115 <i>Offered in:</i> <i>Fall 2008</i>	<b>Administrative Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-103 <i>Offered in:</i> <i>Fall 2008</i>	<b>Civil Litigation 2</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-122 <i>Offered in:</i> <i>Spring 2009</i>	<b>Creditor/Debtor Relations</b> ...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.)	3
10-110-169 <i>Offered in:</i> <i>Fall 2008</i>	<b>Indian Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-160 <i>Offered in:</i> <i>Spring 2009</i>	<b>Law-Employment</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3

*continued*

**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

Certificate Number 90-110-1 (*continued*)

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-110-106 <i>Offered in: Fall 2008</i>	<b>Law-Family</b> ...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.)	3
10-110-107 <i>Offered in: Fall 2008</i>	<b>Legal Aspects/Business Org</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-168 <i>Offered in: Spring 2009</i>	<b>Paralegal Criminal Proc</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	3
10-110-110 <i>Offered in: Spring 2009</i>	<b>Real Estate Law</b> ...civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)	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.

# Parametric Modeling Certificate

*Revised*

Certificate Number 90-606-2

## 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 #	DESCRIPTION	CREDITS
10-614-113 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>2D Essentials</b> ... an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.	2
10-614-136 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>3D Modeling with Inventor</b> ...develop the knowledge and skills, to create Solid Models using Autodesk Inventor; creating and editing 3D drawings; rapid prototyping; manipulating data.	1
10-606-166 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>SolidWorks Loft/Surface</b> ...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)	1
10-606-162 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Solidworks Fundamentals</b> ...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)	1
10-606-165 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Solidworks Sheet Metal</b> ...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)	1
10-606-164 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Solidworks-Assemblies/Draw</b> ...manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)	1
10-606-163 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Solidworks-Intermediate</b> ...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)	1
<i>Certificate Total</i>		<b>8</b>

**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

# Phlebotomy Certificate

Certificate Number 90-513-1

*Revised*

## 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.

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 PRACTICUM

- 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 and participate in weekend rotation.
- 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 health programs/certificates, must complete a background information form disclosing an acts, crimes, or convictions prior to program/certificate 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 clinical placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, or guarantee graduation within typical program/certificate timing.
- 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 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.

**For more information, please contact:** The Health Sciences Division, (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](mailto:donna.meves@nwtc.edu)

# Phlebotomy Certificate

Certificate Number 90-513-1

*Revised*

## 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.
- 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.

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

- 10-513-110, Basic Lab Skills
- 10-513-111, CLT-Phlebotomy

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

- 10-103-111, Micro: Windows-Intro
- 10-501-101, Medical Terminology
- 31-509-309, Medical Law Ethics/Professionalism
- 31-801-186, Communicating Effectively

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

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-513-110 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Basic Lab Skills</b> ...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)	1
10-513-111 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>CLT-Phlebotomy</b> ...this course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. (Corequisite: 10-513-110, Basic Lab Skills)	2
31-801-386 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Communicating Effectively</b> ...interpersonal communication, including the function of interpersonal communication, listening techniques, perception, non-verbal communication, language, self-concept, conflict resolution and customer service.	1
31-509-309 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Law, Ethics &amp; Profess</b> ...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.	1

*continued*

**For more information, please contact:** The Health Sciences Division, (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

Certificate Number 90-513-1 (continued)

*Revised*

CATALOG #	DESCRIPTION	CREDITS
10-501-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Medical Terminology</b> ...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.	3
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Windows-Intro</b> ...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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
10-513-155 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Phlebotomy Clinical</b> ...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)	3

*Certificate Total*    **13**

**For more information, please contact:** The Health Sciences Division, (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 90-423-1

## 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.

## Curriculum

CATALOG #	DESCRIPTION	HOURS
31-462-305 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 1-Safety &amp; Layout</b> ...mechanical calculators, instruments, safe shop practices, safety of operation of shop machinery, and layout techniques.	51
31-462-306 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 2-Rigging &amp; Fastenr</b> ...mechanical fasteners, rigging and lifting, structural steel.	51
31-462-307 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 3-Pipe, Valves &amp; Se</b> ...pipe and pipe fittings, valve types and functions, pumps and packing, and seal.	51
31-462-308 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 4-Mech Systems</b> ...mechanical driven systems and bearings.	51
31-462-356 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 5-Hydraulics</b> ...pressure controls, directional flow controls, fluids, filters and reservoirs, hydraulic pumps, actuators, positive displacement pumps and troubleshoot pumps.	51
31-462-306 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>Mech Maint 6-Sheetmetal</b> ...heat treatment of metals, sheet metal, layout, tool maintenance, and repair.	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 90-001-5

## 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 #	DESCRIPTION	CREDITS
10-001-110 <i>Offered in: Fall 2008</i>	<b>Horticulture-Intro</b> ...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.	3
10-001-172 <i>Offered in: Fall 2008</i>	<b>Landscape Maintenance</b> ...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)	2
10-001-170 <i>Offered in: Fall 2008</i>	<b>Pest Management-Integrated</b> ...various methods to combat plant pests in an environmentally responsible manner; techniques and strategies. (Prerequisite: 10-001-110, Intro to Horticulture, 10-001-154 Turf Management)	2
10-001-153 <i>Offered in: Spring 2009</i>	<b>Plant Culture/Soil Fund</b> ...examines the plant, its parts, functions, and relationships to its environment. Particular attention is given to the plant's interaction with the soil. (Prerequisite: 10-001-110, Intro Horticulture)	3
10-001-140 <i>Offered in: Spring 2009</i>	<b>Plant Diagnostic Skills</b> ...science of making proper diagnoses of plant insects and disease problems and appropriate control strategies. Learn the difference between signs and symptoms and identification of problem plants. (Prerequisite: 10-001-110, Intro to Horticulture)	2
10-001-123 <i>Offered in: Spring 2009</i>	<b>Plant Health Care Management</b> ...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)	2
10-001-122 <i>Offered in: Spring 2009</i>	<b>Plant Nutrition/Fertilizer</b> ...identification of nutritional needs of turf grasses and ornamentals, special emphasis will be placed on various types of fertilizers and fertilizer programs.	1
10-001-158 <i>Offered in: Fall 2008</i>	<b>Plant-Woody Ornamental 1</b> ...physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin. (Corequisite: 10-001-110, Horticulture-Intro)	3

*Certificate Total*     **18**

**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

# Power Generator Certificate

Certificate Number 90-412-1

*New*

## 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 #	DESCRIPTION	CREDITS
10-412-146 <i>Offered in: Spring 2009</i>	<b>Power Generation 1</b> ...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.	2
10-412-147 <i>Offered in: Spring 2009</i>	<b>Power Generation 2</b> ...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.	2
<i>Certificate Total</i>		4

**For more information, please contact:** The Trades and Technical Division, (920) 498-5664 or (800) 422-NWTC, extension 5664, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

# Process Improvement Certificate

Certificate Number 90-196-8

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-196-192 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Managing-Quality</b> ...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.	3
10-196-188 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Project Management</b> ...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.	3
10-196-145 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Workplace Innovation</b> ...use inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments. Assessing innovation projects using six different points-of view.	3
<i>Certificate Total</i>		<b>9</b>

**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

# Promotions & Event Management Certificate

Certificate Number 90-104-7

*Revised*

## 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, casinos, 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 #	DESCRIPTION	CREDITS
10-104-191 <i>Offered in: Fall 2008</i>	<b>Customer Service Mgmt...</b> 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.	3
10-104-125 <i>Offered in: Spring 2009</i>	<b>Event Marketing...</b> 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).	3
10-102-150 <i>Offered in: Fall 2008</i>	<b>Law-Business...</b> 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.	3
<b>OR</b>		
10-104-176 <i>Offered in: Fall 2008</i>	<b>Consumer Behavior-Mktg...</b> 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.	3
10-104-107 <i>Offered in: Spring 2009</i>	<b>Marketing Comm-Integrated...</b> creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.	3
10-104-110 <i>Offered in: Fall 2008</i>	<b>Marketing Principles...</b> marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3
10-104-101 <i>Offered in: Spring 2009</i>	<b>Selling Principles...</b> 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.	3
<i>Certificate Total</i>		<b>18</b>

**For more information, please contact:** The Business and 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.

# Psychology and Behavioral Studies Certificate

Certificate Number 90-809-1

## 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 lifespan.
- Summarize physiological and psychological changes 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-809-159 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Abnormal Psychology</b> ...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)	3
10-809-188 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Developmental Psychology</b> ...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.	3
10-809-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Psychology</b> ...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.	3
10-809-199 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Psychology Of Human Relations</b> ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.	3
10-809-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Race Ethnic &amp; Diversity</b> ...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)	3

*Certificate Total* **15**

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

# Purchasing and Supply Management Certificate

*Revised*

Certificate Number 90-182-3

## 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 #	DESCRIPTION	CREDITS
10-182-160 <i>Offered in: Spring 2009</i>	<b>Global Supply Chain Mgmt...</b> 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.	3
10-102-150 <i>Offered in: Fall 2008</i>	<b>Law-Business...</b> 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.	3
10-182-157 <i>Offered in: Fall 2008</i>	<b>Logistics/Supply Chain Mgmt...</b> 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.	3
10-182-131 <i>Offered in: Spring 2009</i>	<b>Negotiations...</b> 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.	3
10-182-127 <i>Offered in: Spring 2009</i>	<b>Purchasing...</b> 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.	3

*Certificate Total*    **15**

**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

# Recording and Audio Engineering Certificate

Certificate Number 90-699-1

## 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 #	DESCRIPTION	CREDITS
10-206-102 <i>Offered in: Fall 2008</i>	<b>Audio Engineering 1</b> ...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.	3
10-206-103 <i>Offered in: Spring 2009</i>	<b>Audio Engineering 2</b> ...hands-on studio and live recording course covering advanced microphone techniques detailing the entire process of CD production from pre-production to internet marketing.	3
10-206-100 <i>Offered in: Fall 2008</i>	<b>Digital Audio Overview</b> ...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.	3
10-111-103 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Graphic Workstations</b> ...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.	1
10-206-101 <i>Offered in: Spring 2009</i>	<b>Soundtracks and Music</b> ...software applications for sampling, synthesizing, analog to digital conversion, mixing and mastering for MP3's, RSS feeds, podcasts, CD's and video soundtracks.	3

*Certificate Total*     **13**

**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

# Retail Leadership Certificate

Certificate Number 90-104-2

*Revised*

## 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 #	DESCRIPTION	CREDITS
10-145-177 <i>Offered in: Spring 2009</i>	<b>Entrepreneurship</b> ...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.	3
<b>OR</b>		
10-196-145 <i>Offered in: Spring 2009</i>	<b>Workplace Innovation</b> ...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.	3
10-196-193 <i>Offered in: Fall 2008</i>	<b>Human Resource Mgmt</b> ...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.	3
10-104-192 <i>Offered in: Fall 2008</i>	<b>Merchandise Management</b> ...basic theories of merchandising applied to the current retail environment.	3
10-104-135 <i>Offered in: Fall 2008</i>	<b>Retail Mgmt-Survival</b> ...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.	3
<b>OR</b>		
10-196-164 <i>Offered in: Fall 2008</i>	<b>Supervisors-Personal Skills</b> ...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.	3
10-104-193 <i>Offered in: Spring 2009</i>	<b>Retail Operations Mgmt</b> ...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.	3
10-104-190 <i>Offered in: Fall 2008</i>	<b>Retail Principles</b> ...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.	3

*Certificate Total*     **18**

**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

# Small Business Bookkeeping Certificate

## Certificate Number 90-101-1

### 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.

### Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-101-101 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting Principles</b> ...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.	3
10-101-105 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-Computer Ledger</b> ...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)	2
10-101-151 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-Payroll</b> ...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)	3
10-101-190 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Accounting-QuickBooks</b> ...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.	1
10-804-123 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Math w Business Apps</b> ...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: TABE Level A: 9.8 GE Math or Accuplacer Arithmetic = 55).	3
10-103-131 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Intro</b> ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.	1
10-103-132 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Part 2</b> ... 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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro</b> ...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.	1
<b>Certificate Total</b>		<b>15</b>

**For more information, please contact:** The Business and 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

# Social and Human Services Certificate

## Certificate Number 90-809-2

### 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.

### Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-809-197 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Contemporary Amer Society</b> ...the major social institutions within the American society: government, family, education, religion, and economic system.	3
10-809-198 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Psychology</b> ...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.	3
10-809-196 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Intro to Sociology</b> ...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.	3
10-809-199 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Psychology Of Human Relations</b> ...decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.	3
10-809-172 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Race Ethnic &amp; Diversity</b> ...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)	3

*Certificate Total*     **15**

**For more information, please contact:** The General Studies Division, (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 90-103-1

### 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](http://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 prepares 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 #	DESCRIPTION	CREDITS
10-106-145 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Keyboarding...</b> 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.	1
10-103-111 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Windows-Intro...</b> 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.	1
10-103-121 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Intro...</b> 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.	1
10-103-141 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Access-Intro...</b> 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.	1
10-103-131 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Intro...</b> creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.	1
10-103-151 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: PowerPoint-Intro...</b> 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.	1
<i>Certificate Total</i>		<b>6</b>

**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](mailto:donna.meves@nwtc.edu)

# Software Level 2 Certificate

## Certificate Number 90-103-2

### 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](http://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 prepares 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 #	DESCRIPTION	CREDITS
10-103-122 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Word-Part 2</b> ...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.	1
10-103-142 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Access-Part 2</b> ...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.	1
10-103-132 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Excel-Part 2</b> ... 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.	1
10-103-162 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: FrontPage</b> ...create a FrontPage Web; customize and manage web pages and images; create and use interactive forms using frames; publish Office web pages to a web server. Requires Windows experience.	1
10-103-160 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Outlook</b> ...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.	1
10-103-165 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Micro: Publication Software</b> ...create and edit newsletters, brochures, flyers, forms, business cards, emails, e-commerce websites, and other business publications using publication layout software. Requires Windows experience.	1
<i>Certificate Total</i>		<b>6</b>

**For more information, please contact:** The Business and 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](mailto:donna.meves@nwtc.edu)

# Special Education Certificate

Certificate Number 90-522-4

## 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 exceptionalities, practical classroom strategies to support learning for a variety of disability areas as well as techniques for guiding and managing behavior. Courses are delivered online.

## Certificate Completers Will be Able to:

- Model inclusion and classroom strategies.
- Create learning support materials for teachers.
- Develop social skills and peer relationships.
- Support student transitions.
- Work with children with behavior challenges.
- Discuss causes and characteristics of students with a variety of exceptional needs.
- Participate in individualized education program (IEP) meetings.
- Work with students with exceptional needs.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-522-111 <i>Offered in: Summer 2008 Spring 2009</i>	<b>IA: Guiding &amp; Mnging Behavior...</b> 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.	3
10-522-107 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	<b>IA: Overview of Special Ed...</b> 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.	3
10-522-109 <i>Offered in: Fall 2008</i>	<b>IA: Special Ed: Educate Child...</b> 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.	3
10-522-124 <i>Offered in: Fall 2008 Spring 2009</i>	<b>IA: Support Students w Disab...</b> 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)	3
<i>Certificate Total</i>		<b>12</b>

**For more information, please contact:** The Community & Regional Learning Services Division, (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 90-196-1

## 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 #	DESCRIPTION	CREDITS
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervision</b> ...application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3
10-196-193 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Human Resource Mgmt</b> ...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.	3
10-196-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3
<i>Certificate Total</i>		<b>9</b>

**For more information, please contact:** The Business and 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

# Supply Chain Management Certificate

*Revised*

Certificate Number 90-182-5

## 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 #	DESCRIPTION	CREDITS
10-104-191 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Customer Service Mgmt...</b> 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.	3
10-182-130 <i>Offered in: Spring 2009</i>	<b>E-Business Logistics/Fulfill...</b> e-commerce, business-to-business e-commerce, consumer e-commerce, e-commerce distribution, e-procurement, e-commerce connection, legal and ethical issues, and e-commerce logistics applications.	3
10-182-160 <i>Offered in: Spring 2009</i>	<b>Global Supply Chain Mgmt...</b> 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.	3
10-182-157 <i>Offered in: Fall 2008</i>	<b>Logistics/Supply Chain Mgmt...</b> 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.	3
10-182-190 <i>Offered in: Fall 2008</i>	<b>Transportation Management...</b> 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.	3

*Certificate Total*    **15**

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# Supporting Children's Learning Certificate

Certificate Number 90-522-1

## 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.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-522-111 <i>Offered in: Summer 2008 Spring 2009</i>	<b>IA: Guiding &amp; Mnging Behavior...</b> 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.	3
10-522-118 <i>Offered in: Fall 2008</i>	<b>IA: Techniques for Math...</b> 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.	3
10-522-120 <i>Offered in: Spring 2009</i>	<b>IA: Techniques for Science...</b> 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.	3
10-522-102 <i>Offered in: Fall 2008</i>	<b>IA: Techniques/Readg/Lang Art...</b> instructional assistant's 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.	3
10-522-104 <i>Offered in: Fall 2008</i>	<b>IA: Technology/Media Rsrces...</b> 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.	3

*Certificate Total* **15**

**For more information, please contact:** The Community & Regional Learning Services Division, (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

# Utility Management Certificate

Certificate Number 90-196-9

## 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 #	DESCRIPTION	CREDITS
10-196-188 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Project Management</b> ...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.	3
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervision</b> ...application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3
10-196-164 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Supervisors-Personal Skills</b> ...time management, stress, and related challenges to a supervisor, personal planning, emotional intelligence, effective communication, and assertiveness.	3
10-196-189 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Team Building/Prob Solve</b> ...benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.	3
10-469-101 <i>Offered in:</i> <i>Fall 2008</i>	<b>Utility Management Overview</b> ...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.	3

*Certificate Total*     **15**

**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

# Web Marketing Strategy Certificate

Certificate Number 90-104-5

## 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 #	DESCRIPTION	CREDITS
10-104-116 <i>Offered in: Fall 2008</i>	<b>E-Business Database Mktg...</b> 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.	3
10-104-112 <i>Offered in: Spring 2009</i>	<b>E-Business Implement Plan...</b> implementation plan for a new E-Commerce initiative or E-Commerce business. Included is analyzing the market need, product development, operational planning; including outsourcing, competitive analysis, financial need forecasting, and risk assessment.	3
10-182-130 <i>Offered in: Spring 2009</i> <b>OR</b>	<b>E-Business Logistics/Fulfill...</b> e-commerce, business-to-business e-commerce, consumer e-commerce, e-commerce distribution, e-procurement, e-commerce connection, legal and ethical issues, and e-commerce logistics applications.	3
10-196-188 <i>Offered in: Spring 2009</i>	<b>Project Management...</b> 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.	3
10-104-115 <i>Offered in: Spring 2009</i>	<b>E-Business Online Strategies...</b> use of essential electronic information sources (library catalogs, business databases, government resources, CD-ROM, commercial databases, World Wide Web) useful to marketing and business decision-making.	3
10-104-118 <i>Offered in: Fall 2008</i>	<b>E-Business Principles...</b> how the Internet and the Web dramatically impact consumers and organizations carry out the marketing function.	3
10-104-119 <i>Offered in: Fall 2008</i>	<b>E-Business Web Marketing...</b> 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)	3

*Certificate Total* **18**

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# Website Application Programming Certificate

Certificate Number 90-152-2

*Revised*

## 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 web application to work with an application server.
- Create a database design and effective interface to support a web application.

## Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-150-144 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Network: Operating System Fund...</b> 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.	3
10-152-180 <i>Offered in:</i> <i>Spring 2009</i>	<b>Web: Client Script-Javascript...</b> 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)	3
10-154-125 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	<b>Web: Database Development...</b> web database uses, analyzing information requirements, file organizations, data models, entity relationships, normalizing data, database management systems, development environments, web connectivity, creating tables, writing queries and file maintenance using SQL.	3
10-152-184 <i>Offered in:</i> <i>Spring 2009</i>	<b>Web: Programming-SQL...</b> 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, Web: Database Development)	3
10-152-181 <i>Offered in:</i> <i>Spring 2009</i>	<b>Web: Server Side Scripting-MS...</b> operating system installation, update, configuration for the web environment including: IIS configuration, Active Server Page (ASP) configuration, basic and intermediate HTML, basic/intermediate ASP, manipulating ODBC compliant databases using ASP. (Prerequisites: 10-152-185, Website Coding, 10-150-144, Network: Operating Systems Fundamentals, 10-152-184, Web: Programming-SQL)	3
<b>OR</b>		
10-152-182 <i>Offered in:</i> <i>Fall 2008</i>	<b>Web: Server Side Script-Unix...</b> operating system installation, update, configuration for the web environment including: Apache configuration, PERL configuration, basic and intermediate HTML, basic and intermediate PERL, and manipulating ODBC compliant databases using PERL. (Prerequisites: 10-152-185, Website Coding, 10-150-144 Network Operating Systems Fundamentals, 10-152-184, Web: Programming-SQL )	3

*Certificate Total* **15**

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# Website Design Certificate

Certificate Number 90-111-1

*Revised*

## 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 #	DESCRIPTION	CREDITS
10-111-103 <i>Offered in: Fall 2008 Spring 2009</i>	<b>Graphic Workstations</b> ...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.	1
10-111-152 <i>Offered in: Fall 2008</i>	<b>Web Animation Design</b> ...(Macromedia 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. (Prerequisite: 10-111-161, Macintosh Illustration)	3
10-111-172 <i>Offered in: Spring 2009</i>	<b>Web Animation Programming</b> ...apply object-orientated programming concepts in ActionScript for motion, tweening, easing, coloring and shape drawing. Code scripts for time-based animations, event-based animations and dynamic animations. (Prerequisite: 10-111-152, Web Animation Design)	3
10-111-150 <i>Offered in: Spring 2009</i>	<b>Web Graphic Design</b> ...prepare graphics for the web including optimization techniques, transparent gifs, background images, image maps, slices and rollovers. Code web pages using XHTML and CSS using table and frame page layouts. (Prerequisites: 10-152-185, Website Coding; 10-111-103, Graphic Workstations)	3
10-152-185 <i>Offered in: Fall 2008</i>	<b>Website Coding</b> ...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.	3
10-111-151 <i>Offered in: Spring 2009</i>	<b>Website Design</b> ...(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. (Prerequisites: 10-111-103, Graphic Workstations and 10-152-185, Website Coding)	3

*Certificate Total*    **16**

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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 Division ..... (920) 498-5435**

**Community and Regional Learning Services Division ..... (920) 498-6373**

**Counseling ..... (920) 498-5444**

**General Studies Division ..... (920) 498-5421**

**Health Sciences Division ..... (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 Division ..... (920) 498-5485**

**Registration (live person) ..... (920) 498-5444**

**Russian Speaking Line**

**(Russian voice mail, leave message, your call will be returned) ..... (920) 498-5646**

**Spanish Speaking Line ..... (920) 498-6894**

**Sturgeon Bay Campus ..... (920) 743-2207**

**Trades and Technical Division ..... (920) 498-5457**

# Certificate Options



## 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

Northeast Wisconsin Technical College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, creed, national origin, sex, age, or handicap.

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2740 W. Mason St.  
P.O. Box 19042  
Green Bay, WI 54307