

<b>A+2</b>	...prepares the learner to take the A+ Certification IT Technician Exam which is taken as part of the course. Learners will develop advanced skills required for individuals to work in a technical environment with a high level of face-to-face client interaction. Advanced topics include PC components, laptop and portable devices, operating systems, peripherals, networks, security, safety and environmental issues, communication and professionalism. PREREQUISITE: 10154122 A+1 or CONDITION: CompTIA A+ Essentials Certification
<b>Abnormal Psychology</b>	...surveys the essential features, possible causes, and assessment and treatment of the various systems of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology. PREREQUISITE: 10809198 Psychology-Introduction, or 10809199 Psychology of Human Relations
<b>Above-Ground Storage Tanks Installer</b>	...provides the participant with a review of the requirements for proper and safe installation of aboveground storage tanks in preparation for the Department of Commerce certification exam, including site preparation, tank handling, testing, piping, leak-detection systems, containment systems, spill or overflow protection, as well as plan preparation and submittal procedures.
<b>AC Fundamentals</b>	...prepares the student to analyze electrical circuits using phasers and AC math, analyze AC waveforms, measure and analyze AC power, analyze capacitors and inductors in DC and AC circuits, analyze AC circuits containing reactance and calculate resonance, apply the elements and properties of basic measuring circuits, and describe transformer characteristics. PREREQUISITES: 10660105 DC Fundamentals or 10660105C1 DC Fundamentals (3 cr) or 10605105 DC Fundamentals or 10605105C1 DC Fundamentals (3 cr)
<b>Access 2007 - Level 2</b>	...prepares the learner to set advanced field properties and data types; manage data using related tables, edit forms; manipulate report data; format forms; and integrate a database with other applications. This course is offered in a self-paced format. PREREQUISITE: 10103170 Access 2007 - Level 1 or 10103181 Access 2002 - Level 1
<b>Access 2007 - Level 1</b>	...introduces the learner to the following basic techniques: to create and edit a database; create a table, a query, a form, and a report; and modify tables. This course is offered in a self-paced format.
<b>Access 2007 - Level 3</b>	...prepares the learner to design a database; manage changing data; filter data in a linked table using parameters and form filters; use advanced Access tools; analyze and summarize data; share a database with others; simplify the database for other users. This class is a self-paced format. PREREQUISITE: 10103171 Access 2007 - Level 2 or 10103182 Access 2002 - Level 2
<b>Accounting 1</b>	...provides the learner with the skills to understand accounting principles and procedures useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, special journals, and ledgers, accruals and deferrals, depreciation, inventories, the voucher system, payroll, and accounting principles and concepts.
<b>Accounting 2</b>	...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest; partnerships; corporations; and manufacturing accounting with additional accounting reports for management, creditors, and investors. PREREQUISITE: 10101111 Accounting I
<b>Accounting 4</b>	...expands the learner's ability to understand intermediate accounting concepts, principles, and applications, including intangible assets, long-term investments, corporate taxes, leases, pensions, and stockholders' equity. PREREQUISITE: 10101115 Accounting III
<b>Accounting Cost 2</b>	...expands the learner's ability to understand accounting for manufacturing enterprises, including factory overhead, material costs, labor costs, standard costing, direct costing, marketing costs, break-even analysis, differential costs, and capital expenditures. PREREQUISITE: 10101125 Accounting Cost I
<b>Accounting for Professionals</b>	...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.
<b>Accounting Income Tax II</b>	...expands the learner's ability to comprehend the principles of income tax law and calculate federal income tax for businesses using tax forms and for businesses using tax forms and practical problems. PREREQUISITES: 10101111 Accounting I and 10101123 Accounting Income Tax I
<b>Accounting Information Systems</b>	...introduces the learner to current accounting information systems theory, procedures, and methods designed to communicate financial data and report financial information; system analysis and design related to manual and computerized systems; internal control; flow charting; form design; and procedure writing. PREREQUISITE: 10101113 Accounting II
<b>Accounting Software Applications</b>	...prepares the learner to perform file maintenance procedures, analyze the differences between manual accounting and computerized accounting, account for expenditure cycle transactions, account for revenue cycle transactions, account for general journal transactions, account for payroll, prepare bank reconciliations, perform end-of-period procedures, design reports, design financial statements, and analyze report information. PREREQUISITE: 10101111 Accounting I
<b>Administration of Estates</b>	...provides the learner with the skills to assist attorneys to administer estates, differentiate between probate and nonprobate property, contrast various forms of marital property, gather appropriate factual and financial information, select and draft appropriate forms to open an estate, prepare an inventory, draft a final accounting and documents to close an estate, draft tax documents, prepare powers of attorney and simple wills, and assist in the valid execution of estate planning documents. PREREQUISITE: 10110101 Intro to Paralegalism
<b>Advanced Anatomy and Physiology</b>	...is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course. PREREQUISITE: 10806177 General Anatomy & Physiology
<b>Advanced Cardiac Life Support-Recognition</b>	...is offered to those health care deliverers who are daily actively engaged in advanced life support. Included are eight areas of training: Basic Life Support, adjuncts for airway and mechanical breathing, endotracheal intubation of adult and infant mannikins and esophageal intubation of adult mannikin; placement of IV fluid line; defibrillation; recognition of Dysrhythmia via oscilloscope-dynamic; recognition of dysrhythmias-statis; and therapeutic modalities for cardiac dysrhythmias.
<b>Advanced Cardiac Life Support-Renewal</b>	...is a refresher course in the didactic and practical areas of advanced cardiac life support. The course includes content and skills specified by the American Heart Association. Upon satisfactory completion, the student receives a two-year ACLS Recognition through the American Heart Association of Wisconsin.
<b>Advanced Computer Graphics</b>	...provides the learner with enhanced knowledge and skill in the use of design, illustration and page layout software through the creation of a variety of design projects. Emphasis is on original, strong images and type integration, as well as preparing files for press. PREREQUISITE: 10201101 Design Fundamentals and COREQUISITE: 10201183 InDesign Advanced and CONDITION: 102012 Graphic and Web Design Admission Requirements Met

<b>Advanced Spanish</b>	...allows students who have had some Spanish to those approaching fluency continue their study and use of Spanish. The course emphasizes basic grammar and sentence structure while providing for communication in Spanish, particular through classroom conversation.
<b>Advanced Sign Language</b>	...learn advanced sign language techniques. This class will be offered in three modules with two weeks off between modules. "Signing Naturally" curriculum will be used. This class is appropriate for those who already have some basic sign language skills or have taken Sign Language for Beginners.
<b>Algebra for General Chemistry</b>	...introduces the student to real numbers; solving linear equations; percentages; proportions; variations; calculator operations; measurements (metric, English, English-metric, scientific notation, and prefixes); beginning graphing; geometry; formula rearrangement; and formula evaluations. This course is a prerequisite for Chemistry; it does not satisfy program math requirements. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency or 77854761C1 Math Computations ModuMath with a Grade of P
<b>Ammonia ER Tech Level</b>	...prepares the participant to safely respond to ammonia incidents in an offensive manner by using standard operating procedures, including hazard recognition and identification, toxicology, medical monitoring, air monitoring, respiratory protection, decontamination, spill control, and incident command. This course satisfies the training requirements of OSHA 29 CFR 1910.120.
<b>Ammonia Refresher</b>	...focuses on one special substance and includes training on its properties, safe handling, control procedures, monitoring and emergency response procedures.
<b>Applied Health Physics</b>	...prepares the learner to issue dosimetry, calculate neutron dose, monitor personal exposure, calculate radioactive airborne activity concentration, estimate radioactive airborne concentration, issue respirators, determine contamination levels, recommend protective clothing, reduce the spread of contamination, conduct an ALARA audit, reduce the total radiation exposure, maintain records, and estimate exposure to internal organs. PREREQUISITE: 10624122 Radiation Physics
<b>Applied Health Physics-Lab</b>	...expands the learner's ability to perform applied health physics tasks as covered in Applied Health Physics, 624-145. This course is associated with 624-145. COREQUISITE: 10624145 Applied Health Physics
<b>Applied Marketing</b>	...expands the students ability to explore environmental factors in an e-commerce world, apply consumer behavior to marketing strategies, evaluate the microenvironment in an era of global business, show market segmentation, targeting, and positioning strategies, apply strategies for new products on the product life cycle, evaluate supply chains and distribution strategies, justify the role of advertising in an e-commerce world, and apply pricing concepts to marketing strategies. COREQUISITE: 10104102 Principles of Marketing
<b>Basic Child Care Skills</b>	...prepares learners for work in child care centers by providing practical skills for those who will assist teachers. Topics and skills presented include basics in adult study skills, customer service, time management and professional behavior needed for successful child care workers. Basics in childhood health, child development, and children's learning activities. Learners will participate in guided online activities.
<b>Basic Electricity for Apprentices 1</b>	... provides a practical and hands-on introduction to electrical circuits, wiring practices, and safety. Circuits will be constructed and measured in a lab setting. The student will learn about electrical safety, electrical quantities, Ohm's Law, magnetism, measuring instruments, electrical services, and general wiring practices.
<b>Basic Electricity for Apprentices 2</b>	... is a continuation of 10-413-100-C1 and further explores electrical theory, circuit construction, and efficiency of electrical equipment. The student will learn about resistors, series, and parallel circuits, alternating current, AC loads, three-phase power, transformers, and motors. PREREQUISITE: 10413100C1 Basic Electricity for Apprentices 1
<b>Basic Electricity for the Trades</b>	...provides practical DC/AC concepts to introduce various components, electrical quantities, and measuring values in DC and AC circuits. Circuit measurement of voltage, current and resistance will be taken with analog and digital meters applying basic concepts. The student will learn about electrical theory, electrical safety, basic circuit design, measuring equipment, general wiring practices, motors, and transformers.
<b>Basic Life Support Healthcare Provider</b>	...provides training to recognize and treat of cardiac arrest and obstructed airway, includes 2-person CPR, adult and child and infant 1-person CPR and obstructed airway. This class also includes AED
<b>Behavior and Emotional Challenges</b>	...prepares the student to build rapport with children and their families; create supportive learning environments; demonstrate positive social-emotional teaching strategies; define specific discipline and guidance strategies; assess challenging behaviors; describe specific diagnoses typically related to challenging behaviors; develop individualized, positive guidance plans; and communicate the need for positive, consistent, team approaches to including children with challenging behaviors in typical community settings.
<b>Body Structure and Function</b>	...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
<b>Business Etiquette and Professionalism</b>	...prepares the learner to feel confident in the business setting and to understand business protocol in a culturally diverse, international market. Areas of study will include proper etiquette, introductions, professional body language, cultural sensitivity, dining and social skills, and conflict management.
<b>Business Law 1</b>	...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and analyze warranties.
<b>Business Operations</b>	...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.
<b>Calculations for Working Pharmacy Technicians</b>	...prepares the pharmacy technician to enlarge and reduce formulas, solve proportions, allegations, and solve problems related to milliequivalents, powder volumes, flow rates and business calculations.
<b>Capstone: Family-Centered Practices</b>	...is a field-based course that requires the student to volunteer in an ECE program with a child who has special needs and spend time with that child's family at home and in the community, thus preparing the student to analyze the impact of disability on family systems; identify historical and current roles/views of families and parents in society with regards to disability; build rapport with children and families; articulate an increased understanding of daily issues faced by families through participation with the child and family in daily routines and community settings; articulate an understanding of families' experiences accessing systems and resources; identify supports and resources available to families in the community; and demonstrate respect for the diversity of family structures and utilize non-judgmental approaches when working with families and the community.
<b>Career Assessment</b>	...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet. PREREQUISITE: 10105124 Portfolio Introduction

<b>Career Assessment and Portfolio Development</b>	...is a preliminary course to Individualized Technical Studies educational plan development and/or prior learning assessment portfolio development. Students identify their future career goals through self assessment and a variety of career development instruments. A personal educational plan is completed. The basis for prior learning assessment through an individualized portfolio process is developed.
<b>Civil Litigation 1</b>	...provides the learner with the skills to evaluate causes of action and defenses; conduct an initial client interview; perform an initial investigation; draft a summons and complaint, answer, counterclaim, cross complaint, motions and supporting documents, select appropriate discovery devices; draft interrogatories and responses; prepare for depositions; draft a Notice of deposition and Subpoenas; analyze fact patterns; and evaluate evidentiary objections. COREQUISITE: 10110101 Intro to Paralegalism
<b>College Technical Math 1B</b>	...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or COREQUISITE: 10804113 College Tech Math 1A
<b>College Technical Mathematics 1</b>	...prepares the student to solve linear, quadratic, and rational equations; graphing; formula rearrangement; solve systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. This course is the equivalent of successful completion of College Tech Math 1a and 1b. PREREQUISITE: Accuplacer Math minimum score of 100 or Equivalent
<b>College Technical Mathematics 1A</b>	...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency
<b>Communication for Accountants</b>	...prepares the learner to meet the specific, rigorous communication demands of accounting professionals for business writing, business presentations, and interpersonal skills, including the ability to develop the ability to organize and present ideas clearly; apply communication strategies; and listen, speak, and write effectively to be a more competent business communicator.
<b>Communication Skills for the Workplace</b>	...prepares the student to develop paper job-search tools and job-related writing skills to increase job stability; introduces the students to team-building skills to resolve organizational problems; introduces the student to the skills of effective listening; prepares the student to respond to workplace criticism and praise; and introduces the student to interpersonal relationship skills, including effective interviewing skills, customer relations, and management/employee relations.
<b>Compensation and Benefits Administration</b>	...applies the skills and tools necessary to design, implement and manage a compensation and benefits program as a tool for recruitment, retention and performance management of employees.
<b>Computer Concepts</b>	...introduces the learner to the basic concepts and terminology of a computer system hardware and software; applied skills include: managing computer data files; protecting against computer viruses; creating simple web pages; producing electronic word documents, spreadsheets and presentations; investigating current employment trends; and examining techniques of systems analysis & design, programming languages and database systems.
<b>Computers Beyond the Basics-Next Step-Windows XP</b>	...is designed for those who have completed Computers for Absolute Beginners and Computers for Beginners. The course focuses on the development of intermediate computer skills in file management, windows, and Word; and basic computer skills in Excel. You will manipulate the windows environment; troubleshoot and resolve windows problems; adjust windows; evaluate the layout of Word documents; and create, edit and format an Excel spreadsheet.
<b>Computers for Absolute Beginners-Windows</b>	...is for students with no computer experience. Content includes: learning computer terminology, using the mouse, discovering parts of the computer, exploring the Desktop, exploring Windows, software applications, and working files.
<b>Computers for Beginners - Windows XP</b>	...focuses on developing the learner's basic skills in using a computer. The learner must have completed Computers for Absolute Beginners. You will demonstrate using the Windows environment; construct a file management system by creating folders, and copying, moving, and renaming files; create documents using Microsoft Word by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function.
<b>Computers: Digital Pictures-Advanced Techniques</b>	...is designed for students who desire to learn more advanced techniques and features with their digital camera. Get more in-depth with photo-editing. Learn how to take pictures in various lights and with different settings. Explore multiple features with your digital camera. <i>Bring your camera and camera cords to class.</i>
<b>Computers: Digital Pictures-Level 1</b>	... is designed for those who are learning the basics of taking digital pictures and what to do with them once they're in your camera. The course focuses on the development of skills to take clear digital images and save, print, and edit those pictures.
<b>Computers: Digital Pictures II Preserving</b>	...will build on skills learned in Computers: Digital Pictures-Level 1 to edit photos and expand their knowledge by using computer software to alter photos. We will be using online programs to create photo gifts, a credit card is not necessary. This class is individualized to the gift you choose, with assistance from the instructor. Participants can edit brightness levels, students will combine photos to create vignettes of loved ones, pets, or special memories.
<b>Computers: Excel-Level 1</b>	...focuses on the development of basic computer skills in Excel. You will create, edit and format an Excel spreadsheet. A jump drive for you to keep is included as part of this course.
<b>Computers: Excel-Level 2</b>	...will allow students to build more Excel knowledge and review on the skills learned in Excel 1. Concentrate on the development of formulas using both relative and absolute referencing, and use of the following functions: sum, average, max, min, now, and If. Create a chart to display a pictorial representation of data from spreadsheets. This class is suitable for Windows 2003 and XP users. A jump drive for you to keep is included as part of this course.
<b>Computers: Microsoft Beginners-Level 1</b>	...is designed for absolute beginners. The course focuses on the development of very basic skills needed to operate a computer. You will learn terminology related to a computer, navigate through various features of a computer, including how to safely turn off your computer and you will create and save a file. A jump drive for you to keep is included as part of this course.
<b>Computers: Microsoft Beginners-Level 2</b>	...focuses on developing the learner's basic skills in using a computer. You will demonstrate using the Windows environment. This class is suitable for Windows 2003 and XP users. A jump drive for you to keep is included as part of this course.
<b>Computers: Microsoft Beginners-Level 3</b>	...focuses on developing the learner's basic skills in using a computer. You will construct a file management system by creating folders, and copying, moving, and renaming files. A jump drive for you to keep is included as part of this course.
<b>Computers: Microsoft Beginners-Level 4</b>	focuses on the development of intermediate computer skills in file management and windows. You will manipulate the windows environment, troubleshoot and resolve windows problems, and adjust windows. A jump drive for you to keep is included as part of this course.

<b>Computers: PowerPoint Level 2</b>	PowerPoint Level 2...introduces the learner to additional slide presentation features in the PowerPoint program. The features include: creating presentations from scratch, saving, opening, spell check, formatting tools, running slide shows, inserting pictures, applying animation features and slide show effects.....
<b>Computers: Word-Level 1</b>	...focuses on the development of basic computer skills in Word. You will create documents using Microsoft Word by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function. A jump drive for you to keep is included as part of this course.
<b>Computers: Word-Level 2</b>	...focuses on the development of intermediate computer skills in Word. You will evaluate the layout of Word documents. A jump drive for you to keep is included as part of this course.
<b>Confined Space Rescue</b>	...is an introduction to procedures and practices used while extracting victims from confined spaces. Topics covered include: patient packaging, knots and webbing, pulley systems, incident command, site control and other rescue considerations. Students will participate in mock rescues.
<b>Confined Space-Attendant/Entrant/Supervisor</b>	...prepares the participant to assume the role of Attendant, Entrant, or Supervisor for a Permit Required Confined Space (PRCS) entry according to CFR 1910.146. Skills include learning the applicable regulations; classification of different types of confined spaces and identifying hazards associated with entry into PRCS. The participant practices these skills with a simulated confined space entry.
<b>Conflict Management</b>	...can cause lost time, resources, and efficiency in any work environment. However, when managed well, conflict can result in new ideas, more informed decision making, and better performance. Every organization must train its employees to effectively manage conflict and resolve issues that hinder performance. This in-service will incorporate the skills, knowledge, and experience necessary to manage conflict effectively and positively.
<b>Contingency Planning - Business and Industry</b>	...prepares the learner for the contingency planning process and to assist preparing the public, private, and corporate world to respond to and recover from a disaster. The student will develop a step-by-step approach to risk assessment, emergency planning, and response and recovery for entities of all sizes. Areas of study will include; conducting impact assessments, developing continuity and recovery plans, business recovery strategies, and testing and evaluation strategies.
<b>Cooking: Italian Dishes to Love</b>	Create an Italian masterpiece! This class will teach you how to prepare a sampling of Italian dishes representing culinary regions of Italy. We will prepare and sample soup, salad, entree and dessert.
<b>Cooking: Knife Skills</b>	Basic knife skills are essential for working in any kitchen. This class will focus on knife safety, knife construction, most commonly used knives and the classic knife cuts. You will use the different cuts to prepare a delicious Cheesy Vegetable Chowder. Students must be 18 years and older to take this class.
<b>Cooking: Grilling Fun with your Family</b>	Outdoor meals are an important part of warm weather entertaining. A little know-how and a few simple techniques can go a long way into creating a delicious meal your family will love. Come and learn grilling techniques and prepare foods to be made on the grill. The class will end with a sampling of these dishes.
<b>CPR Skills Assessment</b>	...allows students to complete online all but the psychomotor components of the Healthcare Provider Renewal course. When followed by a brief skills session with an AHA BLS instructor at a training center, participants earn the BLS for Healthcare Provider card. Students must first complete the online portion of Healthcare Provider Renewal Certificate program.
<b>CPT (Current Procedural Terminology)</b>	...prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.
<b>Criminal Law-Paralegal</b>	...provides the learner with the skills to analyze state and federal criminal procedures, determine if a search and arrest is in accordance with the Fourth Amendment, analyze the Miranda rules, draft a criminal summons and complaint, determine possible defenses for a defendant, draft motions, analyze a criminal complaint and jury instructions for required elements, create demonstrative evidence, create a trial notebook, conduct a client interview, and contrast prosecution and defense roles. PREREQUISITE: 10110101 Intro to Paralegalism
<b>CSS for Advanced Web Design</b>	...further explores the range of design methods made possible by Cascading Style Sheets (CSS) and how it can be used for creating progressive and contemporary Website designs. The course will cover imagery, typography, effects, and themes as they relate to CSS and Website design. PREREQUISITE: 10152196 Website Development Fundamentals
<b>Customer Service Techniques</b>	...assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.
<b>Dairy Business Management</b>	...prepares the student to efficiently manage the business aspects of a dairy farm by analyzing financial records, tax management, farm analysis, loan applications, and credit as well as understand farm business arrangements and estate planning.
<b>Dairy Feeding Management</b>	...prepares the student to formulate rations for maximum profitability, develop feed inventories, and maximize resource allocation.
<b>Dairy Housing and Farmstead Design</b>	...expands the student's ability to make the necessary choices for efficient farmstead operation utilizing principles of ventilation, housing facilities, manure systems, and farm safety.
<b>Database Concepts</b>	...prepares the learner to differentiate among the primary DBMS components; determine the difference in data models; use Query By Example and relational algebra; develop SQL statements; apply principles of database integrity, security and normalization; reconstruct poorly designed table structures; develop a relational database design using data requirement analysis and specification methods; and examine additional DBMS functions.
<b>Design Problems</b>	...prepares the learner to use knowledge of machine elements to redesign a mechanical system based on an existing machine; prepare a project time line; create all documentation for manufacturing, including detail and assembly drawings; perform all design calculations. PREREQUISITE: 10606117 Machine Elements; 10606118 Kinematics; 10606196 Drafting Mechanical V/CAD V and 10606160 Manufacturing Processes & Applications or 10606104 Developing Mfg Skills or 10606160C1 Mfg Processes Lecture C1
<b>Developmental Psychology</b>	...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.
<b>Digital Photography</b>	...will help the individual with a basic understanding of photographic principles, and shoot with the latest in digital photographic cameras. Through in-class discussions, audio visuals, camera demonstrations, and in-the-field shooting sessions, the individual learns shooting tips and lighting techniques designed to capture a better image on digital still cameras.
<b>DOT Hazardous Materials for Employees</b>	... a 4 hour training class with a no-nonsense approach designed for drivers, shipping/receiving, administrative and supervisory employees that are directly and indirectly involved in shipping, receiving or transporting hazardous materials over-the-road.
<b>DOT Hazardous Materials</b>	...prepares the participant to assume responsibility for regulatory compliance, transportation management, and training

<b>Transportation for Supervisors</b>	and covers daily operations such as hazardous materials classifications, shipping papers, marking/labeling of hazardous materials, and United Nations performance-oriented packaging.
<b>Drafting Mechanical 1/CAD 1</b>	...provides the learner with the skills to operate AutoCAD's drawing editor, viewing commands; apply coordinate entry methods, AutoCAD file commands; utilize draw commands, modify commands; create and edit text, prints & plots; apply geometric construction to solve a drawing problem; utilize selection sets, duplicating modify commands, layers & objects properties, blocks; apply principles of orthographic and multi projection.
<b>Drafting Mechanical 2/CAD 2</b>	...provides the learner with the skills to create two-dimensional section views, create two-dimensional auxiliary views, create prints/plots from paper space and utilize the X-reference command. COREQUISITE: 10606101 Drafting Mechanical 1/CAD 1
<b>Drafting Mechanical 4/CAD 4</b>	...provides the learner with the skills to create different types of assembly drawings, utilize copy and paste, utilize SAT & STL files, apply tolerances, apply weld symbols, and use fasteners in assemblies. COREQUISITE: 10606105 Drafting Mechanical 3/CAD 3
<b>Drafting Mechanical 5/CAD 5</b>	...provides the learner with the skills to apply classes of fits, create bottom-up assemblies using SolidWorks, use GEOMETRIC tolerancing, insert annotation symbols, use standard fasteners and apply reverse engineering. PREREQUISITE: 10606140 Drafting Parametric Using Solidworks; 10606106 Geometric Dimensioning & Tolerancing
<b>Drafting Parametrics Using Solidworks</b>	...provides the learner with the skills to utilize the SolidWorks user interface; create base features, extrusions, revolve, cuts, holes, fillets & chamfers, working planes, ribs, patterns, sweeps, shells, lofts and 2D detail drawings; edit features. COREQUISITE: 10606107 Drafting Mechanical IV/CAD IV
<b>Dreamweaver</b>	...is designed to start from the very beginning in website design. You will learn how to create a new website using the Dreamweaver software as well as understanding and directly modifying HTML code.
<b>ECE: Administering an Early Childhood Education Program</b>	... prepares the student to analyze the components of an ECE facility; design an ECE program; analyze the aspects of personnel supervision; outline financial components of an ECE program; apply laws and regulations related to an ECE facility; advocate for the early childhood profession; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Children with Differing Abilities</b>	...prepares the student to provide inclusive programs for young children; apply legal and ethical requirements, differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; work collaboratively with community resources; utilize an individual educational plan; adapt curriculum; cultivate partnerships with families who have children with developmental differences.
<b>ECE: Guiding Children's Behavior</b>	...prepares the student to integrate strategies that support diversity and anti-bias perspectives; summarize early childhood guidance principles; analyze factors that affect the behavior of children; practice positive guidance strategies; develop guidance strategies to meet individual needs; create a guidance philosophy; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Health, Safety and Nutrition</b>	à prepares the student to follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe, healthy and nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children's curriculum; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Math, Science and Social Studies</b>	...prepares the student to examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; create developmentally appropriate science activities; create developmentally appropriate math activities; create developmentally appropriate social studies activities; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Practicum 4</b>	...prepares the student to analyze children's growth and development based on assessment; promote professional behaviors and practices; implement meaningful curriculum; create respectful, reciprocal relationships; evaluate early childhood education programs for quality; explore professional options in early childhood education; and integrate strategies that support diversity and anti-bias perspectives. PREREQUISITE: 10307197 ECE: Practicum 3 and CONDITION: 103071 Early Childhood Education Admission Requirements Met
<b>ECE: Child Development</b>	...prepares the student to analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children age three through age eight; summarize the methods and designs of child development research; analyze the role of heredity and the environment; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Practicum 1</b>	...prepares the student to document children's behavior; explore the standards for quality early childhood education; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice caregiving routines as curriculum; practice positive interpersonal skills with children; practice positive interpersonal skills with adults; and integrate strategies that support diversity and anti-bias perspectives. CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met
<b>ECE: Practicum 2</b>	...prepares the student to identify children's growth and development; implement student teacher-developed activity plans; identify the elements of a developmentally appropriate environment; implement positive guidance strategies; demonstrate professional behaviors; utilize caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. PREREQUISITE: 10307174 ECE: Practicum 1 or 10307109 Practicum 1 and CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met
<b>ECE: Practicum 3</b>	...prepares the student to assess children's growth and development; implement the standards for quality early childhood education; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one's own professional behaviors and practices; lead caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. PREREQUISITE: 10307192 ECE: Practicum 2 or 10307110 Practicum 2 and CONDITION: 103071 Early Childhood Education Admission Requirements Met
<b>E-Commerce</b>	...provides the student with both an operational and strategic perspective of electronic commerce. Students will review technology trends such as internet infrastructure, web site usability, web server hardware and software, and security issues. Web marketing topics will include branding, relationship marketing, and positioning strategies of web sites.
<b>Economics</b>	...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
<b>Electrical Controls for the Trades</b>	...prepares the learner to identify industrial wiring components from their schematic symbols; use a ladder logic diagram to explain the operation of a control circuit; identify industrial motor components; demonstrate knowledge of motor and motor controls; and assemble basic control circuits. COREQUISITE: 10413100 Basic Electricity for the Trades

<b>Electrical Safety and Arc Flash</b>	...combines education about the safety hazards involved in working with or near electricity and arc flash hazard. The course reviews the basics of electricity, defines electrical terms, and identifies methods that can be used to ensure proper operation of electrical equipment. Also covered is the danger associated with the release of energy caused by an electric arc. Participants in this course will examine new industry standards which establish safe practices to protect workers from arc flash.
<b>Electronic Devices/Transducers</b>	...prepares the learner to evaluate characteristics of solid-state electronics, evaluate diodes and circuits, evaluate transistors and circuits, evaluate thyristor controlled circuits, interpret digital electronics terminology, convert among numbering systems used in digital electronics, evaluate the specifications, listed on a data sheet for an integrated circuit, evaluate operational amplifiers and circuits, analyze Digital-to-Analog (D/A), and Analog-to-Digital (A/D) devices and circuits. COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)
<b>Elementary Algebra with Applications</b>	...offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses. PREREQUISITE: Accuplacer Math score of 79 or Equivalent or 10804100 Math Proficiency
<b>Emergency Management Public Education</b>	...prepares learners to design, develop and communicate public safety education and programs; identify the need for disaster education programs; select target programs; develop strategies to affect hazard reduction; design and implement information and education programs on a variety of delivery platforms; and creating methods of evaluating program effectiveness, including practical skills training in individual, group and mass media communications, instructional skills, and evaluation techniques.
<b>Emergency Medical Technician - Basic</b>	...provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.
<b>Emergency Planning/Coordination</b>	... designed for those in industry who are designated persons of responsibility with developing emergency action plans, people who own their own business and are responsible for a hired staff of employees, and non-profit organizations who need to develop an all hazards based set of Emergency Action Plans.
<b>Emergency Response for Law Enforcement</b>	...prepares the learner to respond to emergencies such as dealing with hazardous material spills at an accident scene and responding to medical emergencies. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements. PREREQUISITE: 10504153 Standard Field Sobriety Testing and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Emergency Services Dispatcher</b>	this 96 hour course will take each student from start to finish with the skills needed to succeed in the 911 field. Topics include: Police-Fire-Medical Communications, Call Receiving, Dispatch, Crisis Intervention, Stress Management, Liability, Enhanced 9-1-1, Call Taking, Chain of Survival, Skills to Learn and Practice through EZ CAD software and Simulator Lab. Students will receive ongoing evaluations, hands-on training lab, and regular skills assessments.
<b>EMT Intermediate Technician Refresher</b>	...is designed to maintain skill and competencies of current EMT Intermediate Technicians. Prerequisite is current State of Wisconsin EMT Intermediate Technician License.
<b>EMT-Basic Refresher</b>	...is designed to maintain skill competencies and instruct emergency medical technicians in current techniques and methods of practice. The course is based on the Department of Transportation recommendations for refresher training of emergency medical technicians and Wisconsin State Statutes. Prerequisite is current State of Wisconsin EMT License.
<b>EMT-Intermediate Technician</b>	...is intended as advanced emergency medical education with Wisconsin based EMS providers that are licensed at the EMT-Basic level to function at the EMT-I Technician level. PREREQUISITE: 30531301 EMT-Basic or 10531102 EMT-Intermediate Technician
<b>EMT-Paramedic Refresher</b>	...provides the student with the required bi-annual renewal refresher training. The student must demonstrate competencies in selected theory and application skills of medical and traumatic emergencies.
<b>Excel 2007 - Level 1</b>	...introduces the learner to the following basic techniques: creating, modifying and formatting worksheets; entering formulas; working with functions; sorting, filtering and editing lists; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.
<b>Excel 2007 - Level 2</b>	...prepares the learner to create special effects in a worksheet; work with custom formats, AutoFormats, styles and templates; document and protect worksheets and workbooks; integrate applications; use functions to create data; guide cell entry with data validations; create PivotTable and PivotChart reports; and create hyperlinks and use collaborative tools. This course is offered in a self-paced format. PREREQUISITE: 10103174 Excel 2007 - Level 1 or 10103141 Excel 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>Excel 2007 - Level 3</b>	...prepares the learner to design on-line forms with Excel; automate tasks with macros; use database functions and Advanced filters; expand their charting skills; audit worksheets and customize toolbars and menus; use problem-solving tools; and manage data from multiple sources. This class is offered in a self-paced format. PREREQUISITE: 10103175 Excel 2007 - Level 2 or 10103142 Excel 2002 - Level 2
<b>Facilitator Training</b>	...is designed for managers, supervisors, coordinators, specialists, and employees who struggle with the human issues in quality every single day in their organizations. Included are views and practical suggestions for improving leadership and personal performance, focusing on the customer, developing people, and encouraging teamwork, which are valuable resources for anyone committed to making quality happen.
<b>Fall Protection</b>	...demonstrates proper techniques and equipment to ensure worker safety. This course is an overview of all fall regulations as they pertain to DFR 1910 and 1926. The course covers personal fall arrest systems, working platforms, static lines, hoists, climbing systems, hole covers, fall protection plans and safety monitor requirements. Participants will receive certification to inspect fall protection equipment in accordance with OSHA regulations.
<b>Family Law</b>	...provides the learner with the skills to conduct an initial client interview for a family law matter, including divorce and domestic violence; draft initial pleadings for divorce, financial family law documents, divorce discovery documents, and concluding documents in divorces; assess the need for post-divorce modification and enforcement; and outline factors involving child custody and support. COREQUISITE: 10110101 Intro to Paralegalism
<b>FF1 Skill Development</b>	...is scheduled to provide the Firefighter 1 Certification candidate with additional time to sharpen practical skills that will be tested during the Firefighter 1 Practical Examination.
<b>Firefighter Entry Level-Part 1</b>	...is part one of the Wisconsin minimum basic fire training program. The course (part 1 and 2) meets the objectives of the State Fire Training for Interior Fire Fighters. The course includes the basics of firefighting and provides the opportunity to demonstrate and practice the basic skills. The course is approximately 50% classroom instruction and 50% hands-on practical skills.

<b>Firefighter Entry Level-Part 2</b>	...is part two of the Wisconsin minimum basic fire training program. The course (part 1 and 2) meets the objectives of the State Fire Training for Interior Firefighters. The course includes the basics of firefighting and provides the opportunity to demonstrate and practice the basic skills. The course is approximately 50% classroom instruction and 50% hands-on practical skills.
<b>Firefighter State Certified Level I</b>	...consists of 36 of the Wisconsin minimum basic firefighting programs. This course continues with instruction in firefighting where entry level parts 1 and 2 left off. This course is approximately 70 percent classroom instruction and 30 percent hands-on practical skills. Upon successful completion of the course, the student is eligible to take the State Certification Written and Practical Examination for Fighter 1.
<b>Firefighter State Certified Level II</b>	...is the second certification level course for firefighters, and meets all objectives of the NFPA 1001, Standard for Firefighter Professional Qualifications, Level 2, 1992 edition. It was completely revised in 1995. It continues with instruction in firefighting where Firefighter I left off and provides the opportunity to demonstrate/practice basic skills. Upon successful completion plus Haz Mat Operations Level training, students are eligible for the State Certification Exam for Firefighter II.
<b>First Aid/CPR/AED</b>	...deals with scene safety, universal precautions, patient assessment, trauma emergencies, and medical emergencies. Adult CPR is included in the 6 hour class. Recommended retraining two years from completion.
<b>Food and Beverage Operations</b>	...introduces and applies principles of menu planning, food preparation, laws and sale of alcoholic beverages. Emphasis is on operation of a professional food and beverage facility.
<b>Forklift Safety</b>	...is a three-hour classroom course that meets OSHA 1910.178 requirements. It covers basic lift truck principles, lift truck components and controls, safe driving and load handling principles, and vehicle inspection for lift truck operators. It is taught with the use of audiovisuals, handouts, discussions, and a check test. OSHA rules and regulations pertaining to safe lift truck operations are also covered. This course is recommended for lift truck operators, their supervisors, and all other persons associated with lift truck operation.
<b>Forklift: Train-the-Trainer</b>	à designed to train participants to teach forklift safety procedures to operators of Powered Industrial Trucks. Participants will learn by use of handouts, videos, class discussion and on-board driving evaluations. Learn to design a forklift safety course at the worksite and identify key forklift operator skills.
<b>Front Office Procedures and Management</b>	...emphasizes front office techniques and management principles for the organization and operation of the lodging facility. The human and public relations responsibilities of the front office as well as routine procedures are an integral part of the course.
<b>General Anatomy and Physiology</b>	...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry Equivalent
<b>General Chemistry</b>	...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. PREREQUISITE: 10804196 College Tech Math 1A or 10804113 College Tech Math 1A or 10804109 Algebra for Gen Chem or 10804121 Tech Math I or 10804108 ModuMath Alg or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or College Algebra equivalent
<b>General Gardening</b>	Learn to grow vegetables that can save your family money and eat healthy at the same time. You will learn about seed germination, soil preparation, cropping methods, insect and disease problems, harvesting and some new varieties to grow.
<b>General Physics 1</b>	...presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversions and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves. PREREQUISITE: 10804121 Technical Math I or 10804116 Trigonometry or COREQUISITE: 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804115 College Tech Math 1
<b>Geometric Dimensioning and Tolerancing</b>	...provides the learner with the skills to apply geometric tolerancing (ASME 14.5M-1994) to part drawings, including form, profile, orientation, runout, and positional tolerances.
<b>German 1</b>	...expands the learners ability to use basic conversational vocabulary, phrases, and grammar through practice in listening, speaking, reading, and writing. Learners will apply customs and values of the German-speaking world to their communication.
<b>Hazard Mitigation</b>	...prepares the learner to analyze the steps of hazard mitigation; explain the importance of hazard mitigation in community planning; explain the phases of the hazard mitigation planning process; to list the main components of each phase of the local hazard mitigation planning process; to identify hazard mitigation measures that are applicable to a community's hazard risk assessments; and to identify and develop resources for hazard mitigation projects.
<b>Hazardous Materials for Firefighters-Operations</b>	...trains individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons and property. Skills are gained to respond in a defensive fashion without actually trying to stop the release. Students learn how to contain the release from a safe distance, prevent it from spreading, and prevent additional exposure.
<b>Health Care - Supply Chain Management</b>	...introduces the learner to General Purchasing Organizations (GPO's), contract management, central supply procedures, sterilization, inventory management and distribution, linen and laundry supply, and analyzing the financial culture. It also covers Investigative value analysis, and managing supply management in a healthcare setting as well as MIS tools to run an effective information management system.
<b>Health Insurance and Reimbursement</b>	...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.
<b>Health Insurance Claims</b>	...provides the learner with skills to prepare insurance claim forms for submission to commercial insurance companies, Medicare, Medicaid, Worker's Compensation and Tricare, Applies ICD, CPT and HCFA coding procedures to complete HCFA 1500 insurance forms. Develops comprehension of insurance coverages and terminology. Laboratory work focuses on electronic applications using insurance claim processing software. PREREQUISITE: 10806103 Body Structure and Function and 10106152 Medical Transcription II and 10106145 Medical Administration Procedures
<b>Healthcare Customer Service</b>	...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.
<b>HeartCode ACLS Skills</b>	...allows students to complete ACLS training with a brief session with an AHA ACLS Instructor at a training center. Students must first complete online portion of the HeartCode ACLS Program.

<b>Heartsaver Child/Infant CPR</b>	...teaches lay rescuers Child and Infant CPR.
<b>Heartsaver First Aid</b>	...provides training of first aid techniques and procedures for bleeding control, shock, sudden illness, muscle and skeletal injuries and poisoning.
<b>Help Desk Fundamentals</b>	...provides the learner with the knowledge required to become a Help Desk Support technician. Students will learn fundamental Help Desk concepts such as: Help Desk operations, roles and responsibilities, processes and procedures, tools and technologies, individual and team performance measures, and how to provide support as a Help Desk professional.
<b>Hospitality Accounting</b>	...provides students with an understanding of the basic structure of accounting in the hospitality area and how to interpret and understand financial statements to learn some internal controls. Students will learn some bottom-up cost control and some budgeting. The student will recognize the differences in hotel/hospitality accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes. COREQUISITE: Microsoft Excel or equivalent
<b>Human Diseases for Health Professions</b>	...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.
<b>Human Resource Information Systems</b>	...introduces the student to a variety of information management systems with emphasis on enterprise resource planning and HRIS. COREQUISITE: Microsoft Excel skills or equivalent
<b>Human Resource Management</b>	...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.
<b>Human Resources Employment Law</b>	...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the legal application of the HR role as it impacts EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies. COREQUISITE: Microsoft PowerPoint skills or equivalent
<b>Human Resources Payroll Applications</b>	...applies the skills and tools necessary to develop and manage the process of computing and recording of wages, salaries and benefits of employees, in accordance with current accounting and governmental reporting requirements.
<b>Human Resources Studies</b>	...enhances the participant's ability to perform HR duties; to seek and obtain employment as an HR professional; to analyze substantive and procedures aspects of a selected Human Resource topic. The study includes reading textbooks and current literature, interviewing practicing HR Managers in the specialty area, and preparing a detailed report and presentation on the selected specialty area.
<b>Hydraulics Applications</b>	...provides participants with hands-on industrial repair and replacement techniques for hydraulic components including: actuators, valves, and maintenance of systems. Students practice safe and environmentally-sound repair techniques. COREQUISITE: 10620159 Hydraulics I
<b>Hydraulics I</b>	...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.
<b>ICD-9-CM Coding</b>	...prepares students to assign ICD-9-CM codes supported by medical documentation with entry level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation.
<b>IER 40 HR Tech Level</b>	...trains individuals to respond defensively and offensively to a spill. In addition to containment, these individuals gain skills to take an aggressive role and approach the point of release in order to plug, patch, or otherwise stop the release of the hazardous substance.
<b>IER Operations Refresh</b>	...provides the participant with an annual refresher (for persons who have completed 24 hours of operations training) and enhances the skills necessary for operations-level response according to 29 CFR 1910-120, including hazard recognition, monitoring, personal protective equipment, and protocol in spills and communications.
<b>IER Tech Refresher</b>	...is an annual refresher course for students who have completed a 24-hour technician-level course. It will review the competencies listed in 29 CFR 1910.120(q)(6), and part of the refresher will provide hands-on refresher training with personal protective equipment.
<b>Illustrator Advanced</b>	...prepares advanced learners to use vector-based drawing program to apply effects, create symbols, web and print graphics, gradient meshes, enhancing the workflow of graphic files, and will work towards creating portfolio-quality pieces. PREREQUISITE: 10201173 Illustrator Basic and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Immigration Law Compliance - Employers</b>	...will discuss the documentation issues faced by employers in the hiring process, including how to fill out and maintain the Form I-9, as well as an overview of the E-Verify Employment Verification system. We will also discuss the social security mismatch requirements and the possible penalties for failing to comply with the immigration law documentation requirements.
<b>Incident Command</b>	...is designed for those persons who will assume control of the incident scene beyond the First Responder-Awareness level. Competencies include the incident command system; federal, regional, state, local, and employer's emergency response plans; and knowledge of risk associated with and the importance of chemical protective clothing and decontamination.
<b>Incident Safety Officer</b>	...will provide the company officer (CO) with skills to function effectively as the safety officer at fire department incident operations. The primary focus shall be on developing decision making skills through the recognition of cues that affect personal safety (safety cues).
<b>InDesign Advanced</b>	...prepares the learner to implement multiple master pages, manage styles, use text adjustment tools, work with libraries, and manage long documents for print production. Projects that will be used in student portfolios will be developed. PREREQUISITES: 10201182 InDesign Basic and 10201186 Photoshop Basic and 10201173 Illustrator Basic and COREQUISITE: Microsoft Excel skills or equivalent and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>InDesign Basic</b>	...prepares the learner to use a professional page layout program for preparing brochures, mailers, and newsletters. COREQUISITE: Microsoft PowerPoint skills or equivalent and CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>Industrial Applications</b>	...prepares the learner to configure, install, troubleshoot and maintain automation equipment in a "real world" setting. This course will include writing and configuring automation equipment, wiring and configuring industrial networks, wiring,

programming and troubleshooting PLCs and touchscreens. These practices will be applied to create and maintain a manufacturing process. PREREQUISITE: 10620140 Programmable Controls AB Adv or 10620140C1 Programmable Controls AB Adv (3 crdt) and COREQUISITE: 10620192 Ind Codes Trblesht Freq Drives, 10620160 Hydraulics 2 or 10620160C1 Hydraulics 2 (2 crdt) and 10620162 Pneumatics

<b>Industrial Codes Troubleshooting and Frequency Drive Procedures</b>	...prepares the learner to conduct effective machine control troubleshooting techniques; apply proper methods and specifications to install or replace a motor; and apply the National Electrical Code and the NFPA to practical motor installations. It also prepares the learner to explain the function and construction of a variable speed drive as well as program and modify the operational characteristics of the drive for practical applications. PREREQUISITES 10620141 Motor Operation & Control or 10620141C1 Motor Operation & Control (3 cr)
<b>Industrial Controls and Motors</b>	...prepares the learner to select control devices by function and operation; illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic solenoids; apply motor control techniques; select relay type for industrial application; apply the basic rules of line and wiring diagrams; compare the types of timers and timing circuits used in control and explain the coding systems used; explain each type of control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; select DC and AC motor types for general applications; identify AC motor components and wiring applications; verify single-phase operational theory; identify three phase motor components and wiring applications; verify three-phase motor operational theory; identify motor starting methods for industrial applications; verify electro-mechanical motor starting principals of operation; select the motor breaking method for industrial applications; verify the operational theory of speed and acceleration methods for motors used in industrial applications; design three-phase power motor circuits for industrial applications; design control circuits for three phase power motor circuits. COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)
<b>Industrial Emergency Response Operations Level</b>	...provides the participant with the skills to respond to hazardous material incidents through the use of hazard recognition, toxicology and medical surveillance, air monitoring, respiratory protection, personal protective equipment, decontamination, and spill control. This course satisfies the training requirements of OSHA 29 CFR 1910.120 operations level training.
<b>Industrial Maintenance Introduction to Fabrication</b>	...introduces the learner to various types of structural steel, sheet metal, and pipe and prepares the learner to perform fabrication from assembly prints, including cutting, welding, bending, straightening and repair. Repair practice of home and shop projects is encouraged for skill development. PREREQUISITE: 31462300 Indust Maint Intro; and 31462301 Indust Maint Wldg or 30442300 Wldg Intro or 31442300 Wldg Intro or 0442300IN Wldg Intro; and 31457388 Indust Maint Print Rdg COREQUISITE: 31442346 Industrial Maintenance Welding
<b>Industrial Maintenance Measurement and Drills</b>	...provides the learner with the skills to: Use precision hand held measuring tools, use semi-precision measuring tools, follow cutoff safety rules, and operate vertical cutoff machines. It prepares the learner to calculate speeds and feeds to match specific material processes, identify attributes of hole-producing cutting tools, follow drilling machine tool safety rules, identify drilling machine tool components, and operate a sensitive drilling machine tool.
<b>Industrial Maintenance Mills and Lathes</b>	...provides the learner with the skills to: Apply safety rules, identify machine components, select cutting tools, set up the milling machine for work, mill square surfaces, mill precision steps and slots, and mill keyseats on shafts. It prepares the learner to follow engine lathe safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform hole-producing operations. COREQUISITE: 31420394 Industrial Maintenance Measurement and Drills
<b>Industrial Maintenance Power Transmission</b>	...introduces the learner to belt, chain, and gear drives used in industrial maintenance applications, including v-belts, flat belts, timing belts, conveyor chains, roller chains, riveted chains, bevel gears, worm gears, helical gears, spur gears, couplings, and alignment with emphasis on identification, installation, repair, and maintenance. PREREQUISITES: 31462300 Industrial Maintenance Introduction and 31462310 Industrial Maintenance Bearings and Lube
<b>Industrial Maintenance Print Reading</b>	...prepares the learner to read prints; make sketches; interpret orthographic projections to include sections, auxiliary views, threads, and fasteners; and to solve problems in metal trades, fabrication, and troubleshooting.
<b>Industrial Maintenance Pumps, Fluid/Air Handling</b>	...prepares the learner to identify, install, repair, and maintain common pumps and plumbing applications, including centrifugal pumps, diaphragm pumps, packing and seals, tubing, and installing hose and piping used with fluid and air handling. PREREQUISITE: 31462300 Indust Maintenance Intro and 31457388 Indust Maintenance Print Reading and 31457318 Trades Math Indust Maintenance or 31457318T1 Trades Math Indust Maint I or 31457318T2 Trades Math Indust Maint II or 31457320 Mach Tool Math
<b>Industrial Maintenance Welding</b>	...introduces the learner to the welding field, including practicing safety and care of equipment and supplies used in all common types of welding processes; practicing and improving welding skills using primarily the oxy-fuel processes; practicing basic operations of SMAW, GMAW, and GTAW equipment and cutting operations; and practicing common joints and positions of all types of welding processes.
<b>Industrial Networks</b>	...prepares the learner to configure, install and troubleshoot device-level, control-level and enterprise-level industrial communication networks. PREREQUISITES: 10620140 Programmable Controls AB Advanced or 10620140C1 Programmable Controls AB Advanced (3 cr)
<b>Infant/Toddler 4: Best Practice</b>	...enhances the student's ability to integrate theory and practice; set professional goals; communicate DAP philosophies; plan and implement staff and family educational opportunities; promote team building; evaluate observations and assessments; accommodate differences; mentor peers; and demonstrate professionalism through portfolio development. PREREQUISITE: 10307131 Infant & Toddler 2: Group Care or 10307151 ECE: Infant and Toddler Development
<b>Information Security Principles</b>	...introduces the learner to Information Systems Security. Students will review and analyze the control and security concerns in the information systems environment; the security challenges created from the emergence of new technology and the changing internal and external environments; and the effect of legal, regulatory, and current security technology on policy development.
<b>Insurance Ethics - Part II</b>	...is designed to provide training to insurance agents to maintain licensing. It will involve a review of Ethics I; discuss the importance of policy delivery, follow up and service work; explain suitability; recognize customer needs, wants, and personalities; and participate in small and large group discussions.
<b>Integrated Emergency Management Planning Systems 1</b>	...prepares the learner to explain purpose and function of integrated emergency management; responsibilities of local, state, and federal agencies; pre-incident, incident and post-incident activities; mitigation, preparedness, response, and recovery; hazard analysis; components of an emergency operations plan; design and function of an emergency operation center (EOC); Incident Command System (ICS); explain the functions of an emergency management program; apply emergency management principles
<b>International Business Supply Chain Management</b>	...introduces the student to supply chain financial transactions which include foreign exchange market, fluctuations of the market, role of the global capital market, major determinants in country risk, methods of foreign market entry, international contracts and commercial documents, export packaging, customs clearance, and global supply chain logistics infrastructure.

<b>International Marketing</b>	...provides an understanding of international marketing while concentrating on the how to's of international business. This course is beneficial to students who desire a better understanding of international marketing and to individuals who work in or aspire to work in an international business. It is also designed for managers and executives whose companies conduct business internationally or desire to do so.
<b>Internet Basics and Beyond</b>	...provides the learner with skills to explore the Internet and utilize it as a resource tool; apply e-mail concepts and advanced web techniques to obtain the best results; demonstrate web browser features; manage favorites and history lists; print a web document; copy and past information from the Web to another document; navigate and refine search sites to local useful information; and apply concepts learned through personal exploration. Experience with Windows environment and using a mouse (left/right/double click) is required.
<b>Internet Buying and Selling</b>	...teaches how to buy and sell on the internet. As a buyer, students will learn how the auctions work so that you can find deals and protect yourself when buying online. As a seller, students will learn how to create compelling listings, get exposure for your auction, and command top dollar for your items.
<b>Internet/E-Mail</b>	...prepares the learner to manipulate a Web browser, complete research utilizing various World Wide Web resources, communicate via e-mail, and outline the process of downloading files. This course is offered in a self-paced format.
<b>Internet/Intranet Server Administration and Installation</b>	...introduces the student to creating/maintaining web pages, a web server, and an FTP server; working with e-mail; and navigating the Internet.
<b>Internship for Graphic and Web Design</b>	...requires students to complete 72 hours of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. The field study may be substituted based on instruction decision. Students meet periodically at LTC. COREQUISITE: 10201183 InDsgn Adv, 10201103 Adv Comp Graphics, 10201104 Publication Dsgn Using QuarkXpress and PREREQUISITE: 10152196 Web Dev Fund, 10152194 Intro to Flash and 10152195 Intro to Fire and CONDITION: 102012 Graphic/Web Dsgn Admission Req Met and Verification of Eligibility by Internship Coordinator
<b>Internship-Business Management</b>	...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Business Management program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Assessment and CONDITION: Verification of eligibility by instructor coordinator of Business Management program (student needs 45 credits of Business Management program)
<b>Internship-Human Resources</b>	...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Human Resource program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Assessment and CONDITION: Verification of eligibility by instructor coordinator of Human Resource program (student must have at least 45 credits of Human Resource program courses)
<b>Internship-Marketing</b>	...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.
<b>Intro Microsoft Software</b>	...is a self-paced/hands-on course that introduces popular microcomputer applications such as Word, Excel and PowerPoint.
<b>Intro to College Writing</b>	...introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. PREREQUISITE: 77851760C1 Language Review Writing or CONDITION: Intro to College Writing Prepared Learner
<b>Intro to Fanuc Robot Programming</b>	...prepares the learner to identify the component parts of a robot; describe teach pendant and robot functions; power up the robot control in proper sequence; jog in Joint and Cartesian movement; establish robot axis soft limits; identify axis movements; navigate the teach pendant to set up the robot for desired movement; demonstrate working knowledge of arm speed and inching control; define the Frames of reference used by the coordinate system; create multiple Tool Frames; create a program file; write a functional motion instruction; edit an existing program; demonstrate the use of a wait statement; demonstrate the use of a Call statement; demonstrate the use of an Output statement; and upload and download program memory files.
<b>Intro to Health Care and Health Behavior</b>	...introduces learners to the U.S. health care delivery system including the role of hospitals, public health services, various health care professionals, and alternative providers and services. Learners will explore contemporary legal, ethical and societal issues impacting health care in America. Various behaviors of the ill patient, the relationship between social influences and illness, and theories of disease prevention through healthy lifestyles will be explored.
<b>Intro to Healthcare Computing</b>	...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.
<b>Intro to Psychology</b>	...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
<b>Introduction to American Government</b>	...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.
<b>Introduction to Biochemistry</b>	...provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA. PREREQUISITE: 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent

<b>Introduction to College Math</b>	...is 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. <b>PREREQUISITE:</b> Accuplacer Math minimum score of 79 or Equivalent
<b>Introduction to Ethics: Theory and Application</b>	...provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.
<b>Introduction to Fireworks</b>	...introduces the student to the use of Fireworks including how to optimize images, create special effects, web buttons, and GIF animations.
<b>Introduction to Flash</b>	...provides an exploration of the use of Flash technology to create animations of web sites. Students will use technology to draw, create and manipulate/import vector objects. They will make the object "come to life" in frame-by-frame animations.
<b>Introduction to Hotel/Hospitality Management</b>	...will trace the development of the hotel/motel industry from early inns to modern high-rise and commercial hotels and highway motels. The organization of the hotel, including food and beverage operations, is discussed. <b>COREQUISITE:</b> Microsoft Word or equivalent
<b>Introduction to International Business</b>	...will examine the basic elements of the international business environment, identify economic and trade influences on international business, analyze political and competitive influences, develop an understanding of how companies plan their international business approach, determine how companies manage their international resources, and apply cultural and international management concepts in solving business-related problems.
<b>Introduction to Sociology</b>	...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
<b>ISO 9000</b>	...is designed to introduce participants to the QS/ISO 9000 2000 (E) standards. The course is structured to teach the QS/ISO 9000 2000 (E) standards, how to document procedures, and how to perform audits. All of the QS automotive standards will be introduced.
<b>ISP Expectations and Alternatives for Documentation</b>	...includes a glance at Wisconsin's Regulatory Agency's changing attitude toward care plan development, ISP shortfalls, HFS- 83 proposed changes, and a shift toward Managed Care. This in-service will also focus on using the ISP to communicate acuity levels and change of condition with different providers.
<b>Issues in Hotel/Hospitality Management</b>	...introduces special topics pertinent to the hotel and hospitality industry. International, national, and local issues are discussed. <b>PREREQUISITE:</b> 10109121 Introduction to Hotel/Hospitality
<b>Keyboarding</b>	...prepares the student to touch-type on the alphabetic keyboard of a microcomputer using correct techniques and to develop speed to at least 20 words per minute for 2 minutes with 2 or fewer errors. <b>NOTE:</b> Administrative Assistant, Office Assistant, Medical Administrative Specialist, Medical Assistant, and Pharmacy Technician students need 25 words per minute for 2 minutes with 2 or fewer errors.
<b>Labor Relations and Negotiations</b>	...introduces the participant to the legal bargaining unit and applies skills learned to case study analysis, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration. Emphasis is on consensus negotiations.
<b>Landscaping Home</b>	...prepares the homeowner to develop a step-by-step plan to design landscape using conventional landscape designs, including flowers, shrubs, trees, and structures and arranging various patterns.
<b>Law Enforcement Career Development</b>	...provides an in-depth study of the hiring process commonly used by law enforcement agencies. It also focuses on the skills that are essential to obtain and maintain employment as a police officer and prepares the student for future interviews. In addition, the course provides meaningful information about career options in the Criminal Justice field as well as options within the law enforcement field itself. <b>CONDITION:</b> 105041 Criminal Justice-Law Enforcement Program Requirements met
<b>Law Enforcement Practical Applications</b>	...will require the student to demonstrate overall program mastery through participation in various scenarios. The student is required to be successful in two use-of-force and five non-force scenarios. <b>COREQUISITE:</b> 10504157 Unified Tactical Skills - Firearms, 10504158 Unified Tactical Skills: DAAT-UOF and 10504159 UTS: Vehicle Contacts and 10504154 Emergency Responder for Law Enforcement
<b>Leadership Development</b>	...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution. <b>COREQUISITE:</b> Microsoft PowerPoint skills or equivalent
<b>Lean Manufacturing and Execution Control</b>	...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.
<b>Learning Strategies for Health Care</b>	...enhances the student's ability to: Manage study time using a personal calendar; Organize coursework, reading and assessment projects; Apply reading skills and strategies for health care classes; Utilize vocabulary related to health care terminology; Demonstrate writing skills and strategies for medical and clinical settings; Perform mathematical skills and strategies required in health care work places; and Utilize study strategies successfully in class and on examinations.
<b>Legal Aspects of Business Organizations</b>	...provides learners with the skills to analyze legal aspects of the formation, operation, and dissolution of sole proprietorships, partnerships, limited liability entities, and corporations; draft documents related to various business entities such as Certificates of Limited Partnership; Articles of Organization and Incorporation, Name Reservation Applications, Organizational Resolutions, Form SS-4 and 2553, Stock Certificates, Resolutions and Minutes, and Amendments and Articles of Dissolution. <b>PREREQUISITE:</b> 10110101 Intro to Paralegalism
<b>Legal Issues for Supervisors</b>	...applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will demonstrate the application of legal practices in both union and nonunion environments, analysis of the impact of U.S. employment laws, the impact of the global economy, the appeal process, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing contemporary supervisors.
<b>Legal Research</b>	...provides the learner with the skills to differentiate between primary or secondary authority, locate statutes and constitutional provisions, locate case law, locate administrative regulations, locate secondary authority, use correct citation form, verify and update legal authority, formulate legal issues, use effective research strategies, evaluate solutions to legal problems, and use computer-assisted and internet legal research strategies. Some classes will be held off campus in a law library. <b>COREQUISITE:</b> 10110101 Intro to Paralegalism

<b>Linux 1</b>	...provides the learner with the skills to plan for and install the Linux operating system; use Linux commands at a command line interface; use Linux graphical environments; employ Linux system standards; use the Linux system; configure the X window system; customize the shell environment; administer a Linux system; manage system resources; back up system data; and create scripts to automate processes. PREREQUISITE: 10154120 Computer Concepts
<b>Lockout Tagout</b>	...provides instruction in various areas of safety for workers.
<b>Long Term Care Insurance Pt II- Benefit Comparisons</b>	...is designed to provide training for insurance agents to maintain licensing. You will review LTC insurance Part I; discuss why it is needed, who is buying it, and for what reasons; compare and contrast different policies and policy definitions, policy elimination periods and waiver of premium; recognize the role of the care coordinator; and cite differences between a qualified and non-qualified policy.
<b>Machine Elements</b>	...introduces the student to the various components found on machinery, including shafts, bearings, power transmissions, gears, and springs, the selection of standard machine elements from manufacturers' catalogs, and the use of spreadsheet solutions. COREQUISITE: 10606130 Strength of Materials
<b>Machine Tool CAM</b>	...provides the learner with skills to: explore "Mastercam" computer software environment, construct 2-D geometry, modify existing geometry, create 2-D toolpaths for hole producing, profiling and pocketing, modify toolpaths using operations manager, transform existing toolpaths and create CNC Machine Operator documents.
<b>Machine Tool CNC Machining Center</b>	...prepares the learner to follow Computer Numerical Control (CNC) machining center machine tool safety rules, identify components, set-up, and operate a CNC machining center machine tool with Fanuc controls, and set up and operate a CNC machining center machine tool with Mazatrol controls. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills
<b>Machine Tool CNC Programming</b>	...prepares the learner to interpret positions in coordinate systems, prepare a sequence of machining operations, use G/M programming codes, and prepare G/M part programs for machining centers and turning centers and conversational part programs for turning centers and machining centers.
<b>Machine Tool CNC Turning Center</b>	...prepares the learner to follow computer numerical control (CNC) turning machine tool safety rules, identify components, set up and operate a CNC turning machine tool with Fanuc controls, and set up and operate a CNC turning machine tool with Mazatrol control. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills
<b>Machine Tool Drills</b>	...prepares the learner to follow drilling machine tool safety rules, identify drilling machine tool components, and operate sensitive drilling machine tools and radial drilling machine tools. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool EDM I</b>	...prepares the student to analyze basic Electrical Discharge Machining (EDM) theory, select electrode material, fabricate an electrode, follow sinker EDM safety rules, categorize EDM machine components, set up a sinker EDM, operate a sinker EDM, and create a hand-finished surface. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420352 Machine Tool Mills II
<b>Machine Tool EDM II</b>	...prepares the learner to analyze wire EDM processes, identify wire EDM components, follow wire EDM safety rules, set up wire EDM machine tools, operate wire EDM machine tool, hand-finish wire EDM surfaces, manual programming wire EDM machine tools and programming wire EDM machine tools using Master CAM Wire. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420382 Machine Tool CNC Programming and 10420120 Machine Tool CAM
<b>Machine Tool Grinders</b>	...prepares the learner to follow grinding machine tool safety rules, identify grinding machine tool components, grinding wheels, and operate horizontal spindle reciprocating table surface grinders. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420350 Machine Tool Mills I and 31420352 Machine Tool Mills II
<b>Machine Tool Lathes I</b>	...prepares the student to identify the characteristics and attributes of Turning Tools: Follow engine lathe safety rules, identify engine lathe components, perform facing and center drilling operations, perform turning operations, perform lathe operations using collets and perform radius and profile operations. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool Lathes II</b>	...prepares the learner to perform hole producing operation in a lathe, perform cutoff operations, perform threading operations and perform turning operations using soft jaws. COREQUISITE: 31420340 Machine Tool Lathes I or successful completion of Lathes Hands-on exam.
<b>Machine Tool Math</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced and designed for individualized student needs, and consists of three credits which can be taken in one-credit increments (basic, intermediate, advanced). Please refer to the class listing for specific one-credit class offerings.
<b>Machine Tool Math - Advanced</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 3 of 3 credits.
<b>Machine Tool Math-Basic</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 1 of 3 credits.
<b>Machine Tool Math-Intermediate</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 3 credits.
<b>Machine Tool Measuring</b>	...prepares the learner to use precision measuring instruments and measurement techniques, use comparison measuring instruments and measurement techniques, and perform layout processes.
<b>Machine Tool Mills I</b>	...provides the learner with the skills to: Apply safety rules, Identify machine components, Select cutting tools, Set up the milling machine for work, Mill square surfaces, Mill precision steps and slots, Mill Keyseats on a shafts, and Machine holes on rectangular parts. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool Mills II</b>	...prepares the learner to select cutting tools, setup, program and operate Proto-Trak vertical mills. Operations to include: face mill, mill slots, pockets, angles and position drill and program and operate the Proto-Trak using the DXF converter. COREQUISITE: 31420350 Machine Tool Mills I or successful completion of the Mills hands-on exam
<b>Machine Tool Print Reading</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced and designed for individualized student needs and may be taken in two one-credit increments. Please refer to the class listing for specific one-credit class offerings.

<b>Machine Tool Print Reading 1</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 1 of 2 credits.
<b>Machine Tool Print Reading 2</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 2 credits.
<b>Machine Tool Print Reading Advanced</b>	...enhances the learner's ability to read complex castings, apply geometric dimensioning, and solve problems related to the metal trades. The course is self-paced and designed for individualized student needs.
<b>Machine Tool Saws</b>	...prepares the learner to follow cutoff machine tool safety rules and operate horizontal cutoff machine tools and vertical cutoff machine tools. COREQUISITE: 31420330 Machine Tool Measuring and 31420390 Industrial Maintenance Measurement
<b>Maintenance Introduction for Welders</b>	...prepares the learner to communicate using proper terminology used in industry, demonstrate safety practices in the work place, demonstrate the use of hand tools and the use of power tools, perform measurements of steel using measuring tools, classify mechanical fasteners (threaded), install threaded fasteners, and perform forklift operations. COREQUISITE: 31457384 Welding Print Reading
<b>Managing for Quality</b>	...is designed to examine the role of the supervisor in assisting an organization to produce a quality product or service. The meaning and benefits of quality, the cost of quality, how to interact with customers, and problem solving tools for continuous improvement will be covered.
<b>Market Research</b>	...provides the student with the ability to tell the difference between primary and secondary data in the use of research methodologies. COREQUISITE: 10104012 Principles of Marketing
<b>Marketing Analysis</b>	...expands the student's ability to analyze the impact of the external marketing environment, including demographic trends, competitive strategies, political/legal marketing factors, social/cultural marketing factors, economic marketing factors, and technological marketing factors, and global markets. COREQUISITES: Microsoft Excel skills or equivalent
<b>Marketing Services</b>	...prepares the student to differentiate product and service characteristics; apply the concept of service quality; assess the perceived value of customer satisfaction, and create a customer service strategy.
<b>Marketing Spreadsheet Applications</b>	...provides the student with the ability to apply technology in solving marketing math problems. Student will also plan, develop and maintain a merchandising plan for a business. PREREQUISITE: Microsoft Excel skills equivalent
<b>Marketing, Principles of</b>	...introduces the student to the consumer decision process model, the bases used to segment a market, basic concepts about goods, services, and ideas, the nature of supply chain and distribution, integrated marketing communications, and the stages of the product life cycle and their impact on the marketing mix. COREQUISITE: Microsoft Word and PowerPoint skills or equivalent or 10103109 Pharmacy Word 2000-Intro or CONDITION: Admn Asst requirements met or 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met
<b>Math w Business Apps</b>	...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency
<b>Medical First Responder with Advanced Skills</b>	...provides EMT-related accident scene training. Included are roles and responsibilities at scenes, burns, wounds, fractures, oxygen administration, and BVM. It includes an extra component of 9-hours of epinephrine, advanced airway and spinal immobilization.
<b>Medical First Responder with Advanced Skills Refresher</b>	...provides a 30-hour review of the First Responder course and covers areas of patient assessment, cardiopulmonary resuscitation, bleeding shock, immobilization, advanced airway, spinephrine, and medical emergencies. Participants must be currently certified as a first responder.
<b>Medical Terminology</b>	...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.
<b>Medicare and Medicare Supplements</b>	...is designed to help the attendee understand what Medicare is and what it does. The class covers eligibility, Part A and Part B coverage as well as exclusions. Medicare Part D will be introduced. The course will also examine Medicare Supplement coverage including Medicare Advantage plans.
<b>Medication and Treatment</b>	...provides a refresher for caregivers who have previously taken a course on medications (CBRF- meds block 3/mod. 1 or the Medication Assistant Course). This in-service will outline new drugs on the market, specific diseases that require medications (diabetes, CHF, psychotic disorders), administration techniques and best practice procedures. New treatment modalities including wound care and dressing changes will be highlighted along with the latest updates from the Bureau of Quality Assurance-State of Wisconsin. Recommended for managers/supervisors of all caregivers, CBRF caregivers, medication assistants, and nursing assistants.
<b>Meeting and Event Planning</b>	...prepares the learner to manage conference-preplanning activities, facilitate meetings, coordinate equipment and facility setup, complete travel arrangements, conduct follow-up activities, and review project management tools. COREQUISITE: 10106167 Microcomputer Business Applications III or CONDITION: 101043 Marketing Admissions Requirements Met or 191091 Meeting and Event Planning Certificate Admissions Requirements Met
<b>Metallurgy</b>	...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.
<b>Microbiology</b>	...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. PREREQUISITE: 10806195 Anat and Phys I, or 10806177 General Anat and Physiology
<b>Microcomputer Projects</b>	...provides experience as a member of a computer implementation team involved in converting to a new, automated system. Experiences include applying various microcomputer software and hardware tools to solving advanced business problems and project management.
<b>Microsoft Office 2007 Project</b>	...expands the learner's ability to create and enhance tables, perform advanced mail merge functions, integrate data with Microsoft Access and Excel, perform advanced document formatting and editing functions, and create and design original documents using desktop publishing features. This course is offered in a self-paced format. PREREQ: 10103173 Word 2007-L2 or 10103122 Word 2002-L2, 10103174 Excel 2007-L2 or 10103142 Excel 2002-L2, 10103177 PwrPnt 2007-L2 or 10103162 PwrPnt 2002-L2, 10103171 Access 2007-L2 or 10103182 Access 2002-L2, and 1010311or10103191 Wnd XP or VISTA Op Sys and one Level 3 course (either 2007 or 2002)
<b>Microsoft Publisher for Beginners</b>	...uses Microsoft Office Publisher 2007 to help you create, personalize, and share a wide range of publications. Get started quickly by choosing from a library of hundreds of customizable design templates or blank publications, including newsletters, brochures, flyers, postcards, Web sites, e-mail formats, and more.

<b>Microsoft Vista Basics</b>	...contains many new features - some of the most significant include an updated graphical user interface and visual style dubbed Windows Aero, improved searching features, and new multimedia creation tools. Get oriented to the new look and features with this tutorial series.
<b>MovieMaking 101</b>	...demonstrates using your movie camera to take movies and then edit and place them on CDs or DVDs. Take some movies from your digital movie camera tapes and combine them into one or more movies, make copies for the family or just learn more about do's and don'ts in shooting good movies and basic principles of photography. Using the free MovieMaker software on your WindowsXP computer, and with only a few hours of training, you will be able to produce an interesting, well-planned movie that you can show on your own TV and keep for years to come. Digital movie camera not necessary, but bring it if you have one.
<b>MT CAM 3D Surfaces/Solids</b>	...prepares the learner to: construct 3-D wire frame geometry, construct surface geometry, create rough machining toolpaths using surface geometry files, create finish machining toolpaths using surface geometry files, construct solid geometry, create rough machining toolpaths using solid geometry files, and create finish machining toolpaths using solid geometry files. COREQUISITE: 10420120 Machine Tool CAM or 31420322 Machine Tool CAM
<b>Negotiations</b>	...is an exciting introduction into negotiations where the following topics will be discussed: nature of negotiations, framing, strategy, integrated negotiations, distributed negotiations, communication, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations. It is a must course for students desiring to exceed in business.
<b>Network Applications and Installations</b>	...introduces the student to installing software on a network, including installing network software, assigning correct security rights, and Cisco Call Manager Express. PREREQUISITE: 10150176 Networking 2
<b>Network Design and Documentation</b>	...is a lecture/hands-on course designed to introduce students to network design and documentation fundamentals. Topics include: needs analysis, hardware needs and analysis, network layout and design, and documenting a network. PREREQUISITE: 10150176 Networking 2
<b>Networking 1</b>	...is a lecture/hands-on course designed to introduce students to network fundamentals. Topics covered include: OSI Reference Model; LAN and WAN topologies; cabling systems; access methods; protocols; Internet working devices (e.g. hubs, bridges, routers, switches, etc.); and basic network design.
<b>Networking 2</b>	...provides the students with networking terminology, protocols, network standards, LAN's, WAN's, TCP/IP addressing, and routing. PREREQUISITE: 10150114 Networking 1
<b>Networking 4</b>	...provides the student with the ability to work with current and emerging network technology. PREREQUISITE: 10150114 Networking 1
<b>Nuclear Systems and Sources</b>	...introduces the learner to the major components of accelerators, lasers, isotope generators, nuclear gauging devices, X-ray tubes, nuclear reactors, and natural/background sources and the radiation hazards associated with them.
<b>Nursing Assistant</b>	...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of video-based and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination. CONDITION: 305431 Nursing Assistant Admission Requirements Met
<b>Office Accounting</b>	...introduces the learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations.
<b>Oral/Interpersonal Comm</b>	...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
<b>Organizational Development</b>	...describes what organizations do and how managers contribute to the success of organizational activities and structures. Organizations and their managers make up a significant portion of our contemporary society and culture. From the technical college down the street to the large multinational companies make and sell the products and services we use every day; organizations touch almost every aspect of our daily lives.
<b>OSHA 10 Hr Voluntary Compliance-General Industry</b>	...provides the participant with the skills to recognize and implement OSHA standards in the private and public sector workplace with a portion of the class focused on the most commonly cited OSHA standards.
<b>OSHA 10-Hour Voluntary Compliance Class for Construction</b>	...is intended to provide basic instruction and overview on a variety of 1926 OSHA Construction Safety and Health standards to employees, supervisors and managers. The class will emphasize hazard identification, avoidance, control and prevention, not in-depth OSHA standards.
<b>OSHA Inspection-How to Survive It</b>	... a 4 hour class that will discuss the major elements of an OSHA inspection and the most requested documentation/records. It will give a participant direct insight into the mandated inspection procedures from OSHA's Field Inspection Reference Manual.
<b>Payroll Applications</b>	...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductinos; and maintain payroll records.
<b>Pediatric Advanced Life Support</b>	... offered to physicians, nurses and paramedics. upon successful completion of the course, participants will be able to direct a team of health care providers in a pediatric emergency situation. Content and skills specified through AHA.
<b>Perennial Planting</b>	...prepares the homeowner to incorporate perennial plantings into their yard and garden design, including selecting plants, preparing beds, and caring for hardy perennials.
<b>Personal Skills for Supervisors</b>	...will allow the participants to learn time management techniques and utilize personal planning processes for daily activities and continuous learning. Valuing the rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.
<b>Pharmacology for Working Pharmacy Technicians</b>	...enhances the pharmacy technician's ability to act and react appropriately in the pharmacy by learning how drugs work through examination of anatomy, physiology, pathophysiology, and drug therapy for each of the major systems.
<b>Photoshop Advanced</b>	...prepares the learner to expand on the concepts of imaging that are taught in the introductory Photoshop course. Students create page elements, including page backgrounds; brushes and actions; and optimize images for use in web pages. PREREQUISITE: 10201186 Photoshop Basic and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Planning for Six Sigma</b>	...uses Design for Six Sigma (DFSS) tools and techniques to build high levels of quality into the design of products, services, and processes. The DMADV process is used to identify critical-to-customer requirements and incorporate them into effective specifications, methods and process controls. The techniques for the automotive APQP process and the Stage-Gate qualification system used by industrial, health care and service businesses, are presented and applied to the course materials.
<b>Pneumatics I</b>	...prepares the learner to identify pneumatic component symbols, examine the main parts of a pneumatic system; identify air conditioning and distributing equipment; evaluate the characteristics of physical laws that apply to pneumatics; identify the laws governing pneumatics; adjust pressure regulator to specified pressure; evaluate the general characteristics and terms of pressure drop verse flow relationship; evaluate the general characteristics and terms of vacuum generation. COREQUISITE: 10620159 Hydraulics I or 10620159C1 Hydraulics I (2 cr)

<b>Portable Fire Extinguisher Training</b>	...will cover the different types of fires that could occur at home and in the workplace and the types of extinguishers that would be used to put them out. You will learn when to use an extinguisher and when to evacuate. Each person will learn the ôPASSô system of using an extinguisher and be given an opportunity for actual hands-on use of the extinguisher to put out a computer generated simulated fire. This course meets the requirement of OSHA regulation 1910.157 (g).
<b>Portfolio Assessment</b>	...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes. PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment
<b>Portfolio Assessment-Business Management</b>	...prepares the student to identify what they have learned throughout the business management program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment
<b>Portfolio Assessment-Human Resources</b>	...prepares the student to identify what they have learned throughout the human resource program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment
<b>Portfolio Assessment-Supervisory Management</b>	...prepares the student to identify what they have learned throughout the Supervisory Management program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment
<b>Portfolio Assessment-Supply Chain</b>	...prepares the student to identify what they have learned through the supply chain program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment
<b>Portfolio Introduction</b>	...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.
<b>PowerPoint 2007 - Level 1</b>	...introduces the learner to slide presentation features which include creating, saving, opening, spell-checking and printing presentations; using templates, working with master slides, setting up and running slide shows, inserting graphs and organizational charts, creating headers and footers, and applying animation and slide show effects. This course is offered in a self-paced format.
<b>PowerPoint 2007 - Level 2</b>	...prepares the learner to make presentations portable, use PowerPoint's web and collaboration features, refine presentations, use advanced multimedia tools, modify visual elements, share information with other programs, create interactive slide-shows, and customize presentations for individualized needs. This course is offered in a self-paced format. PREREQUISITE: PowerPoint 2007 - Level 1 or 10103161 PowerPoint 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>PowerPoint XP Basic</b>	...is a workshop that covers the basic features of using software to create impressive presentations. You will learn how to open existing presentations; use pre-existing templates; create changes; save and exit presentations; use animation; and use special objects to enhance the presentation.
<b>Prep for Basic Chemistry</b>	...prepares the learner for success in General Chemistry. Topics include atomic structure and the periodic table, chemical bonding and ion formation, chemical formulas, naming simple ionic compounds, the metric system, dimensional analysis, writing and balancing chemical equations, descriptions of matter, acids and bases, and Avogadro's number and the mole concept. This course cannot be used to meet program elective credit requirements.
<b>Principles of Industrial Hygiene</b>	...prepares the learner to anticipate, recognize, and control occupational exposure to hazardous chemicals and physical stresses; conduct exposure monitoring; research regulations, literature, and other documents on occupational illness and disease; and evaluate exposure control procedures and practices for basic toxicology, air quality, noise, vibration, blood-borne pathogens, temperature extremes, radiation and ergonomics.
<b>Principles of Sustainability</b>	...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.
<b>Programmable Controllers - Allen Bradley</b>	...prepares the student to understand basic PLC structure and terminology; learn to create and troubleshoot basic PLC programs using the RSLGX 500 software and the RSLINX communication software; become familiar with communicating wit and programming SLC-500 and Micrologix PLCs.
<b>Progressive Dairy Operator Seminar Series</b>	Provides agri-business personnel with a seminar series designed to challenge current thinking and plan for a more profitable future. Topics include: Long-term dairy positioning; labor-efficient dairying and benchmarking; history and future of risk management.
<b>Psychology for Life</b>	...prepares the learner to select behavior modification techniques, demonstrate techniques for enhancing memory, analyze expressions of emotion, use conflict for common good, employ techniques to reduce conflict/frustration, use several methods to reduce stress, interpret personality types, ascertain contributors to perception, and apply methods of problem-solving.
<b>Public Policy in Emergency Management</b>	...prepares the learner to examine the administrative role of the emergency manager; explain the operations planning system; investigate emergency management training and education programs; describe emergency management operations; differentiate federal, state and local mitigation programs; contrast long and short term recovery programs; create a plan for facilities and equipment used in comprehensive emergency management; and establish personal professional development goals for advancement.
<b>Purchasing</b>	...introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career. COREQUISITE: Microsoft PowerPoint or equivalent
<b>Putting Your Perennials to Bed</b>	...will teach how and when to put your perennials to bed for winter. The participant will also learn how to get the most out of your perennials for winter and make spring clean-up easier.; also which perennials can be successfully planted in fall.
<b>Quality Concepts</b>	... provides an overview of quality systems, methods and analysis using Minitab software. Basic quality philosophies such as Deming's principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The components of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minitab software will be taught and utilized to collect and analyze data. Techniques such as pareto, trend analysis, histograms, cause and effect diagrams and corrective/preventive action techniques will be applied to the data in order to address problems and improve processes.

<b>QuarkXpress Publication Design</b>	...emphasizes use of Desktop Publishing software to apply typographical concepts to the production of a variety of publishing materials, ranging from single-page flyers to multipage documents. Scanning photos and art is introduced; and these files, as well as word processing files, are imported into desktop publishing. <b>CONDITION:</b> 102012 Graphic and Web Design Admission Requirements Met
<b>QuickBooks</b>	...examines the basics of bookkeeping for small businesses. You will learn what QuickBooks can do for you -- set up customers, vendors, employees; enter invoices and bills; receive payments; pay bills and write checks; record bank deposits, transfers and reconciliations; create payroll checks; journal entries; and create QuickBooks reports, such as an income statement and balance sheet.
<b>Race, Ethnic and Diversity Studies</b>	...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
<b>Radiation Physics</b>	...introduces the learner to health physics-related physics, properties of radiation, detection and measuring radiation, and gas-filled and solid-state detectors. <b>COREQUISITE:</b> 10624110 Nuclear Technology and Regulations; <b>PREREQUISITES:</b> 10624105 Health Physics Calculations and Statistics and 10624114 Nuclear Systems and Sources and <b>CONDITION:</b> 106241 Nuclear Technology Admissions Requirements Met
<b>Radiation Physics-Lab</b>	...expands the learners ability to perform calculations, select instruments, and analyze samples. This course is associated with 624-122, Radiation Physics. <b>COREQUISITE:</b> 10624122 Radiation Physics and 10624110 Nuclear Technology & Regulations
<b>Radiochemistry</b>	...prepares the learner to separate dissolved, suspended, liquid, and ionic radioactive components; perform qualitative and quantitative analysis of samples; and prevent the production of radioactive material by using proper chemical control. <b>PREREQUISITES:</b> 10624122 Radiation Physics and 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent
<b>Recruitment and Retention of Employees</b>	...applies and skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.
<b>RN to EMT Basic</b>	...covers techniques and procedures teaching current Nurses to become Emergency Medical Technicians
<b>Safety in the Workplace</b>	...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.
<b>Sales Advanced</b>	...enhances the student's ability to develop a customer profile; design tables, charts, and graphs; identify market potential through sales forecasting using technology; and plan and prepare a sales strategy presentation. <b>COREQUISITE:</b> 10104104 Selling Principles
<b>Selling Principles</b>	...prepares the student to use the steps of the selling process to perform sales presentations.
<b>Serv Safe Recertification</b>	...satisfies Wisconsin Statute HSS196.19(2)(a) requirements. The course includes classroom activity, textbook readings, and the testing for food handling certification. The DHSS filing fee is not included in the course fee.
<b>Service Operations Management</b>	...introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP) and supply chain management concepts in the service sector.
<b>ServSafe Certification</b>	...satisfies Wisconsin Statute HSS196.19(2)(a) requirements. The course includes classroom activity, textbook readings, and the testing for food handling certification. The DHSS filing fee is not included in the course fee.
<b>Six Sigma Black Belt Supplement</b>	...provides the student with the knowledge to achieve the level of Six Sigma --Black Belt. Students are expected to possess additional proficiency in high level Statistical Analysis, Reliability, Life Testing, and Project Management through the DMAIC process. Hypothesis Testing, Analysis of Variance, Design of Experiments, Failure Rates and MTBF are explored. Students will learn how to "build quality in" at the design stage by use of the concepts of Design for Six Sigma (DFSS) and Minitab. <b>PREREQUISITES:</b> 10623119 Six Sigma Tools for Supply Chain or 10623110 Six Sigma-Measure & Analyze, and 10623111 Six Sigma-Improve & Control and 10623112 Six Sigma-Implementation Project or Equivalent Six Sigma Green Belt Certification involving a Project
<b>Six Sigma Tools - Supply Chain Managers</b>	...provides the student with the skills and tools to collect and analyze data to solve problems, improve and control processes, and implement solutions within an organization. An emphasis will be placed on the use of statistical techniques to create and implement a data collection plan and select solutions.
<b>Six Sigma Tools for Green Belts - Implementation</b>	...introduces the student to the implementation of a six sigma project. Students will apply the techniques used in the above courses on a real problem in their place of employment. An emphasis will be placed on team skills required to successfully implement the project. Skills emphasized will be project charter, time management, and constraint management. <b>COREQUISITE:</b> 10623111 Six Sigma Tools for Green Belts-Improve & Control
<b>Six Sigma Tools for Green Belts - Improve &amp; Control</b>	...provides the student with the skills and tools to select and implement solutions to solve problems and improve processes within an organization. An emphasis will be placed on the use of statistical techniques to create and select solutions. The student will learn how to create a control plan to implement solutions. Statistical techniques emphasized will be correlation, regression, statistical process control, control plan development, and mistake proofing. <b>COREQUISITE:</b> 10623110 Six Sigma Tools for Green Belts-Measure & Analyze or 10623119 Six Sigma Tools Mtls Mgmt
<b>Six Sigma Tools for Green Belts - Measure and Analyze</b>	...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan.
<b>Spanish 2</b>	...expands the learners ability to use basic conversational vocabulary, phrases, and grammar through practice in listening, speaking, reading, and writing. Learners will apply customs and values of the Spanish-speaking world to their communication.
<b>Spanish for Travelers and Tourists</b>	Designed for both business and leisure travelers to learn the key terms & phrases that result in better treatment, attention and respect when traveling to Mexico, the Caribbean, Central and South America. The course will also focus on basic grammar so that travelers can engage in conversations with native speakers. Speaking even a little Spanish promotes good will, better service, and a more pleasant trip.

<b>Special Events</b>	...prepares the learner for corporate meetings, tradeshows and conventions, incentive travel, and for wedding planning. The course will include an overview of the industry trends and standards, developing workable budgets and selecting vendors will be explored.
<b>Speech</b>	...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.
<b>Spreadsheet Data Management</b>	...provides the learner with the skills to operate an IBM personal computer using Excel spreadsheet software and solve accounting and business problems using spreadsheet-advanced functions on microcomputers. PREREQUISITES: 10101111 Accounting I and Microsoft Excel skills or equivalent
<b>Staging to Sell Your House</b>	...will teach what home staging is, how it can benefit anyone wanting to prepare a home for sale, or just looking for a new look in an existing home. A staged home sells faster, and usually for a larger profit, proven by national statistics. This seminar is open to the public and real estate agents interested in obtaining information on the numerous benefits of home staging.
<b>Statics</b>	...provides the learner with the skills to calculate center of gravity, reaction forces, friction forces, and moment of inertia of bodies in static equilibrium. PREREQUISITE: 10804121 Technical Math 1 or 10804116 Trigonometry or 10804115 College Technical Math 1 or COREQUISITE: 10804114 College Technical Math IB
<b>Storage Tank Inspector</b>	...prepares the participant to inspect the installation, removal, and cleaning of underground storage tanks using various standards and regulations. This course meets the Department of Commerce Inspector requirement for 40 hours of classroom instruction and includes the certification examination.
<b>Strategic Performance Management</b>	...prepares the student to consolidate, analyze, and display data at varying levels of detail in order to make human capital decisions in the workplace. Provides students information they need to enhance employee competencies, establish development plans, evaluate performance, and identify succession scenarios.
<b>Strategic Resource Management</b>	...introduces the learner to explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.
<b>Supervision</b>	...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training. COREQUISITE: Microsoft Word skills or equivalent or 10103109 Pharmacy Word 2002-Intro or CONDITION: 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met
<b>Supply Chain Management</b>	...has been developed to provide a basic understanding of the planning and control of materials into, through, and out of organizations. In addition, those who want to become certified by APICS need a fundamentals course to learn about the material planning and control system. This course will provide a basis for further study leading to certification.
<b>Team That Clicks</b>	...recognizes that organizations are focusing more and more on the ability of people to work together in a team environment. That means understanding team development, focusing on goals, using the strengths of team members, and working cooperatively. This workshop will review the basics of teamwork and provide grounding for a higher level of teamwork in your organization.
<b>Teambuilding and Problem Solving</b>	...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.
<b>Technical Applications in Emergency Management</b>	...prepares the learner to be able to gather, organize, and apply data systems for information gathering; use technology for managing and disseminating both internal and external information; explain warning and communications systems and crisis communications procedures. This course also introduces the learner to advanced applications of personal computers used in emergency management to include detailed analysis and application of current emergency management software.
<b>Technical Reporting</b>	...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course. PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV
<b>Tool Design Basic</b>	...provides the basic principles needed to design the tools commonly used in manufacturing. Principal topics include drill jigs, milling fixtures, molds, and dies. The classroom work is done on CAD, and students are encouraged to research and select standard components from tooling company catalogs. PREREQUISITE: 10606107 Drafting Mechanical IV/CAD IV; 10606160 Manufacturing Processes & Applications or 10606104 Developing Manufacturing Skills and 10606160C1 Manufacturing Processes Lecture C1
<b>Touch Screen Applications</b>	...prepares the student to create, edit, and troubleshoot screens, objects and I/O related to the RSView32, RSViewME and Wonderware software applications. Students will create, edit and communicate with Allen-Bradley PLC programs for real-time control utilizing the touchscreen applications. PREREQUISITES: 10620140 Programmable Controls AB Advanced or 10620140C1 Programmable Controls AB Advanced (3 cr)
<b>Tractor Safety</b>	...prepares the student aged 12-16 for successfully completing the Wisconsin written exam and the tractor driving demonstration toward certification which permits 14-year-olds to drive on public roads and work for non-family farm operations.
<b>Trades Math Industrial Maintenance</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is designed for individualized student needs and can be taken in one-credit increments. Please refer to the class listing for specific one-credit class offerings.
<b>Trades Math Industrial Maintenance I</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced, open entry/exit, and designed for individualized student needs. This is Credit 1 of the 2 credit class.
<b>Trades Math Industrial Maintenance II</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced, open entry/exit, and designed for individualized student needs. This is Credit 2 of the 2 credit class.
<b>Traffic Safety</b>	...provides the student with a review of fundamental vehicular traffic rules and laws to modify their driving habits. Satisfactory completion of the program may result in point reduction (S.343.32(5) Stats and Trans 101.07(1)).
<b>Training and Documentation</b>	...provides the learner with the skills to develop various types of user documentation in hard copy and on-line formats. In addition, the learner will develop oral and written training skills necessary to provide individual and group end-user training.

<b>Training for Organizations</b>	...applies the skills and tools necessary to implement the training cycle of assessment, design, implementation and evaluation. Each learner will develop and present a complete training project based upon adult learning theory and instructional design techniques.
<b>Train-the-Trainer Refresher</b>	...will provide new materials and information to those who have previously been trained to offer forklift safety classes at their worksite.
<b>Troubleshooting/Machine Repair</b>	...prepares the learner to perform essential troubleshooting and repair of various machine tools and installations used in industrial maintenance and to integrate the skills learned in the other maintenance courses to perform complete repair of machine tools. PREREQUISITE: 31462300 IM Intro; 31462302 IM Layout/Rig COREQUISITE: 31462307 IM Power Trans 2, 31462305 IM Pwr Trans, 31462306 IM Elec Cntrls or 10413102 Elect Cntrls-Trades and 31462308 IM Pmps, Flt/Air Hndlg & 31462310 IM Bearings/Lube
<b>Typography</b>	...introduces the learner to the fundamentals of Typography. Emphasis is on the structure and form of type and how it is used in contemporary graphic design. Projects explore the history of type, and the creation of design using type elements. CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>UST Installers</b>	...prepares the participant for the Department of Commerce exam for underground storage tank certification by covering proper excavation, testing, handling, back filling, and installation techniques, including plan preparation and submittal.
<b>Waste Site Worker 40 Hour</b>	...provides private and public personnel with the skills necessary to work with hazardous materials for the protection of the environment and people.
<b>Waste Site Worker Refresher--Eight Hour</b>	...provides the participant with an annual eight-hour refresher that expands the participant's skills in hazard control, personal protective equipment, respirators, work practices, monitoring, emergency response, worker rights and responsibilities, and recognition of changes in regulations and technologies. This course satisfies the OSHA Standard 1910.120 requirements and requires participants to have completed a refresher or 40-hour course within the last 13 months.
<b>Web Professional Essentials</b>	...prepares the student to register a domain name, determine hosting needs, position a site in search engines, and explore the components of a web site contract.
<b>Website Development Fundamentals</b>	...introduces the students to Adobe Dreamweaver, XHTML and web page principles beginning with building simple web pages using graphics and continuing on to build web pages with greater layout control by using table design and forms. In addition, they will have hands-on experience using Cascading Style Sheets (CSS) as an important component of dynamic HTML pages; and hands-on experience using in-line, embedded and external style sheets to create dynamic pages that allow for more control over the attributes of a web page.
<b>Weld Math 1</b>	...provides the learner with the necessary skills to solve problems involving whole numbers, fractions, and decimal numbers using pad and pencil and calculator. The course is self-paced, and designed for individualized student needs. This is credit one of the two math credits needed for the Welding program.
<b>Weld Math 2</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of solving problems of ratio and proportion, precision, and accuracy in measurements, unit conversions, direct-length measurements, pre-algebra, and simple and complex equations using algebra concepts. The class is self-paced, and designed for individualized student needs. This is credit two of the two-credits needed for the Welding program. COREQUISITE: 31457311 Welding Math 1
<b>Welding Advance Process IA</b>	...is the third course in a student selected welding process. In it the student will begin to use that process to weld specialty metals including pipe. PREREQUISITE: 30442308M2 GMAWII; 30442308S2 SMAWII; 30442308T2 GTAW 2; COREQUISITES: 31442326 Wire/MIG; 30442326 Wire/MIG; 31442316 Stick; 30442316 Stick; 31442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; CONDITION: 314421 and 304422 Wldg prog reqmnts met
<b>Welding Advance Process IA</b>	...is the third course in a student selected welding process. In it, the student will begin to use that process to weld specialty metals including pipe. COREQUISITE: 31442326 Wldg Gas Metal Arc IIB (Wire/MIG) or 30442326 Wldg Gas Metal Arc IIB (Wire/MIG) or PREREQUISITE: 30442308M2 GMAWII and CONDITION: 314421 Welding-Indust Admissions Requirements Met or 3044202 Welding-Maint/Fab Admissions Req Met
<b>Welding Advance Process IA (Heli-Arc/Tig)</b>	...is a continuation-advanced process of GTAW. All positions are practiced using thin-gauge sheet metal. Welding pipe is in conjunction with SNAW, using GTAW for root pass and SMAW for the cover passes, stainless steel tube joints using the purging process, and chrome molybdenum with welding. COREQUISITE: 31442336 Wldg Gas Tung Arc IIB (Heli-Arc/TIG) or 30442336 Wldg Gas Tung Arc IIB (Heli-Arc/TIG) PREREQUISITE: 30442308T2 GTAW2 and CONDITION: 314421Wldg-Indust Admissions Req Met or 304422 Wldg/Maint & Fab Admissions Req Met
<b>Welding Advance Process IA (Stick)</b>	...is for the more advanced welder whose next step after this is to go for qualification. Shielding in the horizontal, vertical, and overhead positions are included. The joints, outside corners, V groove, and pipe are also included. COREQUISITE: 31442316 Welding Shielded Metal Arc IIB (Stick) or 30442316 Welding Shielded Metal Arc IIB (Stick) or PREREQUISITE: 30442308S2 SMAWII and CONDITION: 314421 Welding-Indust Admissions Req Met or 3044202 Welding-Maint/Fab Admissions Req Met
<b>Welding Advance Process IB</b>	...is the third course in a student selected welding process. In it the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing. PREREQUISITE: 30442308M3 GMAWIII; 30442308S3 SMAWIII; 30442308T2 GTAW2 COREQUISITE: 31442340MC Wire/MIG; 30442340M3 Wire/MIG; 31442340S3 Stick; 30442340S3 Stick; 314442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; CONDITION: 314421 or 304422 Wldg prog req met
<b>Welding Advance Process IB</b>	...is the third course in a student selected welding process. In it, the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing. COREQUISITE: 31442340M3 Welding Advance Process IA (Wire/MIG) or 30442340M3 Welding Advance Process IA (Wire/MIG) PREREQUISITE: 30442308M3 GMAWIII
<b>Welding Advance Process IB (Heli-Arc/Tig)</b>	...is a continuation-advanced process of GTAW. All positions are practiced using thin-gauge sheet metal. Welding pipe is in conjunction with SMAW, using GTAW for root pass and SMAW for the cover passes, stainless steel tube joints using the purging process, and chrome molybdenum with welding. COREQUISITE: 31442340T3 Welding Advance Process IA (Heli-Arc/TIG) or 30442340T3 Welding Advance Process IA (Heli-Arc/TIG) PREREQUISITE: 30442308T3 GTAW3 or 30442308G1 GTAW3
<b>Welding Advance Process IB (Stick)</b>	...is for the more advanced welder whose next step after this is to go for qualification. Shielding in the horizontal, vertical, and overhead positions are included. The joints, outside corners, V groove, and pipe are also included. COREQUISITE: 31442340S3 Welding Advance Process IA (Stick) or 30442340S3 Welding Advance Process IA (Stick) PREREQUISITE: 30442308S3 SMAWIII

**Welding Fabrication  
Introduction**

...introduces the learner to various types of structural steel, sheet metal, and pipe and prepares the learner to perform fabrication from assembly prints, including cutting, welding, bending, straightening and repair. Repair practice of home and shop projects is encouraged for skill development. COREQUISITE: 31442340M3 Welding Advance Process IA or 31442340S3 Welding Advance Process IA or 31442340T3 Welding Advance Process IA and 31457384 Welding Print Reading

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**Welding Gas Metal Arc IA**

...prepares the learner to demonstrate safe shop work practices; set up and shut down of GMAW (Gas Metal Arc Welding) and FCAW (Flux Core Arc Welding) equipment; welding 11ga mild steel in the flat, horizontal, vertical down, and overhead positions; weld 1/4" mild steel in the flat, horizontal and overhead positions; welding 3/8" mild steel in the vertical up position; and welding 1/2" mild steel in the flat and horizontal positions using the FCAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtrc Welding or 31404314 Welding Auto Svcs PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam

<b>Welding Gas Metal Arc IB</b>	...prepares the learner to demonstrate safe shop work practices; weld tube to plate making 1/4" fillet welds; make fillet welds in the horizontal, vertical, and overhead positions using .052" flux core electrode wire on mild steel; make groove welds in the horizontal, vertical, and overhead positions using 1/2 inch steel plate. Using .052" flux core electrode wire; weld mild steel plate in the flat and horizontal positions using .052 metal core wire. COREQUISITE: 31442320 Welding Gas Metal Arc IA (Wire/MIG) or 30442320 Welding Gas Metal Arc IA (Wire/MIG) PREREQUISITE: 30442300GM GMAWI
<b>Welding Gas Metal Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the flat position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Using .052" flux core electrode wire; make single bevel groove welds in the flat position using .052" metal core wire. COREQUISITE: 31442322 Welding Gas Metal Arc IB (Wire/MIG) or 30442322 Welding Gas Metal Arc IB (Wire/MIG) PREREQUISITE: 30442300GM GMAWI or 30442300M2 GMAWI
<b>Welding Gas Metal Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate, and using .052" flux core electrode wire; make single bevel tee welds in the horizontal position using .052" metal core wire. Learners will be introduced to welding through corners and stager starts and stops. COREQUISITE: 31442324 Welding Gas Metal Arc IIA (Wire/MIG) or 30442324 Welding Gas Metal Arc IIA (Wire/MIG) PREREQUISITE: 30442308M2 GMAWII or 30442308M1 GMAWII
<b>Welding Gas Tungsten Arc IA</b>	...prepares the learner to demonstrate safe shop work practices; weld mild steel in the flat position and horizontal positions, weld stainless steel in the flat position and horizontal positions, and weld aluminum in the flat position and horizontal positions using the GTAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtnc Welding or 31404314 Welding Auto Svcs PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam
<b>Welding Gas Tungsten Arc IB</b>	...prepares the learner to demonstrate safe shop work practices, weld mild steel in the horizontal and vertical up positions, weld stainless steel in the horizontal and vertical up positions, weld aluminum in the horizontal and vertical up positions using the GTAW process, and weld mild steel using the GTAW pulse process. COREQUISITE: 31442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) or 30442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) PREREQUISITE: 30442300GT GTAWI
<b>Welding Gas Tungsten Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; weld a square butt joint on mild steel in the flat, horizontal, and overhead positions using the GTAWP process; weld a lap joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; weld a tee joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; and minimize oxidation in metals during welding. COREQUISITE: 31442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) or 30442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) PREREQUISITE: 30442300GT GTAWI or 30442300T2 GTAWI
<b>Welding Gas Tungsten Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; weld 1/4" mild steel plate in the flat, horizontal, vertical, and overhead positions using the GTAW process; weld multi-pass fillets in 1/4" mild steel plate in the flat position using the GTAW "walking the cup" process; and make corner weldments in mild steel using the GTAW process. COREQUISITE: 31442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) or 30442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) PREREQUISITE: 30442308T2 GTAW2 or 30442308T1 GTAW2
<b>Welding Intro</b>	...is an introduction to the welding field. The necessary safety, set up of welding equipment and fabrication machinery that is used in the industry are presented. The learner will practice welding skills using the SMAW, GMAW, and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.
<b>Welding Metallurgy</b>	...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.
<b>Welding Print Reading</b>	...prepares the learner to apply orthographic projection principles and AWS symbology as it relates to welding fabrications. The class is self-paced, and designed for individualized student needs.
<b>Welding Shielded Metal Arc IA</b>	...prepares the learner to demonstrate safe shop work practices; make beads and surfacing welds on mild steel; making 1/4 and 3/4 fillet welds on 3/8" mild steel plate in the horizontal, vertical and overhead positions; and perform a groove weld in the flat position on mild steel plate. Weld joints will be performed with using E6011 and E7018 stick electrodes. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 30442300IN Welding Intro or 31462301 Ind Mtnc Welding or 31404314 Welding Auto Svcs or successful completion of Welding Intro Hands-on exam
<b>Welding Shielded Metal Arc IB</b>	...prepares the learner to demonstrate safe shop work practices; make surfacing welds in the horizontal position; weld tube to plate making 1/4" fillet welds; make groove welds in the horizontal, vertical, and overhead positions. Learners will be introduced to open root groove joint in the flat position. Weld joints will be performed with E7018 electrode. COREQUISITE: 31442310 Welding Shielded Metal Arc IA (Stick) or 30442310 Welding Shielded Metal Arc IA (Stick) PREREQUISITE: 30442300SM SMAWI
<b>Welding Shielded Metal Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; make surfacing welds in the vertical and overhead positions; weld tube to plate making 1/4" fillet welds in the vertical position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Learners will be introduced to open root groove joint in the vertical position. Weld joints will be performed with E7018 electrode. COREQUISITE: 31442312 Welding Shielded Metal Arc IB (Stick) or 30442312 Welding Shielded Metal Arc IB (Stick) PREREQUISITE: 30442300SM SMAWI or 30442300S2 SMAWI
<b>Welding Shielded Metal Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; making 3/4 fillet welds in the horizontal position using 5/32 E7018 stick electrode; making single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. COREQUISITE: 31442314 Welding Shielded Metal Arc IIA (Stick) or 30442314 Welding Shielded Metal Arc IIA (Stick) PREREQUISITE: 30442308S2 SMAWII or 30442308S1 SMAWII
<b>Welding Submerged Arc (SAW)</b>	...prepares the learner in arc welding process that uses an arc between a bare metal electrode and the weld pool. The arc and molten metal are shielded by a blanket of granular flux on the work pieces. PREREQUISITE: 30442300IN Welding Intro or COREQUISITES: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtnc Welding or 31404314 Welding Auto Svcs or Welding Intro Hands-on Exam
<b>Wind System Technician 1</b>	...allows participants to develop essential skills and attitudes for employment in the wind industry. Topics include: safety, electrical hazard, confined space, climbing practices, tool use, calibration, documentation and routine maintenance operations. This is one credit of a three-credit class. PREREQUISITE: 10468101 Wind System Introduction or COREQUISITE: 10482101 Wind System Introduction and COREQUISITE: 10620120 Basic Tools and Measurement, 10620122 Practical Wiring, 10620159 Hydraulics I and 10660105 DC Fundamentals

<b>Wind System Technician 1</b>	...allows participants to develop essential skills and attitudes for employment in the wind industry. Topics include: safety, electrical hazard, confined space, climbing practices, tool use, calibration, documentation and routine maintenance operations. This is two credits of a three-credit class. PREREQUISITE: 10468101 Wind Systems Intro or 10482101 Wind Systems Intro and 10482102C1 Wind Systems Technician I, 10620120 Basic Tools and Measurement, 10620122 Practical Wiring Applications, 10620159 HydraulicsI and 10660105 DC Fundamentals
<b>Wind Systems Technician II</b>	...allows participants to develop skills leading towards installation, repair and fine tuning technical electrical system of commercial wind turbines. Industry software, training manual and field trips create the course standards.PREREQUISITE: 10482102C1 Wind System Technician I and 10482102C2 Wind System Technician I or 10482102 Wind System Technician I or 10468102 Wind System Technician I and 10620147 Electronic Devices/Transducers or 10660130 Electronic Devices/Digital
<b>Wind Turbine Maintenance Data Log Analysis</b>	...provides participants with hands-on wind turbine maintenance applications of various small wind turbines. Skill development for routine inspection, replacement and troubleshooting of components of various small wind turbines. This is a one-credit of a three-credit course. PREREQUISITE: 10482102 Wind Systems Technician I or 10468102 Wind Systems Technician I or 10482102C1 Wind Systems Technician I or 10482102C2 Wind Systems Technician I
<b>Wind Turbine Maintenance Data Log Analysis</b>	Provides participants with skill development for routine inspection, replacement and troubleshooting of components of various small wind turbines. Participants will also download data logs and develop wind frequency, direction, strength and electrical power output curves for several small wind turbines. This is two credits of a three-credit class. PREREQUISITE: 10482102 Wind Systems Technician I or 10468102 Wind Systems Technician I or 10482102C1 Wind Systems Technician I or 10482102C2 Wind Systems Technician I and 10482107C1 Wind Turbine Maintenance/Data Log Analysis
<b>Windows Server 1</b>	...is a lecture/hands-on course designed to teach basic network administration. Topics covered include: network benefits, network administrator responsibilities, log-in security, file system security and design, print management, and user administration for Windows 2000 server. PREREQUISITE: 10154120 Computer Concepts
<b>Windows VISTA Operating System</b>	...introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; format a disk; and manage files and folders. This course is offered in a self-paced format.
<b>Windows XP Operating System</b>	...introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; format a disk; and manage files and folders. This course is offered in a self-paced format.
<b>Word 2007 - Level 1</b>	...introduces the learner to word processing features such as creating, saving, editing, formatting, and printing documents; and applying the concepts to produce letters, memos, reports, envelopes and labels. This course is offered in a self-paced format.
<b>Word 2007 - Level 2</b>	...prepares the learner to create and format columns and tables; work with styles and templates; perform mail merges; and create charts and diagrams. This course is offered in a self-paced format. PREREQUISITE: 10103172 Word 2007 - Level 1 or 10103121 Word 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>Word 2007 - Level 3</b>	...prepares the learner to collaborate with others on a word project; work with macros; create forms; perform advanced mail merges; insert bookmarks and cross references; and create an index, table of contents, and work with master documents. This course is offered in a self-paced format. PREREQUISITE: 10103173 Word 2007 - Level 2 or 10103122 Word 2002 - Level 2
<b>Written Communication</b>	...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Writing or CONDITION: Accuplacer Writing minimum score of 86 or Equivalent