



Healthcare Business Professional Program

Frequently Asked Questions

Welcome to the Healthcare Business Professional Technical Diploma at Northeast Wisconsin Technical College. This document aims to answer questions you may have related to the Healthcare Business Professional program and its requirements.

Q: Are online courses less work than in-person courses?

A: Many students taking online courses begin with an unrealistic vision. Online courses require just as much, if not more, time and effort as traditional in-person courses. Online learning also involves specific computer skills and learning strategies to succeed.

Q: What will lead to my success?

A: Be organized! Use a personal planner or calendar to track due dates, class schedules and other commitments. Think about how you organize your day: eating, sleeping, job, family, free time, commute time and/or cleaning/chores. Now add school to that list and be sure you have balance. Rely on your support system.

Q: What if I need help with the basics?

A: NWTC offers free support services. Contact Academic Advising, Campus Care, Career Services, Counseling Services, Disability Services, Library (Resources and Computer Help), Student Finance, Veterans Services and more. Academic Coaches are available at no cost to you. We are here to help you succeed!

Q: Am I the only one struggling with my class assignment?

A: Probably not. Study groups have proven to be beneficial in understanding the material. Contact someone in your class and arrange to study together – even virtually. You may learn the course content and gain some new friends!

Q: How much time should I plan to dedicate to my classes?

A: For every course credit, plan 4-6 hours per week. Keep in mind that this is an estimate that varies by student and by course.

Q: Who can help me with scheduling my classes?

A: The Healthcare Business Professional Academic Advisor, Nicole Hartfield, can assist you with course scheduling. She can be reached at nicole.hartfield@nwtc.edu or 920/498-6982.

Q: Where can I find more information about the Healthcare Business Professional program, such as courses, prerequisites, program costs, etc.?

A: Go to <https://www.nwtc.edu/academics-and-training/healthcare-business-professional> to learn more courses, prerequisites, getting started with the program, the healthcare business professional field and program costs on this page.

Q: What is Healthcare Business Practicum?

A: The Healthcare Business Practicum is a program course taken in the final semester of the Healthcare Business Professional program. The course requires that you work 144 hours (typically unpaid) at an assigned healthcare facility. Your instructor will coordinate the site assignment and provide site contact information. All efforts are made to place you as requested or near your home. We work cooperatively with our sites and respect the business demands they face. For this reason, we are unable to guarantee you will be placed at your site preference. The Healthcare Business Practicum course also involves online assignments that will be submitted via NWTC Learning Management System.

Q: What is required for enrollment in the Healthcare Business Practicum course?

A: The following are required prior to being enrolled in the Healthcare Business Practicum course: acceptance into the Healthcare Business Professional Program, completion of all prerequisite courses, a WI Caregiver background check, a 2-step TB test, proof of a current flu vaccine, proof of Covid-19 vaccine(s) (some sites require full vaccine records). In addition, you must complete the online Healthcare Business Professional Petition to Enter HCBP Practicum form. You are responsible for all travel and other associated costs, if any.

Q: What if I do not complete the background check, 2-step TB test, flu vaccine and/or Covid-19 vaccine(s) or submit my Petition to Enter HCBP Practicum form by the Due Date?

A: If you do not submit completed health requirements or complete the online petition form, your graduation date may be delayed. Plan ahead to ensure you can enroll in the Healthcare Business Practicum course and graduate on time!

Q: Who do I contact if I have questions regarding the program.

A: You may contact Amy Blochowiak at amy.blochowiak@nwtc.edu or 920/498-6939 or Nicole Hartfield at nicole.hartfield@nwtc.edu or 920/498-6982 with questions pertaining to the Healthcare Business Professional program at NWTC.