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## LTC Career Programs

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## General Information

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Lakeshore Technical College does not discriminate on any unlawful the basis, to include race, color, national origin, sex, disability or age in employment, admissions or in its programs or activities. All inquiries regarding the College’s nondiscrimination policies, should be directed to the Human Resources Director.
Lakeshore Technical College does not discriminate on the basis of race; color; creed; national origin; ancestry; religion; age; sex; sexual orientation; gender; marital status; pregnancy; disability; arrest or conviction record; political affiliation; veteran status; genetic testing; or service in the armed forces in its services, employment programs, and/or its educational programs and activities.

It is the policy of Lakeshore Technical College not to discriminate on the basis of disability in admission or access to or treatment in its programs or activities. Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities which affect their ability to access or participate in its programs or activities. Persons who wish to request assistance or reasonable accommodations should contact Student Central at 1.888.GO TO LTC (1.888.468.6582).

**DISCLAIMER**

Lakeshore Technical College reserves the right to modify, amend or delete all policies, procedures, or any other information presented in this catalog. The college also reserves the right to modify the schedules, fees and/or regulations affecting student programs and activities. Please review the information in this catalog carefully. You are responsible to acquire an active knowledge of the college’s policies and procedures. Students who violate these procedures will be subject to disciplinary action.

**CURRICULUM SUBJECT TO CHANGE.**
WELCOME

LETTER FROM THE PRESIDENT

At Lakeshore Technical College, we are the HIRE in HIGHER Education, we pride ourselves as FUTURE-MAKERS, providing students with the skills they need to be successful. Whether you are exploring a new career, or updating skills for an existing one, LTC is ready to help YOU build your future.

When it comes to helping you find career passions or add new skills to your resume, we are ready with hands-on learning that gives you real-world experience while still in the classroom. And our industry-savvy faculty and knowledgeable, caring staff are always ready to help you succeed.

We’re proud to say that 81 percent of LTC graduates find work in their field, of which 98 percent are working in Wisconsin, directly impacting the state’s economy. In addition, 98 percent of our graduates are satisfied or very satisfied with the education they received at LTC.

While you’re success as a student is our No. 1 goal, we also are committed to creating a positive environment, working diligently to create a college experience that will take your career to new heights. That’s why we have embraced the values of Community, Attitude, Respect, Environment, and Student success—LTC CARES. It all adds up to a great place for you to launch your future.

Make your future better at LTC.

Michael A. Lanser, Ed.D.
President

MISSION
To enrich lives and strengthen the economy by preparing a workforce that is skilled, diverse, and flexible.

VISION
To meet the needs of the future with innovation and excellence.

ACCREDITATION AND AFFILIATION
Lakeshore Technical College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604-1411; ncahlc.org; 312.263.0456.

HISTORY OF LTC
Lakeshore Technical College (LTC) is a public, nonprofit organization was established in 1967 as the Lakeshore Vocational, Technical, and Adult Education School. The history of LTC dates back to 1911 when legislation was first enacted to create a state system of vocational schools. In 1912 the district’s first vocational school was opened. The main campus in Cleveland opened in July, 1974. LTC is one of sixteen comprehensive post-secondary technical colleges in Wisconsin operating under the administration of the Wisconsin Technical College System (WTCS) and a local district board. Lakeshore Technical College has been accredited by the Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools, since 1977.

EQUAL OPPORTUNITY ACCESS EMPLOYER/EDUCATOR
Lakeshore Technical College is committed to its legal, social, and economic responsibilities in the areas of equal opportunity, equal education, and affirmative action. Furthermore, equal opportunity and equal education are for all persons, regardless of race, color, creed, national origin, ancestry, religion, age, sex, sexual orientation, marital status, pregnancy, disability, arrest or conviction record, political affiliation, veteran status, genetic testing, service in the armed forces, and the use or nonuse of lawful products off the employer’s premises during nonworking hours.

Board Members
John Lukas Chair
Nancy Crowley Vice-Chair
Cindy Huhn Secretary/Treasurer
Sharon Chappy Member
Lucio Fuentez Member
Roy Kluss Member
Dr. Joseph Sheehan Member
Cher Pao Vang Member
Jerry Voechting Member
Accounting
Program No: 10-101-1
Associate Degree in Applied Science
Degree Completion Time: Four Terms
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.
2012-2013

Catalog No.  Class Title  Credit(s)

Term 1:
10101111  Accounting 1   4.00
10101135  Payroll Accounting  3.00
10105124  Portfolio Introduction  1.00
10801195  Written Communication  3.00
10804123  Math with Business Applications  3.00
10809196  Introduction to Sociology  3.00
OR 10809172 Race, Ethnic & Diversity Studies
Total  17.00

Term 2:
10101113  Accounting 2   4.00
10101180  Spreadsheet Data Management  2.00
10102160  Business Law 1   3.00
10809195  Economics  3.00
10101182  Accounting Software Applications  3.00
Total  18.00

Term 3:
10101115  Accounting 3   4.00
10101123  Accounting Income Tax  4.00
10101125  Accounting Cost 1  4.00
10101130  Accounting Information Systems  3.00
10105128  Career Exploration  2.00
Total  17.00

Term 4:
10101129  Applied Tax  1.00
10101126  Accounting Cost 2  2.00
10809122  Introduction to American Government OR 10806112 Principles of Sustainability
10101199  Accounting Capstone  3.00
10809198  Introduction to Psychology  3.00
Total  16.00
Program Total  68.00

Electives:
10101124  Auditing
10101192  International Finance

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career:
Every business and industry, from movie-making to alternative energy, requires people-oriented, analytical, and creative thinkers to address accounting needs. As an accountant, you will have direct input regarding a company’s financial health and profitability. A degree in accounting can be the key to rewarding and challenging opportunities in any field of interest.

Careers:
- Private and Public Opportunities
- Accounts Payable/Receivable Specialists
- Cost Accountant
- Financial Systems Technician
- Payroll Accountant
- Staff Accountant
- Tax Accountant

Admissions Steps:
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes:
You’ll learn to:
- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform organizational and/or individual tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.
- Adapt accounting processes and principles to a government and/or not-for-profit environment.

Approximate Costs:
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note:
This program can also be completed in approximately 3 1/2 years in an evening format.
Contact the program counselor for details.

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores:

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<th>Accuplacer</th>
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<td>Reading</td>
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<td>Sentence Skills</td>
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Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Franklin University
Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Platteville
UW-Stout

10101111 Accounting 1
- introduces the learner to the fundamentals of auditing.
- covers the involvement of internal controls including methods of examination and evaluation of accounting records.
- These evaluations are used to provide objective data to support opinions of the fairness and credibility of accounting records.
- The course will review the roles of both auditors and their respective clients.

PREREQUISITE: 10101113 Accounting 3

10101125 Accounting Cost 1
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101111 Accounting 1

10101126 Accounting Cost 2
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101125 Accounting Cost 1

10101129 Applied Tax
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101125 Accounting Cost 1

10101130 Accounting Information Systems
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101125 Accounting Cost 1 and Microsoft Excel Skills or equivalent

10101135 Payroll Accounting
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101111 Accounting 1

10101180 Spreadsheet Data Management
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101111 Accounting 1

10101199 Accounting Capstone
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101111 Accounting 1

10102160 Business Law I
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101111 Accounting 1

10105124 Portfolio Introduction
- introduces the learner to the fundamentals of cost accounting concepts, principles, and applications, including: cost behavior and analysis emphasizing manufacturing enterprises, including budgeting principles, cost accounts, standard costs, and cost depreciation.
- The course covers the calculation of costs, product costing, and the computation of taxes.

PREREQUISITE: 10101124 Accounting 2
Accounting Assistant
Program No: 31-101-1
Technical Diploma
Degree Completion Time: Two Terms
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

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<td>10105124</td>
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<td>10801195</td>
<td>Written Communication</td>
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<td>10804123</td>
<td>Math with Business Applications</td>
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Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

About the Program
The Accounting Assistant technical diploma will provide students with the skills and confidence necessary to perform entry-level bookkeeping and accounting work for local employers. Accounting Assistant majors may work in a small business and be responsible for various aspects of bookkeeping or work in a larger firm under the supervision of an accountant and specialize in a certain area.

Careers
- Entry-level Bookkeeping
- Entry-level Accounting
- Auditing Clerk

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes
You'll learn to:
- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Divisional Grading Policy
All course work in the Business and Technology Division must be passed with a grade of “C” or better for program graduation.
10101111 Accounting 1
...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, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

10101113 Accounting 2
...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest; forms of legal entities, depreciation methods, payroll, valuation, and financial analysis.

PREREQUISITE: 10101111 Accounting 1

10101113 Payroll Accounting
...introduces the learner to federal and state payroll laws; calculations for gross and net income; preparing payroll deductions; maintaining payroll records; and processing payroll in both a manual and computerized setting.

COREQUISITE: 10101111 Accounting 1

10101180 Spreadsheet Data Management
...provides the learner with the skills to use spreadsheet software to solve accounting and business problems. It focuses on advanced functions and relates skill acquisition to accounting analysis and reporting needs.

COREQUISITES: 10101111 Accounting 1 and Microsoft Excel skills or equivalent

10101182 Accounting Software Applications
...prepares the learner to transfer manual accounting skills to computerized accounting software. It includes company setup, expenditure cycle transactions, revenue cycle transactions, general journal transactions, payroll, bank reconciliation, end-of-period procedures, and customization of financial statements.

PREREQUISITE: 10101111 Accounting 1

10101191 Portfolio Assessment Accounting
...assesses what the student has learned throughout the program and reviews project samples of their achievements and analyzes program outcomes and core abilities.

PREREQUISITE: 10105124 Intro to Portfolio and 10101111 Accounting 1 and CONDITION: 101011 Accounting program requirements met

10102160 Business Law 1
...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.

PREREQUISITE: 10105124 Intro to Business Law or 10101111 Accounting 1 and CONDITION: 101011 Accounting program requirements met

10105124 Portfolio Introduction
...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.

10801195 Written Communication
...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: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro to Reading & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10804123 Math w Business Apps
...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 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro to Reading & Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

10809105 Economics
...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.

COREQUISITE: 10838105 Intro to Reading & Study Skills or Corequisite: Accuplacer Reading score of 74 or equivalent
**Administrative Professional**  
*Program No: 10-106-6*

**Associate Degree in Applied Science**  
**Degree Completion Time:** Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

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**Catalog No.** | **Class Title** | **Credit(s)**
---|---|---
10105124 | Portfolio Introduction | 1.00
10106102 | Information/Management | 3.00
10106131 | Document Formatting | 2.00
10106164 | Information Technology | 3.00
1080195 | Written Communication | 3.00
10804123 | Math with Business Applications | 3.00

**Total** | **15.00**

**Term 2**

10106165 | Office Professionalism | 2.00
1010150 | Office Accounting | 3.00
10106194 | Web Page Design | 2.00
10106124 | eCommunications | 3.00
10106166 | Microcomputer Business | 2.00
10106180 | Microcomputer Business Applications 1 | 2.00
10106179 | MS Project | 2.00
10106196 | Oral/Interpersonal Communication | 3.00
1080196 | English | 3.00

**Speech** | **Total** | **17.00**

**Term 3**

10106172 | MS Project | 2.00
10106179 | Professional & Career | 3.00
10106194 | Web Page Design | 2.00
10106124 | eCommunications | 3.00
10106166 | Microcomputer Business | 2.00
10106180 | Microcomputer Business Applications 1 | 2.00
10106179 | MS Project | 2.00
10106179 | Office Accounting | 3.00
10106179 | Web Page Design | 2.00
10106179 | Microcomputer Business | 3.00
10106180 | Microcomputer Business Applications 2 | 3.00

**Total** | **18.00**

**Term 4**

10106169 | Microcomputer Business | 4.00
10106160 | Internship Administrative | 1.00
10106192 | Training Techniques | 2.00
10106193 | Meeting and Event Planning | 2.00
10809196 | Introduction to Sociology | 3.00
10809122 | Intro to American Government | 3.00
10106103 | Portfolio Assessment - Administrative | 1.00

**Total** | **15.00**

**Program Total** | **66.00**

**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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**About the Career**

Businesses depend on high-quality, accurate information. If you value organization, care about details, and understand the importance of clear communication and current technology skills, developing those talents as an administrative assistant may be just what you need to succeed.

**Careers**

- Administrative Assistant
- Administrative Support
- Customer Service Representative
- Document Support
- Event Coordinator
- Event Planner Assistant
- Training Specialist
- Support Assistant
- Contracted Area Assistant
- Executive Secretary
- Human Resource Assistant
- Senior Administrative Assistant

**Admissions Steps**

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of “B” in 10106110, Keyboarding, or by advanced placement testing—cannot be used as elective credit.
- Functional Abilities Statement of Understanding Form

**Functional Abilities**

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

**Approximate Costs**

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

**Entrance Assessment Scores**

<table>
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<tr>
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<tr>
<td>Sentence Skills</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
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</table>

**Program Outcomes**

You’ll learn to:

- Demonstrate good human relations, teamwork, and communication skills with coworkers, management, and the general public.
- Develop a professional attitude.
- Plan and conduct training sessions.
- Plan meeting events.
- Create word processing, spreadsheet, database, presentation, and desktop publishing documents.
- Produce accurate work and maintain a high standard of quality.
- Increase speed and accuracy on the keyboard.
- Follow written and oral instructions and demonstrate organized office procedures.
- Demonstrate time and stress management skills.
Transfer agreements are available with the following institutions:

Capella University  Cardinal Stritch  Concordia University  Franklin University  Herzing University  Upper Iowa University

Marian College  MSOE Rader School of Business  Ottawa University  Silver Lake College  University of Phoenix

UW-Green Bay  UW-Oshkosh  UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.
Auto Collision Repair & Refinish Technician
Program No: 31-405-1
Technical Diploma
Degree Completion Time: Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

<table>
<thead>
<tr>
<th>Term 1</th>
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<tbody>
<tr>
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<tr>
<td>31405320</td>
<td>Auto Collision/Orientation and Safety</td>
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<td>31405322</td>
<td>Auto Collision Panel Repair</td>
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<td>Auto Refinishing Masking and Preparation</td>
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<td>31405344</td>
<td>Auto Refinishing Multiple Panel Systems</td>
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<td>31405346</td>
<td>Auto Refinishing Color, Matching/Bonding</td>
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</table>

Note: Class start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
Whether you own an old car in need of restoration or have the misfortune of owning a new car crumpled in an accident, having a highly skilled auto collision technician work on your car is your top priority. This program prepares learners to enter the competitive collision repair industry. The Auto Collision Repair & Refinish Technician program is for driven, highly motivated individuals who like hands-on type work and who enjoy seeing the results of their labors.

Careers
- Auto Body Painter
- Auto Collision Technician
- Auto Sales Representative
- Industrial Refinishing Technician
- Insurance Adjuster
- Paint Company Representative

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- OSHA Medical Evaluation Questionnaire
- Functional Abilities Statement of Understanding Form

Program Outcomes
You’ll learn to:
- Examine vehicles to determine type and extent of damage to be repaired, using 3D electronic measuring equipment.
- Replace damaged auto body parts.
- Repair tears in auto body steel and aluminum panels using GMAW welding equipment.
- Weld light gauge steel (can become I-CAR GMAW Steel Certified).
- Straighten and align unibody structural panels.
- Repair plastic vehicle parts using adhesives and airless welding equipment.
- Develop skills in the fundamentals of collision repair.
- Apply paint, including skills in applying color theory, tintering, and blending.
- Diagnose electrical circuits using a digital voltmeter/ohm meter.
- Troubleshoot and repair automotive air conditioning systems (can become EPA and Wisconsin State certified (ATCP 136) for air conditioning).

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Certification and Testing Options
The program is certified by NATEF (National Automotive Technicians Education Foundation). Students are eligible for I-CAR Welding Certification Testing. Students are well prepared to take the ASE (Automotive Service Excellence) Exam.

Special Note
Students are required to purchase Snap-On tools. Tool cost average $3,200 as you progress through the program.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. See program website for functional abilities.

Entrance Assessment Scores

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<td>English</td>
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</tbody>
</table>
31405304 Auto Collision Electrical Mechanical

...prepares the learner to troubleshoot auto collision electrical circuits, examine basic electrical circuits, interpret electrical circuit diagrams; service an automotive battery, lighting system, and passive restraint systems; and perform soldering and splicing of electrical components. Students will learn how to diagnose and service air conditioning systems and become state and EPA certified. This course is designed to save time and effort in auto collision repair.

31405320 Auto Collision Orientation and Safety

...introduces the learner to the auto collision course procedures, practices, and grading policy and develops safe work habits and attitudes. Many of the hand and power tools are identified.

CONDITION: 314051 Auto Collision Repair & Refinish Technician Admission Requirements Met.

31405322 Auto Collision Panel Repair

...prepares the learner to work on repairing damaged plastic panels using adhesives and airless welding techniques. The repair of SMC, FRP, ABS, TPO, and other popular plastics are taught.

COREQUISITE: 31405320 Auto Collision Panel Repair and 31405326 Auto Collision Panel Replacement and Alignment.

31405326 Auto Collision Panel Replacement and Alignment

...prepares the student to apply straightening, welding, restoring, corrosion protection, alignment, and panel replacement skills.


31405328 Auto Collision Structural Analysis

...provides the learner with knowledge and hands-on experiences in measuring and analyzing frames, body panels, and alignments using tape measures, tram and self-centering gauges, and computerized measuring system. Some structurally damaged panels may be replaced if time and vehicle damage exist.

COREQUISITE: 31405326 Auto Collision Panel Replacement & Alignment and 31405320 Auto Collision Wire Welding.

31405332 Auto Collision Wire Welding

...introduces the learner to information and skills necessary to safely operate gas metal arc welding, aluminum welding, and inoxacrylene cutting as it applies to auto collision. Upon completion, the student is prepared to take the I-CAR steel weld qualification test.

31405340 Auto Refinishing Orientation/Safety

...introduces the learner to auto collision and refinishing course procedures, practices, and grading policy and develops safer work habits and attitudes.

CONDITION: 314051 Auto Collision Repair & Refinish Technician Admission Requirements Met.

31405342 Auto Refinishing Masking/Preparation

...prepares the learner to troubleshoot auto collision finishes and the equipment, paint area, and refinishing area and to develop a thorough understanding of surface preparation as it relates to vehicle refinishing.

COREQUISITE: 31405340 Auto Refinishing Orientation/Safety.

31405344 Auto Refinishing Multiple Panel

...provides the learner with the skills to spray complete panels and vehicles using the latest spray technology and equipment, troubleshoot paint problems, and detail the finish to a preaccident condition.

COREQUISITE: 31405342 Auto Refinishing Masking/Preparation and 31405340 Auto Refinishing Orientation/Safety.

31405346 Auto Refinishing Color Matching/Blending

...prepares the student with an understanding of color movement using the color wheel and the differences in spray gun technique as it applies to blending and how to solve paint color matching problems, finish defects, causes, and cures.

COREQUISITE: 31405344 Auto Refinishing Multiple Panel and 31405340 Auto Refinishing Orientation/Safety.

31405348 Auto Refinishing Water Borne Systems

...provides the learner with specific knowledge and skills necessary to work with water borne products. Learners will be introduced to application methods, mixing and other considerations unique to water borne refinishing systems.

COREQUISITES: 31405342 Auto Refinishing Masking/Preparation and 31405344 Auto Refinishing Multiple Panel.

31801359 Communication Skills for the Workplace

...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.

31809363 Challenging Issues

...prepares the learner to understand the challenging occupational and social issues and problems that shape the direction of today's work world and become aware of what those contemporary issues are, how the issues impact the student, and how the student can make changes when necessary.

31809363 Challenging Issues
About the Career

Most of us place great value on owning and operating our own vehicles. Our independence stems from our ability to jump in our cars and trucks and go wherever we want, whenever we want. When our independence is threatened because our vehicles aren't working properly, the first person we seek is a qualified automotive maintenance technician. If you're mechanically talented, like to solve problems, and enjoy working with people, success in the automotive maintenance field may be just down the road for you.

Careers

• Automotive Technician
• Auto Service Advisor
• Light Truck Technician

Admissions Steps

• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• Program Advising Session
• Functional Abilities Statement of Understanding Form

Program Outcomes

You’ll learn to:

• Use information software for diagnosing and repairing of vehicles.
• Demonstrate the use of safe work practices in all aspects of vehicle repair.
• Develop technical competency in all eight areas of ASE certification including:
  • Perform engine repair.
  • Perform automatic transmission and transaxle repair.
  • Perform manual drive train and axle repair.
  • Perform suspension and steering repair.
  • Perform brake system repair.
  • Perform electrical and electronic system repair.
  • Perform heating and air conditioning repair.
  • Improve engine performance.
• Address customers in a professional manner.
• Utilize proper customer service techniques when creating and closing repair orders, ordering parts, and contacting customers.

Other Program Expectations

You’ll need to:

• Drive manual transmission.
• Have a valid driver’s license.

Approximate Costs

• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Certification

Certified by NATEF (National Automotive Technicians Education Foundation).

Special Note

Students are required to purchase specific Snap-On tools... Tool cost average $5,000 as you progress through the program.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please see program website for specific functional abilities.

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</table>

Other Fees

• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
prepares the student to perform testing and diagnosis of these assemblies.

31404316 Differentials and Manual Transmissions
...prepares the learner with a thorough knowledge of the diagnosis, and repair procedures of differential assemblies and manual transmissions. The learner will disassemble, inspect, repair and reassemble various automatic transmissions and learn proper procedures for their operation, diagnosis, and repair procedures of differential assemblies and manual transmissions. The learner will disassemble, inspect, repair and reassemble differentials and various manual transmissions.

31404317 Auto Electricity I
...introduces the learner to the properties, characteristics, and behaviors of electricity and electromagnetism. Learners will learn how to quantify electricity using a digital volt ohm meter.

31404318 Auto Electricity II
...prepares the learner to interpret automotive wiring diagrams and troubleshoot electrical circuits. Learners will identify and describe components and functions of automotive circuits and troubleshoot them using a 7-step process. Learners will test starters, alternators, solenoids and cables.

31404319 Auto Electricity III
...prepares the learner to diagnose and repair automotive starting and charging systems, lighting systems, conduits, connectors, and motors. Learners will test starters, alternators, solenoids and cables. Learners will test starters, alternators, solenoids and cables.

31404320 Auto Electricity IV
...prepares the learner to diagnose and repair microprocessor controlled circuits in different automotive systems including safety, security and convenience systems.

31404348 Automotive Air Conditioning and Certification
...provides the student with a thorough knowledge of the operation, diagnosis, and repair procedures of the heating and air-conditioning systems used by domestic and import automotive manufacturers, including service procedures and testing, repair, or replacement of air-conditioning components. Wisconsin Ag 136 Refrigerant Recycling certification is included.

31404370 Auto Brakes
...prepares the student with the theory of mechanical and hydraulic components of domestic and many imported automotive braking systems, including antilock braking systems and traction controls; servicing techniques of new systems and procedures; and basic braking systems with hands on application.

31404372 Auto Suspension and Steering
...prepares the student to perform testing and replacement procedures of suspension components; front and four-wheel alignment procedures for automotive and light trucks; and service procedures, including power steering diagnosis and repair.

31404376 Auto Engine Repair
...prepares the student for engine reconditioning and related component repair procedures, engine rebuilding, and cooling and lubrication systems, and service procedures.

31404382 Auto Engine Performance I
...prepares the student to diagnose and repair ignition systems, fuel delivery systems, and engines that crank but do not start using specialized test equipment.

31404384 Auto Engine Performance II
...prepares the student to diagnose and repair drivability concerns, emission test failures, and check engine lights using engine diagnostic equipment.

3142345 Auto Servicing Welding
...prepares the student to make repairs commonly practiced in the auto industry, including safe techniques of brazing, cutting, SMAW, and GMAW.

31801359 Communication Skills for the Workplace
...prepares the student to develop paper job-search tools and job-related writing skills to increase job stability; introduces the student 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.

31809362 Psychology for Life
...prepares the student to understand the challenging occupational and social issues and problems that shape the direction of today’s work world and become aware of what those contemporary issues are, how the issues impact the student, and how the student can make changes when necessary.
About Shared Programs

LTC offers its Broadcast Captioning program in cooperation with technical colleges across the state. As a broadcast captioning student, you'll:

- Attend live, interactive TV classes sent from LTC to your local technical college.
- Take general studies classes and labs at your local technical college.
- LTC shares its Broadcast Captioning program with Fox Valley Technical College (FVTC) - Appleton, Gateway Technical College (GTC) - Kenosha, and Northeast Wisconsin Technical College (NWTC) - Green Bay.
- LTC also offers an opportunity for students to complete the program at the Lakeland College West Allis Campus.

About the Career

You've read the scrolling captions for the hearing-impaired on your TV screen. The person providing this instantaneous text of programs is trained in realtime transcription techniques and technology. These skills can also be used to provide CART (Communication Access Realtime Translation) for hearing-impaired students in educational as well as public settings. If you're an excellent listener, have strong language and communication skills, are committed to accuracy and able to work on deadline, a career in broadcast captioning may be a perfect fit for your talents.

CAREERS

- Broadcast Captioner
- CART Reporter
- Internet Reporter
- Offline Captioner
- Conference and Convention Reporter

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Notification of Laptop/Steno Rental Requirement Form
- Functional Abilities Statement of Understanding Form

Program Outcomes

You’ll learn to:

- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.
- Demonstrate knowledge of proper captioning procedures and responsibilities for captioning and CART reporting.
- Demonstrate knowledge of the profession, reporting organizations and methods of gaining certification as a Certified Broadcast Captioner.

Other Program Expectations

You’ll need to hear, speak, see, and use both hands to manipulate a computer keyboard and stenograph machine.

Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Graduation Requirement

Three 5-minute timings must be passed in each of the following categories with a minimum of 96 percent accuracy:

- Captioning at 180 wpm unedited
- Two-voice testimony at 225 wpm
- Jury charge at 200 wpm
- Literary at 180 wpm

Special Equipment

Students are required to rent a stenograph machine and laptop computer through the rental program available at LTC.

Approval

LTC's Broadcast Captioning program follows the National Court Reporters Association (NCRA) standards.

Special Note

Upon completion of this curriculum, the student will have dual degrees in Judicial Reporting and Broadcast Captioning.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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<tr>
<td>Sentence Skills - 103</td>
<td>English - 21</td>
</tr>
</tbody>
</table>

Program No: 10-170-1 Associate Degree in Applied Science

Degree Completion Time: Two Years Plus Summer School

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC
(1.888.468.6582)
Transfer agreements are available with the following institutions:

- Capella University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.
### Business Management

**Program No:** 10-102-3  
**Associate Degree in Applied Science**  
**Degree Completion Time:** Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

#### 2012-2013 Catalog

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<th>Catalog No</th>
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<tr>
<td>10105124</td>
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**About the Career**

Business managers are found in every sector of the economy in nearly all work settings. The program provides graduates with the business knowledge and skills for positions such as an entry-level manager, assistant manager, office manager, or team leader or may start their own business.

The successful business manager oversees day-to-day activities and leads the team or organization to the next level of performance. Managers plan, organize, staff, and control the tasks that carry out the work of the business or nonprofit organization.

If you set goals for yourself and strive to accomplish them, prefer working with others rather than alone, enjoy serving as a leader even if it means more work, and want to improve your skills and promotion potential, then a career in business management may be a good choice for you.

**About the Program**

Being successful in the business world means having a broad range of up-to-date business skills. The Business Management program provides learners with a background including business operations, marketing, service operations management, accounting, human resource management, team building and problem solving, and business law among others. These courses provide the learner with the tools needed to meet the challenges of managing a business.

**Careers**

- Manager
- Assistant Manager
- Office Manager
- Team Leader
- Entrepreneur

**Admissions Steps**

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

**Program Outcomes**

You’ll learn to:

- Plan the operation of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

**Approximate Costs**

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

**Functional Abilities**

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

**Entrance Assessment Scores**

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Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Franklin University
Herzing University
Lakeland College

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer

10101106 Payroll Applications
...introduces students to federal and state payroll laws; calculates for gross and net income; prepare payroll deductions; and maintain payroll records.

10101112 Managerial Accounting
...prepares the learner to analyze financial performance; prepare and evaluate budgets; and compare and manage capital.

10101113 Business Accounting
...introduces Business Management students to the core concepts of accounting and how a manager uses accounting in running a business. The student will use a computer-based accounting system to help them understand how transactions from the various business processes lead to financial statements. The student will also learn how to use financial statements to manage a business.

PREREQUISITE: 10840123 Math with Business Applications

10102107 Internship-Business Management
...requires students to complete 216 hours (1 to 3 credits) of performing work in a business/industrial setting related to their Business Management program objectives. Students are responsible for seeking and obtaining the internship 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 may meet periodically at LTC.

PREREQUISITE: 10105124 Portfolio Introduction and 10101127 Career Exploration

10102123 Business Management-Capstone
...assess the role of business in the internal structure and its relationship to the external environment. Each learner analyzes the functions of business planning, information systems, operations management, information technology, marketing, and how they interact and drive business activities.

CONDITION: Students must have earned 50 credits or more prior to taking this course.

10102127 Portfolio Assessment-Business Management
...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.

PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Assessment

10102160 Business Law I
...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.

PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Assessment

10104102 Marketing, Principles of
...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 CONDITION: 105561 Pharm Svs Mgmt or 315361 Pharm Tech requirements met

10104109 Customer Service Techniques
...assess participants’ skills in customer relations, judgment and business development and provides training in connecting with customers, building customer relationships, and dealing with customer needs.

10105124 Portfolio Introduction
...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these insights 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.

10105128 Career Exploration
...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

10182102 Service Operations Management
...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.

10182108 Purchasing
...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

10196105 Recruitment and Retention of Employees
...prepares students to identify and retain qualified employees.

10196189 Teambuilding and Problem Solving
...applies the skills and tools necessary to facilitate problem solving in a team environment.

10196191 Supervision
...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 CONDITION: 105561 Pharm Svs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management
...applies the skills/tools necessary to effectively value and apply employees’ abilities and needs in organization goals. Learners will demonstrate the application of the supervisor’s role in contemporary human resource 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.

10801195 Written Communication
...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-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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809112 Introduction to American Government
...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics
...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Intro to Psychology
...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent
### About Apprenticeship
Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You'll combine on-the-job training with on-campus learning—you'll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you'll earn a paycheck while you learn those skills.

### About the Career
Architects create ideas and develop plans for buildings—carpenters turn ideas and plans into homes, offices, stores—all the structures in which we live, work and play. The Carpentry Apprenticeship program is an employer-sponsored, hands-on training program under the supervision of a joint apprenticeship committee. If you're detail-oriented, good at following directions, and enjoy working with your mind, hands, and tools to build things, becoming a journey-level carpenter could be a very rewarding career choice for you.

### Careers
Graduates of LTC’s Carpentry Apprenticeship program work as journey-level carpenters in the areas of construction, maintenance, and repair of structures, both commercial and residential.

### Construction Apprentice Application Requirements
- Apprentice Application
- Birth Certificate Copy
- Carpentry Entrance Assessment
- Driver’s License Copy
- Final High School Transcripts
- Advisory Committee Interview

### Program Outcomes
You’ll learn to:
- Build forms and rough frame.
- Read construction prints.
- Install exterior finishing.
- Install interior finishing and hardware.
- Install interior system including: drywall, insulation, acoustical ceilings, movable partitions, and access panel systems.
- Fit hardware to exterior and interior applications.

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**Catalog No.**  
**Class Title**  
**Credit(s)**

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**Program Total** | 12.00 |

**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
50410501 Carpentry Apprentice 1
...introduces the apprentice to the basic math skills needed for the trade, prepares the apprentices for continuing blueprint reading, provides the skills needed for using a variety of leveling instruments with an emphasis on site development, and introduces the proper and safe use of hand tools.
CONDITION: 504101 Carpentry Apprentice requirements met.

50410502 Carpentry Apprentice 2
...introduces the apprentice to foundation systems used in commercial and residential construction, explains the forces that concrete placement creates and the proper placement of same, and expands the apprentice's blueprint reading and safety skills.
CONDITION: 504101 Carpentry Apprentice requirements met.

50410503 Carpentry Apprentice 3
...prepares the apprentice to frame floors and walls using a wide variety of methods and materials used in residential and commercial applications and expands the apprentice's blueprint reading and safety skills.
CONDITION: 504101 Carpentry Apprentice requirements met.

50410504 Carpentry Apprentice 4
...prepares the apprentice to frame roofs and stairs using a wide variety of methods and materials used in residential and commercial applications and expands the apprentice's blueprint reading and safety skills.
CONDITION: 504101 Carpentry Apprentice requirements met.

50410505 Carpentry Apprentice 5
...prepares the apprentice to install a wide variety of interior trim systems; provides an introduction to door hardware, inter-wall systems, and resilient flooring; and expands the apprentice's blueprint reading and safety skills.
CONDITION: 504101 Carpentry Apprentice requirements met.

50410506 Carpentry Apprentice 6
...prepares the apprentice with an understanding of exterior finish systems as well as insulation and sound proofing systems and expands the apprentice's blueprint reading and safety skills.
CONDITION: 504101 Carpentry Apprentice requirements met.
About Apprenticeship:
The Child Care Development Specialist Apprenticeship requires 4,324 work hours. Of this, 4000 are on the job documented in the job book provided by the LTC Early Childhood program and 324 in paid-related instruction. In addition, 8 hours of unpaid-related night school are required. Upon successful completion of this apprenticeship, you will receive:

- A Certificate of Completion of Paid-Related Instruction from LTC.
- A Certificate of Completion of the Apprenticeship from the Bureau of Apprenticeship Standards.
- A Journeyworker Card from the Bureau of Apprenticeship Standards.
- Eligibility to transfer 30 credits into the Early Childhood Education associate degree.

To begin the apprenticeship process:

- You must have a sponsoring employer before receiving an apprentice contract and being invited to school. Discuss with your employer the desire to enter the apprenticeship for this trade. Your employer should contact the local Bureau of Apprenticeship Standards, Apprenticeship Training Representative (ATR) and discuss next steps and procedures.
- Specifics of the apprenticeship contract are worked out between you, your employer, and the ATR.
- Once everything is in order, a Wisconsin Apprentice Contract is issued, and you will then be invited to school.

About the Career:
This apprenticeship program prepares individuals for employment as child care specialists in child care agencies. The child care apprentice will gain skills and knowledge while working with a seasoned veteran within the early childhood setting. The theory and classroom content offered in the paid-related instruction include courses addressing the foundations of early childhood, health, safety, nutrition, art, music, language arts, child development, guiding behavior, and the development of infants and toddlers. Practical skills are both learned and practiced on the job in the areas of safety, health, first aid, abuse and neglect, administrative duties, nutrition and hygiene, child development, supervision, and consultation techniques. Wage increases over the period of the apprenticeship compensate the gradual gain in skills and knowledge. Apprentices may be eligible to transfer 30 credits into the Early Childhood Education associate degree.
10307146 ECE: Foundations of Early Childhood Education
... prepares the student to investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; explore early childhood curriculum models; integrate strategies that support diversity and anti-bias perspectives; and analyze the principles of the WI Model Early Learning Standards.

10307151 ECE: Infant and Toddler Development
... prepares the student to analyze development of infants and toddlers (conception to three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine research-based models; examine culturally and developmentally appropriate environments for infants and toddlers; examine the role of brain development in early learning (conception through age three); and examine caregiving routines as curriculum.

10307167 ECE: Health, Safety and Nutrition
... 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.

10307178 ECE: Art, Music and Language Arts
... prepares the student to examine the critical role of play; establish a developmentally appropriate environment for art, music, and language arts; develop activity plans that promote child development and learning; analyze caregiving routines as curriculum; create developmentally appropriate art activities; create developmentally appropriate music and movement activities; and create developmentally appropriate language, literature, and literacy activities.

10307179 ECE: Child Development
... 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; examine the role of brain development in early learning (ages 3-8); and integrate strategies that support diversity and anti-bias perspectives.

10307188 ECE: Guiding Children's Behavior
... 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.
About the Career

Children are our future. Nurturing and caring for them takes place in homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified child care providers to ensure the safety, well-being, and development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, a career in early childhood education may be a rewarding choice for you.

Careers

- Lead Teacher in an early childhood program such as child care, nursery, or preschool
- Owner/Director of an In-Home Day Care Facility
- Center Director or Center Administrator

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- BID Process Review With Program Staff
- Program Advising Session
- Health/TB/Tetanus Form
- Infant/Child CPR/AED Certification
- Functional Abilities Statement of Understanding Form

Program Outcomes

You’ll learn to:

- Apply and practice theories and concepts of child development from birth to 12 years.
- Comprehend professional terminology used in the early childhood field.
- Develop daily activities designed to foster the social, emotional, physical, intellectual, and creative growth of children.
- Develop an awareness of children with special needs and modify environments to meet specific individual needs.
- Gain awareness of proper nutrition, licensing rules and regulations, and health and safety standards essential to the education and welfare of young children.
- Become familiar with and be able to utilize community resources as they apply to children and/or their families.

Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

Students successfully completing the Child Care Services technical diploma may wish to go on to earn an associate degree in Early Childhood Education. See counselor for details.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
...prepares the student to examine the critical role of play; establish a developmentally appropriate environment for art, music, and language arts; develop activity plans that promote child development and learning; analyze care giving routines as curriculum; create developmentally appropriate art activities; create developmentally appropriate music and movement activities; and create developmentally appropriate language, literature, and literacy activities.

10307195 ECE: Child Development...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; analyze the role of heredity and the environment; examine the role of brain development in early learning; (ages 3-8); and integrate strategies that support diversity and anti-bias perspectives.

10307188 ECE: Guiding Children's Behavior...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.

10307192 ECE: Practicum 2...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: 10307148 ECE: Foundations of Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met.

10307194 ECE: Math, Science and Social Studies...prepares the student to examine the critical role of play; establish a developmentally appropriate environment for math, science, and social studies; 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.

10801198 Speech...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent.

10804100 Math Proficiency...provides the learner with the skills to calculate using whole numbers, fractions, decimals, ratios and proportions, percents, and measurements; interpret graphs and tables; and evaluate formulas through a CD-ROM video lesson format.

10809172 Race, Ethnic and Diversity Studies...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 a global and comparative perspectives.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
About Shared Programs:

Milwaukee Area Technical College (MATC) offers its Clinical Laboratory Technician program in cooperation with LTC. As a Clinical Laboratory Technician student you'll:

- Take the first year of the program at Lakeshore Technical College and transfer to Milwaukee Area Technical College for the second year.
- Participate in real-world, hands-on training at a clinical facility.

Clinical experiences near the program's end are arranged at selected clinical laboratories within the local community.

About the Program:

This associate degree program is directed toward preparing you for employment as a medical laboratory technician (MLT) or clinical laboratory technician (CLT) in hospitals, clinics and doctors' offices. Opportunities also exist in commercial industries, scientific research and infection control, both in the public and private sectors.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 1080, Rosemont, IL 60018 (312-714-8880). General education, electives and Medical Sciences (NAACLS), 5600 N. River Rd., Suite 1080, Rosemont, IL 60018 (312-714-8880).

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 1080, Rosemont, IL 60018 (312-714-8880).

Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 1080, Rosemont, IL 60018 (312-714-8880).

Some courses may require higher scores than listed above.

CAREERS:

Currently, the job market looks favorable for this level of practitioner. In the laboratory, the MLT and CLT perform analytical procedures under the supervision of a medical technologist or physician. Procedures include the collection and analysis of blood and other body fluids in such areas as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics. For additional career information, visit www.ascp.org.

Admissions Steps:

- Application
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Health/TB/Tetanus Form
- Chemistry Requirement
- Biology Requirement
- Algebra Requirement
- Essential Job Functions

Approximate Costs:

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

NOTE: Background Information Disclosure required prior to transfer to MATC.

Entrance Assessment Scores:

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NOTE: Some courses may require higher scores than listed above.

Catalog No. □ Class Title □ Credit(s) □

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<td>SOCSCI-197 □ Contemporary American Society □ 3.00</td>
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<td>PSYCH-199 □ Psychology of Human Relations □ 3.00</td>
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<td>CLABT-115 □ Basic Immunology Concepts ** □ 2.00</td>
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Terms 1 & 2 Recommended Electives (6 Credits Required)

- MLABT-160 □ Introduction to Computing for Healthcare □ 2.00 |
- MLABT-161 □ Computer Applications for the Medical Laboratory □ 1.00 |
- MLABT-166 □ Phlebotomy Clinical Experiences □ 3.00 |
- MLABT-190 □ Medical Laboratory Diagnostic Services □ 2.00 |
- NATSCI-211 □ Chemistry 1 □ 5.00 |
- NATSCI-212 □ Chemistry 2 □ 5.00 |
- PHYED-210 □ An Active Approach to Wellness (LTC) □ 3.00 |
- *MATC only
- **Online only
- ***Online at MATC

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
CLABT-110 Basic Lab Skills
This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment and perform simple laboratory tests.
Prerequisite: Admission to either the Clinical Laboratory Technician or Phlebotomy Diploma program.

CLABT-111 Phlebotomy
This course provides opportunities for students to perform routine venipuncture, routine capillary puncture and special collection procedures.
Prerequisite: CLABT-110.

CLABT-113 QA Lab Math
This course focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory. You will review regulatory compliance requirements and certification and continuing education programs.
Prerequisite: Admitted to Clinical Laboratory Technician program.

CLABT-114 Urinalysis
This course prepares you to perform a complete urinalysis which includes physical, chemical and microscopic analysis. You will explore renal physiology and correlate urinalysis results with clinical conditions.
Prerequisites: CLABT-110 and CLABT-113.

CLABT-115 Basic Immunology Concepts
This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections.

CLABT-120 Basic Hematology
This course covers the theory and principles of blood cell production and function and introduces you to basic practices and procedures in the hematology laboratory.
Prerequisites: CLABT-110, CLABT-111, CLABT-113 and CLABT-115.

CLABT-121 Coagulation
This course introduces the theory and principles of coagulation and explores mechanisms involved in coagulation disorders. Emphasis is placed upon laboratory techniques used to diagnose disease and minor trauma.
Prerequisite: CLABT-113.

CLABT-122 Introduction to Blood Bank
This course focuses on basic blood banking concepts and procedures, including blood typing and compatibility testing.
Prerequisites: CLABT-110, CLABT-113, and CLABT-115.

CLABT-123 Advanced Blood Bank
This course consists of advanced blood banking concepts and procedures including workshops for adverse reaction to transfusions and disease states.
Prerequisite: CLABT-122.

CLABT-130 Advanced Hematology
This course explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment.
Prerequisite: CLABT-120.

CLABT-131 Clinical Chemistry 1
Introduces clinical chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques.
Topics in this course include: pathophysiology and methodologies for carbohydrates, lipoids, proteins, renal function and blood gas analysis.
Prerequisites: NATSCI-188, NATSCI-201, CLABT-110, CLABT-113 and CLABT-114.

CLABT-132 Clinical Chemistry 2
A continuation of Clinical Chemistry Diagnostics, this course includes techniques and procedures for analysis using sophisticated laboratory instrumentation. Topics include: pathophysiology and methodologies for hematology, bone, cardiac markers, tumor markers, endocrine function, fetal function, miscellaneous body fluids and toxicology.
Prerequisite: CLABT-131.

CLABT-133 Clinical Microbiology
This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control including antibiotic susceptibility testing will also be discussed.
Prerequisite: NATSCI-161.

CLABT-140 Advanced Microbiology
This course provides an overview of acid fast organisms, fungi, parasites and anaerobic bacteria. The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed.
Prerequisite: CLABT-133.

CLABT-143 Seminar
This course provides an overview of acid fast organisms, fungi, parasites and anaerobic bacteria. The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed.
Prerequisite: CLABT-133.

CLABT-151 Clinical Experience 1
This clinical course is designed to improve the student’s speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays, as well as the construction and presentation of short speeches.
Prerequisite: SAT/ACT placement test score.

CLABT-152 Clinical Experience 2
This clinical course is designed to improve the student’s speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays, as well as the construction and presentation of short speeches.
Prerequisite: SAT/ACT placement test score.

ECON-195 Economics
An introduction to principles underlying the American economy. Topics include the allocation of scarce resources, efficiency, alternative economic systems, demand and supply, consumer economics, resource economics, business operation, the government’s role in the economy, money and banking, national output and employment, inflation and recession, international economics and economic growth.

ENG-151 Communication Skills
This course is designed to improve the student’s speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays, as well as the construction and presentation of short speeches.
Prerequisite: SAT/ACT placement test score.

ENG-152 Communication Skills 2
A continuation of Communication Skills 1. Emphasis is placed on the practical application of communication skills through group discussion, persuasion, business writing, the mass media and literature.
Prerequisite: ENG-151.

HEALTH-101 Medical Terminology
Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will practice formation, analysis and reconstruction of terms. This course emphasizes spelling, definition and pronunciation. It provides an introduction to operative diagnostics, therapeutic and symptomatic terminology of all body systems as well as systemic and surgical terminology.
Prerequisite: ENG-151.

NATSCI-177 General Anatomy and Physiology
This course 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 in 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. This course also provides the foundation to and is prerequisite for:

Prerequisites: Two semesters of high school chemistry or one semester of college chemistry (minimum grade C) and one semester of college English (minimum grade C) or satisfactory scores on the MATC placement test.
Criminal Justice—Law Enforcement

Program No: 10-504-1
Associate Degree in Applied Science
Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

**Term 1**
10804107 College Mathematics 3.00
10504900 Introduction to Criminal Justice 3.00
10504902 Criminal Law 3.00
10504903 Professional Communications 3.00
10891918 Introduction to Psychology 3.00
10801195 Written Communication 3.00
Total 18.00

**Term 2**
10504901 Constitutional Law 3.00
10504904 Juvenile Law 3.00
10504907 Community Policing Strategies 3.00
10504908 Traffic Theory 3.00
10809159 Abnormal Psychology 3.00
10801196 Oral/Interpersonal Communication 3.00
Total 18.00

**Term 3**
10504905 Report Writing 3.00
10504906 Criminal Investigation Theory 3.00
10504911 Pursuit Intervention Techniques 1.00
10504953 Standard Field Sobriety Testing 1.00
10504960 Unified Tactical Skills: Emergency Vehicle Operations 2.00
10891966 Introduction to Sociology 3.00
Total 17.00

**Term 4**
10504910 Law Enforcement Career Development 2.00
10504912 Radar Certification 1.00
10504954 Emergency Response for Law Enforcement 2.00
10504956 Law Enforcement Practical Applications 1.00
10504957 Unified Tactical Skills: Firearms 2.00
10504958 Unified Tactical Skills: DAAT/UOF 2.00
10504959 Unified Tactical Skills: Vehicle Contacts 2.00
10801198 Speech 3.00
Total 15.00

Program Total 68.00

* It is recommended that students take 10504990 Internship between terms 2 & 3. A one, two, or three-credit internship is available for qualified students.

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
To serve and protect. These words define the commitment of law enforcement personnel. If you’re a law-abiding individual who values honesty, order, detail, and you possess the desire and ability to work with and assist people in a variety of situations, you may want to consider dedicating yourself to an ever-changing career in law enforcement.

Careers
Criminal Justice–Law Enforcement graduates are prepared for positions in:
- City/County/State/Federal Law Enforcement Agencies
- Corrections Fields with State and County Agencies
- Law Enforcement Management
- Private Investigation
- Private Security/Loss Prevention Agencies

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form
- Background Check (no felony arrests or domestic violence convictions)
- Have a valid Wisconsin driver’s license
- U.S. citizenship
- Must meet Federal Firearms Qualifications

Program Outcomes
You’ll learn to:
- Handle the tasks faced in the role of law enforcement or security.
- Prevent and detect crime.
- Interview and interrogate victims, witnesses, and suspects.
- Write accurate reports.
- Handle crime and accident scenes.
- Apply State of Wisconsin tactical skills.
- Effectively communicate with the public.

Other Program Expectations
You’ll need to:
- Be in and maintain good physical condition.
- Participate in self-defense training.
- Bend, jump, run, lift weights (for fitness).
- Speak, hear, and have normal or corrected vision.
- Program must be completed within 3 years.

Approval
LTC's Criminal Justice–Law Enforcement program is approved by the Wisconsin Department of Justice, Training and Standards Bureau.

Special Note
Eligible students will complete law enforcement certifiability training in the fourth semester.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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<td>Sentence Skills</td>
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Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

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</table>
Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Franklin University
Herzing College
Lakehead University

Marian College
Marquette University
Mount Mary College
Otta University
Silver Lake College
University of Phoenix

University of Wisconsin

Upper Iowa University

UW-Green Bay

UW-Oshkosh

UW-Platteville

UW-Stout

IMPORTANT: For more information on these agreements, visit gotộc.edu/transfer.
About the Program

The program is offered at Sheboygan’s Riverfront in a working restaurant setting. Students enjoy class sizes of 12 and rapid progression through graduation for more than four consecutive 15-week semesters. The program is rich with practical experience in American regional and international cuisines. Courses are offered in traditional and blended delivery. The program requires day, evening, and some Saturday hours.

About the Career

If you are creative, enjoy the constantly evolving food service industry, work well with people, and have a love of food, the Lakeshore Culinary Institute may be the best place to launch your career. Graduates of the program become chefs, independent restaurateurs, bakers or pastry chefs, sales staff for food industry, food service managers, and corporate chefs.

Careers

- Chef
- Sous Chef
- Specialty Chef
- Line Cook
- Caterer
- Food Service Manager
- Independent Restaurateur
- Sales of Food or Food Equipment

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Background Information Disclosure
- Transcripts
- Program Advising Session
- Microsoft Skills Check—Word Only
- Functional Ability Statement of Understanding

Program Outcomes

You’ll learn to:

- Apply the principles of safety and sanitation in food service operations.
- Demonstrate proficiency with professional cooking techniques and knife skills.
- Demonstrate ability to produce and results within appropriate time frames.
- Integrate technology in the learning process.
- Apply classroom learning to laboratory and practical settings.
- Work collaboratively with colleagues to achieve mission and goals.
- Use mathematics effectively in meal preparation, budget management, inventory control, and purchasing.
- Communicate effectively and respectfully with colleagues and patrons.
- Demonstrate professionalism through appropriate dress, responsible work ethic, and professional behaviors as defined by the American Culinary Federation Professional Code of Ethics.
- Demonstrate critical thinking when approaching daily work and solving problems as an individual when collaborating with colleagues.
- Reflect integration of diverse clients, cultures, and nationalities in thought, action, and culinary practice.
- Demonstrate sustainable practices through selection of local foods.
- Demonstrate a commitment to lifelong learning.
- Supervise food production activities that meet nutritional guidelines and budgetary controls with high client satisfaction.

Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

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NOTE: Some courses may require higher scores than listed above.
Transfer agreements are available with the following institutions:

10106120 Business Entrepreneurship and Professionalism
- prepares the learner to feel confident in the business setting and to understand business protocol in a culturally diverse, international market. 
- feature key topics including: communication, professional body language, cultural sensitivity, and conflict management.

103161 Product Identification and Purchasing
- introduces learners to the principles and techniques used in the identification of food products. 
- includes classical and modern regional ingredients.
- demonstrates the importance of safety, cultural awareness, and the importance of cultural differences in the workplace.

10106122 Classical and Contemporary French Cuisine
- teaches students the history, culture, and techniques of specific cuisines. 
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines. 
- focuses on classical cooking techniques, flavors, and ingredients.

10316114 Culinary Internship
- will incorporate fundamental theories and techniques learned during the first three semesters in a restaurant setting. 
- will incorporate nonverbal communication, and menu planning for these populations is a focus.

10106124 Culinary Math
- prepares learners to apply math concepts to culinary and food service settings. 
- includes calculation of basic unit of measure, theoretical and actual food cost determination, and calculation of yield percentage and edible portion costs.

10316116 Cuisine and Service Learning
- teaches the writing process, which includes prewriting, drafting, revising, and editing.
- teaches students the history, culture, and techniques of specific cuisines.

10106126 Culinary Math
- focuses on classical cooking techniques, flavors, and ingredients.
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines.

10106127 Culinary Math
- focuses on classical cooking techniques, flavors, and ingredients.
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines.

10106128 Culinary Math
- focuses on classical cooking techniques, flavors, and ingredients.
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines.

10106129 Culinary Math
- focuses on classical cooking techniques, flavors, and ingredients.
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines.

10106130 European Cuisine
- focuses on classical cooking techniques, flavors, and ingredients.
- applies skills and methods to production, seasoning, cooking, and presentation of classic cuisines.

10316133 Advanced Pastry and Desserts
- will have learners producing confections and marzipan creations.
- cakes, tortes and gateaux. Crepes, flans, flan and hot and cold souffles are created. Sorbets, gelatos and other frozen desserts are produced.

10106119 Written Communication
- teaches the writing process, which includes prewriting, drafting, revising, and editing.
- teaches students the history, culture, and techniques of specific cuisines.

10106116 Cuisine and Service Learning
- teaches the writing process, which includes prewriting, drafting, revising, and editing.
- teaches students the history, culture, and techniques of specific cuisines.

10106111 Garde Manager
- will help learners develop skills in the preparation and artistic presentation of cold cucumber and cold pasta. 
- basic preparation of appetizers and hors d’oeuvres, soups, salads, cheese displays,
- menu items from previous courses come together for a Grande Buffet presentation. 

10106118 Hospitality and Tourism
- will help learners develop skills in the preparation and artistic presentation of cold cucumber and cold pasta. 
- basic preparation of appetizers and hors d’oeuvres, soups, salads, cheese displays,

Capella University
Silver Lake College
Concordia University
University of Phoenix
Franklin University
Upper Iowa University
Herzing University
UW-Green Bay
Lakecad College
UW-Oshkosh
Otta University
UW-Southeast

IMPORTANT: For more information on these agreements, visit gotolearn.transfer.
About the Career

Operating a profitable and progressive dairy farm in today's agricultural climate involves learning to work smarter, not just harder. Successful operations are built on solid herdsperson skills, effective management skills, and use of technology. If dairy farming is your career dream, completing LTC's Dairy Herd Management program is the way to turn your dream into reality.

Careers
- Herdsperson
- Dairy Herd Manager
- Farm Owner
- AI Technician
- DHIA Supervisor
- Feed and Nutrition Consultant

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- On-Farm Placement and Release Form
- Functional Abilities Statement of Understanding Form

Program Outcomes
You'll learn to:
- Obtain actual on-farm experiences for your successful career path.
- Perform the necessary duties of a herdsperson in labs, internships, and on-site farms. By the end of the program, you will be able to:
  - Milk cows
  - Feed and handle dairy cattle
  - Evaluate herd health and special needs cows
  - Care for youngstock and calf care
- Obtain herd manager skills necessary for operating a profitable dairy herd. By the end of the program, you will be able to:
  - Make treatment decisions
  - Implement problem solving skills
  - Develop interpersonal skills

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Certification
Graduates of LTC’s Dairy Herd Management program receive national AI certification.

Special Note
Each student will be assigned to a farm for supervised, on-the-job training.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Please view the Functional Abilities Statement of Understanding on the: www.gotoltc.edu website (Future Students, Academics, Areas of Study, Dairy Herd Management).

Entrance Assessment Scores
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<th>Accuplacer</th>
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<td>Sentence Skills</td>
<td>60</td>
</tr>
<tr>
<td>English</td>
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</table>
10091107 Dairy Herd Management Skills
...provides the student with skills to troubleshoot basic electrical applications and communicate basic Spanish for farm operations.

10091145 Agriculture Financial Applications
...prepares students to make decisions about the profitability of a total farm business, enterprises within the business and proposed changes in the business. Topics include financial strategies, determining payback on investments, analyzing purchasing decisions, managing accounts payable, determining cash flow, and comparison pricing.

10091160 Dairy Management Internship 1
...provides the student with the ability to perform industry expectations as a dairy herdperson, including milking, feeding, calf care, scheduling, employer/employee communications, and general farm duties. Students work with their internship farm to complete the internship skills checklist. COREQUISITES: 3109132 Dairy Feeding Management and 31091335 Dairy Cattle Genetics and Reproduction.

10091161 Dairy Management Internship 2
...provides the student with the ability to perform industry expectations as a dairy herdperson, including milking, feeding, calf care, scheduling, employer/employee communications, and general farm duties. Students work with their internship farm to complete the internship skills checklist. COREQUISITES: 31091312 Dairy Feeding Management and 31091332 Dairy Cattle Industry and Applications.

31091312 Dairy Feeding
...provides the student with knowledge of rumen anatomy and physiology to make fundamental feed choices in order to balance dairy rations. Main topics are nutrient digestion, uptake, transport, and testing and evaluation of feed for dairy cattle.

31091314 Dairy Feeding Management
...prepares the student to formulate rations for maximum profitability, develop feed inventories, and maximize resource allocation.

31091318 Dairy Lab I
...provides the student with the opportunity to observe first-hand the management practices on dairy farms to include farm visits, freeze branding, clipping cattle, judging, and linear evaluating. COREQUISITES: 31091324 Milk Production and 31091348 Dairy Cattle Management.

31091320 Dairy Lab II
...provides the student with additional opportunities to observe first-hand the management practices on dairy farms to include farm visits, seminars, and conferences. COREQUISITES: 31091344 Dairy Business Management and 31091340 Dairy Housing and Farmstead Design.

31091324 Milk Production
...introduces the student to the process of how milk is made and how to harvest it for a maximum profit to the farmer, including the major principles of milk secretion, the anatomy and physiology of the udder, milk letdown, proper milking practices, mastitis, efficient milking systems, and how to properly milk cows as well as treat and prevent udder infections.

31091332 Dairy Cattle Industry and Applications
...provides the student with knowledge of basic dairy trends, agricultural policy, milk marketing, production testing, and breed history to make informed choices in the industry. It includes application of industry skills in a one-on-one rotation to selected site farms allowing troubleshooting and problem-solving skills development.

31091335 Dairy Cattle Genetics and Reproduction
...prepares participants for the mating and breeding of the dairy herd. Topics include linear appraisal, selection indexes, anatomy, hormonal cycles, artificial insemination, estrus detection, and dairy software management systems including DairyComp 305 are introduced. Live cattle for artificial insemination practice are featured.

31091340 Dairy Housing and Farmstead Design
...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 590 Plan completion.

31091344 Dairy Business Management
...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.

31091348 Dairy Cattle Management
...introduces the student to herd health and preventative medicine through understanding cow behavior, signs of illness, metabolic disorders, infections disease, vaccination programs, and herd records to develop and implement a herd-health protocol.

3180355 Communication Skills for the Workplace
...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.

31804356 Math for Agriculture Management
...is an introductory course in mathematics covering the math topics needed in the agricultural area. The principal areas of study are review of basic mathematics, including fractions, decimals, ratio-proportion, percentage, measurement, plane figures, triangles, and circles and solids. Course material is learned through the use of agriculture-related problems.

31809362 Psychology for Life
...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.
### About the Career

Think about your last dental visit. Your dentist likely worked closely with a dental assistant to perform your exam or procedures. Dental assistants are vital to the safe and efficient operation of the dental office—they assist the dentist in the treatment room, in the lab, and with business administration. If you’re interested in a career that focuses on helping people and offers plenty of variety in the workday, dental assisting is a great choice for you.

### Careers

- Chairside Dental Assistant
- Dental Insurance Processor
- Dental Lab Assistant
- Dental Treatment Coordinator
- Office Manager
- Receptionist

### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Healthcare Provider CPR or Professional Rescuer Certification
- Program Advising Session
- Dental Exam Form
- Health/TB/Tetanus Form
- Background Check
- Functional Abilities Statement of Understanding Form

### Program Outcomes

You'll learn to:

- Perform a variety of entry-level supportive dental procedures.
- Manage infection and hazard control.
- Procure diagnostic radiographs.
- Perform basic laboratory procedures.
- Demonstrate professional behaviors, ethics, and appearance.

### Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Testing

Graduates are eligible to apply for Radiography and Infection Control, two sections of the Dental Assistant National Board Exam. The Chairside section of the exam requires two years of chairside experience.

### Entrance Assessment Scores

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<thead>
<tr>
<th>Accuplacer</th>
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<tbody>
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<td>Sentence Skills</td>
<td>88</td>
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<tr>
<td>English</td>
<td>18</td>
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</tbody>
</table>
prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before beginning the course.

CONDITION: 305082 Dental Assst admission requirements met or 105081S Dental Hygiene admission requirements met and COREQUISITES: 31508306 Dental Assst Clin, 31508304 Dental & Gen Anat, 31508305 Appl Dental Rad, 31508307 Dental Prof, 10508113 Dental Mtls

10508113 Dental Materials
...prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances.

COREQUISITE: 10508101 Dental Health Safety and
CONDITION: 305082 Dental Assst admission requirements met or 105081S Dental Hygiene admission requirements met

31508302 Dental Chairside
...prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations; assist dentist with basic dental procedures including examinations, pain control, amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventative dentistry, brushing/flossing techniques, and dental procedures using lay terminology. Students will apply decoding strategies to the correct use and interpretation of dental terminology.

COREQUISITE: 31508306 Dental Assst Clin, 31508304 Dental & Gen Anat, 31508305 Appl Dental Radio, 31508307 Dental Prof, 10508113 Dental Mtls and CONDITION: 305082 Dental Assst admission requirements met

31508304 Dental & General Anatomy
...prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients.

COREQUISITES: 31508305 Applied Dental Radiography and 31508307 Dental Assistant Professionalism and
CONDITION: 305082 Dental Assst admission requirements met

31508305 Applied Dental Radiography
...prepares students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course, students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer and role-play as a patient.

COREQUISITES: 31508304 Dental & General Anatomy and 31508307 Dental Professionalism and
CONDITION: 305082 Dental Assst admission requirements met

31508306 Dental Assistant Clinical
...allows students to apply the skills developed in Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. It emphasizes the integration of core abilities and basic communication skills.

COREQUISITE: 10508113 Dental Mtls, 31508302 Dental Chairside, 31508304 Dent/Gen Anat, 31508305 Appl Dental Radi, 31508307 Dental Prof, 10508101 Dent Hlth Sfty and
CONDITION: 305082 Dental Assst admission requirements met.
About Shared Programs

Waukesha County Technical College (WCTC) offers its Dental Hygienist program in cooperation with LTC. As a dental hygienist student, you will:

- Attend live, interactive TV classes at LTC.
- Take general studies classes at LTC.
- Treat patients at the LTC dental clinic.
- Fulfill laboratory requirements at LTC.

About the Career:

Ensuring oral health requires regular dental visits. Dental hygienists are essential members of the dental healthcare team who provide therapeutic and preventative dental services in addition to providing dental health counseling. If you're detail-oriented, interested in health-related science, able to handle multiple tasks on a timeline, and eager to help and work with people, a career as a dental hygienist may be perfect for you.

Careers:

Dental Hygienists are employed by:

- Hospitals
- Private Businesses
- Private Dental Offices and Clinics
- Schools
- Public Health Departments
- Government Agencies

Admissions Steps:

- Application
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health TB/Tetanus Form
- Dental Exam Form
- Clinical Observation Form
- CPR/Health Care Provider
- Chemistry Requirement
- Biology Requirement
- Student Handbook Review
- Program Information Contract Completion
- General Education and Science Course Work Completed
- Functional Abilities Statement of Understanding Form

Program Outcomes:

- Ethics and Professionalism: Incorporate into dental hygiene practice professional laws, regulations, and policies established by the licensing state and regulatory agencies.
- Ethics and Professionalism: Model dental hygiene professional code of ethics in a rapidly changing environment.
- Ethics and Professionalism: Pursue lifelong professional growth and development through self-directed learning, participation in professional organizations, and continuing education.
- Promoting Oral Health: Counsel clients/patients to reduce health risks.
- Promoting Oral Health: Provide community oral health services in a variety of settings.
- Patient/Client Care: Infection Control: Manage infection and hazard control.
- Patient/Client Care: Assessment: Assess data on all aspects of patient/client health using methods consistent with dental hygiene scope of practice and legal principles.
- Patient/Client Care: Planning: Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals.
- Patient/Client Care: Implementation: Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client.
- Patient/Client Care: Evaluation: Evaluate the effectiveness of the implemented client/patient dental hygiene care plan and modify as needed.
- Patient/Client Care: Evaluation: Evaluate the effectiveness of the implemented clinical and educational services and modify as needed.

Approximate Costs:

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Accreditation:

The Dental Hygienist program is accredited by the American Dental Association Commission on Dental Accreditation. To become licensed to work in the state of Wisconsin, students need to pass the Dental Hygiene National Board Exam as well as the practical exam administered by the Central Regional Dental Testing Service (CRDTS).

Special Note:

Application of chemotherapeutics, monitoring of nitrous oxide and polishing of amalgams are not taught to clinical competency.

Entrance into the program is through a petition process upon completion of all admission steps and successful completion of all general education and science classes.

Functional Abilities:

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores:

- Accuplacer
- ACT
- Arithmetic: 80
- Mathematics: 19
- Reading: 79
- Reading: 18
- Sentence Skills: 90
- English: 19

Catalog No. Class Title Credit(s)

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*Offered at LTC
*Clinic portion of the course is offered at LTC

Note:

Catalog numbers assigned to “elective” classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program starts dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

All courses must be completed with a minimum grade of “C” or better. (Course does not meet the minimum grade requirement.)

Accomplishments:

- Program No: 10-508-1
- Associate Degree in Applied Science
- Degree Completion Time: Five Terms
- In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.
Transfer agreements are available with the following institutions:

- Capella University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

IMPORTANT: For more information on these agreements, visit gotolc.edu/transfer/
About the Career

Children are our future. Nurturing and caring for them takes place in homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified early childhood educators to ensure the safety, well-being, and healthy development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, a career in early childhood education may be a rewarding choice for you.

Careers

• Assistant Teacher in a Kindergarten/Elementary School/Special Education Site
• Lead Teacher in an Early Childhood Program Such as Head Start, Child Care, Nursery, or Preschool
• Owner/Director of an In-Home Day Care Facility
• Center Director or Center Administrator

Admissions Steps

• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• BID Process Review With Program Staff
• Program Advising Session
• Health/TB/Tetanus Form
• Infant/Child CPR/AED Certification
• Functional Abilities Statement of Understanding Form

Program Outcomes

You’ll learn to:

• Apply and practice theories and concepts of child development from birth to 12 years.
• Comprehend professional terminology used in the early childhood field.
• Develop daily activities designed to foster the social, emotional, physical, intellectual, and creative growth of children.
• Develop an awareness of children with special needs and modify environments to meet specific individual needs.
• Gain awareness of proper nutrition, licensing rules and regulations, and health and safety standards essential to the education and welfare of young children.
• Become familiar with and be able to utilize community resources as they apply to children and/or their families.

Approximate Costs

• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

Students successfully completing year one of the associate degree program are able to graduate with a Child Care Services technical diploma. See counselor for details.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
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<td>Sentence Skills</td>
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<td>English</td>
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</table>
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Milwaukee

**10307144 ECE: Foundations of Early Childhood Education**
- prepares the student to investigate the history of early childhood education; summarizes types of early childhood education settings; identifies the components of a quality early childhood curriculum; summarizes responsibilities of early childhood professionals; explores early childhood curriculum models; integrates strategies that support diversity and anti-bias perspectives; and analyzes the principles of the WI Model of Early Learning Standards.

**10307151 ECE: Infant and Toddler Development**
- prepares the student to analyze development of infants and toddlers (conception through three years); correlate pre-natal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine research-based models; examine culturally and developmentally appropriate environments for infants and toddlers; examine the role of brain development in early learning (conception through age three); and examine caregiving routines as curriculum.

**10307166 ECE: Curriculum Planning**
- prepares the student to examine the critical role of play; establish a developmentally appropriate environment; examine care giving routines as curriculum; develop activity plans that promote child development and learning; develop unit plans that promote child development and learning all content areas; analyze early childhood curriculum models; integrate Developmentally Appropriate Practice (DAP) into curriculum; and integrate strategies that support diversity and anti-bias perspectives.

**10307167 ECE: Health, Safety and Nutrition**
- prepares the student to follow governmental regulations and professional standards in the planning of child care; analyze daily care for health, safety and nutrition; provide a safe, healthy and nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply "Safe 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.

**10307174 ECE: Practicum 1**
- prepares the student to document children's behavior; explore the standards for quality ECE; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice care giving routines as curriculum; practice positive interpersonal skills with children and adults; analyze the guiding principles and the developmental domains related to the WMELS; integrate the WMELS into the teaching cycle; and evaluate learning and assessment activities using WMELS.

**CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met**

**10307178 ECE: Art, Music and Language Arts**
- prepares the student to examine the critical role of play; establish a developmentally appropriate environment for art, music, and language arts; develop activity plans that promote child development and learning; analyze care giving routines as curriculum; create developmentally appropriate music and movement activities; create developmentally appropriate language, literature, and literacy activities.

**10307179 ECE: Child Development**
- prepares the student to examine social, cultural, and economic influences on child development; summarizes 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; examine the role of brain development in early learning (ages 3-8); and integrate strategies that support diversity and anti-bias perspectives.

**10307187 ECE: Children with Differing Abilities**
- prepares the student to provide inclusive programs; apply legal and ethical requirements; differentiate between typical and exceptional development; analyze differing abilities of children with physical, cognitive, health, medical, communication, and/or behavioral/emotional disorders; work collaboratively with community/professional resources; utilize an IEP/FSP; collaborate through consultation process to embed intervention in natural based settings; and culture partnerships with families.

**10307188 ECE: Guiding Children's Behavior**
- 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.

**10307192 ECE: Practicum 2**
- 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 care giving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives.

**PREREQUISITE: 10307144 ECE: Practicum 1 or 10307109 Practicum 1 and CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met**

**10307194 ECE: Math, Science and Social Studies**
- prepares the student to analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish ongoing relationships with families; advocate for children and families; work collaboratively with community/resources; and implement strategies that support diversity and anti-bias perspectives when working with families and community.

**10307195 ECE: Family and Community Relationships**
- prepares the student to analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish ongoing relationships with families; advocate for children and families; work collaboratively with community/resources; and implement strategies that support diversity and anti-bias perspectives when working with families and community.

**10307197 ECE: Practicum 3**
- 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; implement meaningful curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives.

**PREREQUISITE: 10307144 ECE: Practicum 2 and CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met**

**10307198 ECE: Administering an Early Childhood Education Program**
- 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.

**10307199 ECE: Practicum 4**
- 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**

**10801195 Written Communication**
- 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.

**CONDITION: Read Accuplacer 80 or higher or 10307151 Child Care (Accuplacer Writing min score of 80) or 10383105 Intro Rdg & Study Skills or Reading Accuplacer min score of 74 or equivalent**

**10801198 Speeches**
- 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.

**COREQUISITE: 10838105 Intro Reading and Study Skills or OR Reading accuplacer minimum score of 74 or equivalent**

**10804107 College Mathematics**
- is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

**PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent**

**10809172 Race, Ethnicity and Diversity Studies**
- a course that develops the cultural disciplines to affirm 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.

**COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent**

**10809195 Economics**
- 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, monetory and fiscal policy, inflation, unemployment and global economic issues.

**COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent**

**10809196 Introduction to Sociology**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, social inequality, and the five institutions, including family, government, economies, religions, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

**COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent**

**10809198 Intro to Psychology**
- introduces students to 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, development, perception, cognitive processes, psychological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal and social settings.

**COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent**

**35**
Electro-Mechanical Technology
Program No: 10-620-1
Associate Degree in Applied Science
Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

<table>
<thead>
<tr>
<th>Catalog No.</th>
<th>Class Title</th>
<th>Credit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10620120</td>
<td>Basic Tools and Measurement</td>
<td>1.00</td>
</tr>
<tr>
<td>10620122</td>
<td>Practical Wiring/Applications</td>
<td>1.00</td>
</tr>
<tr>
<td>10620103</td>
<td>Fluid Power 1</td>
<td>2.00</td>
</tr>
<tr>
<td>10660105</td>
<td>DC Fundamentals</td>
<td>3.00</td>
</tr>
<tr>
<td>10804118</td>
<td>Intermediate Algebra with Applications</td>
<td>4.00</td>
</tr>
<tr>
<td>10891996</td>
<td>Introduction to Sociology/ OR</td>
<td>3.00</td>
</tr>
<tr>
<td>10801195</td>
<td>Written Communication</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17.00</strong></td>
</tr>
</tbody>
</table>

| Term 2      |                                                  |            |
| 10620138    | Programmable Controllers - Allen Bradley          | 3.00       |
| 10620130    | Mechanisms Mechanics                              | 3.00       |
| 10620104    | Fluid Power 2                                     | 3.00       |
| 10620162    | Pneumatics                                        | 2.00       |
| 10660110    | AC Fundamentals                                   | 3.00       |
| 10801194    | College Technical Mathematics 1B                  | 2.00       |
| 1080154     | General Physics 1                                 | 4.00       |
|             | **Total**                                         | **20.00**  |

| Term 3      |                                                  |            |
| 10620140    | Programmable Controllers - Allen Bradley Advanced | 3.00       |
| 10620141    | Industrial Controls and Motors                    | 3.00       |
| 10620147    | Electronic Devices/Transducers                    | 3.00       |
| 10620164    | Electromechanical Systems                         | 3.00       |
| 10620194    | Touch Screen Applications                         | 3.00       |
| 10801196    | Oral/Interpersonal Communication                  | 3.00       |
|             | **Total**                                         | **18.00**  |

| Term 4      |                                                  |            |
| 10620168    | Intro to Fanuc Robot Programming                  | 3.00       |
| 10620192    | Industrial Codes/ Troubleshooting and Frequency Drive Processes | 3.00       |
| 10620196    | Industrial Applications                           | 4.00       |
| 10620198    | Industrial Networks                               | 3.00       |
| 10801998    | Introduction to Psychology                        | 3.00       |
|             | **Total**                                         | **16.00**  |
|             | **Program Total**                                 | **71.00**  |

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

About the Career
Change is constant. Change is rapid. In the world of manufacturing technology, change brings more complex systems of assembly, control, measurement, and material processing of manufactured products. If you’re good at problem solving, like working with automated manufacturing equipment, and you’re looking forward to work that continuously challenges you to keep growing your knowledge and skills — consider an always-evolving career in electro-mechanical technology.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please see website for program-specific functional abilities.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
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</thead>
<tbody>
<tr>
<td>Arithmetic</td>
<td>100</td>
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<tr>
<td>Reading</td>
<td>74</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>86</td>
</tr>
<tr>
<td>Elem. Algebra</td>
<td>55</td>
</tr>
</tbody>
</table>

Careers
- Apprentice Electrician
- Electro-Mechanical Technician
- Field Service Technician
- Industrial Electrical Technician
- Machine Electrical Assembly Technician
- Maintenance Electrician
- Mechanical Maintenance Technician

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Computer Proficiency Assessment
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Program Outcomes
You’ll learn to:
- Understand electrical, mechanical, hydraulic, and pneumatic components and systems.
- Install, test, service, and repair electro-mechanical equipment.
- Perform complex inspection or assembly work.
- Provide technical assistance to engineers.
- Troubleshoot and maintain PLC systems.
- Troubleshoot and maintain control systems.
- Troubleshoot and maintain operator interface.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC
(1.888.468.6582)
Transfer agreements are available with the following institutions:

- Capella University
- Concordia University
- Franklin University
- Herzog University
- Lakeland College
- Marian College
- U-W-Oshkosh
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- U-W-Green Bay

IMPORTANT: For more information on these agreements, visit gotocdt.edu/transfer.

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10620103 Fluid Power 1
- ...prepares the learner to construct and test basic fluid power components. Includes an overview of fluid power through the use of schematics; analyze symbols; identify various gear drives; calculate gear ratios; and assemble first-class and third-class levers.

10620104 Fluid Power 2
- ...enhances the learner's ability to read schematics containing fluid power component symbols, assemble systems using schematics; analyze system's operation using a schematic; evaluate circuits; and assemble hydraulic circuits.

10620106 Intro to Taco Robot Programming
- ...prepares the learner to identify the component parts of a robot. ...describe teach pendant and robot functions; power up the robot control in a proper sequence; jog in Joint and Cartesian movement; establish robot axis safety limits; identify axis movements; navigate the teach pendant; set up to start 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 teaching program in existing program; demonstrate the use of a start statement; demonstrate the use of an Output statement; ...upload and download the program into the system file.

1064164 Electromechanical Systems
- ...prepares the student to explain each type of control device and how it is used in an electrical control system. ...explain the operation of a PLC; ... explain the coding systems used; ...illustrate electrical circuits using symbols, diagrams, and software.

10804118 Intermediate Algebra with Applications
- ...prepares the learner to configure, install and troubleshoot device-level, control-level and enterprise-level industrial communication networks.

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10804114 College Technical Math 1B
- ...prepares the student to communicate with, tune, run and troubleshoot Allen-Bradley PLC programs for real-time control utilizing the touchscreen applications.

10804196 Introduction to Sociology
- ...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five workplace issues.

10806154 General Physics 1
- ...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, wave mechanics, dynamics, electric circuits, electromagnetism, statics, econometrics, test preparation, and the study of electricity, magnetism, and field theory.

10809199 Intro to Psychology
- ...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, socialization, social roles, deviant behavior, and Q-waves. ...It 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, wave mechanics, dynamics, electric circuits, electromagnetism, statics, econometrics, test preparation, and the study of electricity, magnetism, and field theory.

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20108115 Written Communication
- ...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 Wgt or:
CONDITION: Written Comm Prepared Learner (Accuplacer Wgt: 49 or above).

10804113 College Technical Math 1A or 10804118 Intermediate Algebra with Applications

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10601644 College Technical Inf 1
- ...prepares the student to relate numbering systems with their functions in Electrical Ladder Diagrams and Data Transmission; gain an understanding of temperature and temperature sensing devices; ...weighing systems, ultrasonic and radar level detection, measuring flow, and pressure. ...The student will also gain an understanding of the transmitters that measure process variables and the transmitters that interface to industrial control systems. Transmitters will be analyzed, configured, and troubleshooting is used to properly indicate the physical characteristics being measured and provide the information for control systems.

PREREQUISITE: 10606110 AC Fundamentals or 10606110C AC Fundamentals or 10605110C AC Fundamentals or 10605110C AC Fundamentals or 10605110C AC Fundamentals or 10605110C AC Fundamentals or 10605110C AC Fundamentals.
Emergency Medical Technician—Basic

Program No: 30-531-3
Technical Diploma

Degree Completion Time: One Term
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

Term 1

10531102 Emergency Medical Technician—Basic 4.00

Total 4.00

Program Total 4.00

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
Injuries, trauma, sudden illness—medical emergencies can happen at any time, in any place. Survival often depends on the initial care the injured or severely ill person receives at the scene.

If you are calm under pressure, compassionate, good at problem solving, and have the desire to help people in need, a career as an emergency medical technician (EMT) may be an excellent choice for you.

Careers
Upon successful completion and state licensure, graduates may be employed as EMTs in the following areas:
- Ambulance Services
- Fire Departments
- First Responder Units
- Hospital Emergency Services
- Industrial Positions

Admissions Steps
- Application
- Application Fee
- Background Check
- Health/TB/Tetanus Form
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Use essential ambulance and other emergency equipment.
- Identify and treat common medical conditions and emergencies.
- Identify and treat common injuries, wounds, and burns.
- Utilize stretchers, long boards, and other devices used for moving patients.
- Solve problems in assessing, stabilizing, and transporting patients with various illnesses and injuries.
- Identify medical/legal problems an EMT may face.

Other Program Expectations
You will need to:
- Complete a Health/TB/Tetanus Form prior to required clinical experience.
- Walk.
- Climb.
- Possess upper/lower body strength. Able to lift 125 pounds.
- Speak.
- Listen.

In addition to the four hours per week of scheduled class time, students will be expected to spend four hours per week in the EMS Lab.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note
Students must be at least 18 years of age to sit for the National Registry Exam, but students who are 17 may take the class.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Special Note
LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.

Special Note
Students must be at least 18 years of age to sit for the National Registry Exam, but students who are 17 may take the class.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Special Note
LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.
Emergency Medical Technician - Basic

...provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.
Emergency Medical Technician—Paramedic
Program No: 31-531-1
Technical Diploma
Degree Completion Time: Two Terms
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)
Term 1:
10531911 EMS Fundamentals 2.00
10531912 Paramedic Medical Principles 4.00
10531913 Advanced Patient Assessment 3.00
10531914 Advanced Prehospital Pharmacology 3.00
10531915 Paramedic Respiratory Management 2.00
10531916 Paramedic Cardiology 4.00
10531917 Paramedic Clinical/Field I 3.00
10531918 Advanced Emergency Resuscitation 1.00
Total 22.00

Term 2:
10531919 Paramedic Medical Emergencies 4.00
10531920 Paramedic Trauma 3.00
10531921 Special Patient Populations 3.00
10531922 EMS Operations 1.00
10531923 Paramedic Capstone 1.00
10531924 Paramedic Clinical/Field II 4.00
Total 16.00
Program Total 38.00

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
Injuries, trauma, sudden illness—medical emergencies can happen at any time, in any place. Survival often depends on the initial care the injured or severely ill person receives at the scene.

Careers
Upon successful program completion, graduates are eligible to write, take, or challenge the National Registry of Emergency Medical Technicians Paramedic (NREMT-P) Exam.
Graduates may be employed by city, county, or private paramedic providers.

Admissions Steps
• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• Background Check
• Program Advising Session
• Health/TB/Tetanus Form
• Wisconsin Emergency Medical Technician-Basic license.
• Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
• Prepare for incident response and EMS operations.
• Integrate pathophysiological principles and assessment findings for a variety of patient encounters.
• Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
• Communicate effectively with others.
• Demonstrate professional behavior.
• Meet state and national competency requirements for paramedic credentialing.

Other Program Expectations
You will need to:
• Walk.
• Climb.
• Possess upper/lower body strength. Ability to perform very heavy lifting (exerting in excess of 100 pounds of force occasionally and in excess of 50 pounds of force frequently).
• Speak.
• Listen.
• In addition to class time, students will be expected to spend approximately 4 hours per week in the EMS/AT Lab.

Approximate Costs
• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note
Students successfully completing the EMT-Basic course and the Terms 1 and 2 coursework are able to sit for the National Registry Paramedic exam, the licensing exam for the State of Wisconsin.

LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic</td>
<td>79</td>
</tr>
<tr>
<td>Mathematics</td>
<td>18</td>
</tr>
<tr>
<td>Reading</td>
<td>74</td>
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<tr>
<td>Reading</td>
<td>18</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>86</td>
</tr>
<tr>
<td>English</td>
<td>18</td>
</tr>
</tbody>
</table>

Gotoltc.edu
Lakeshore Technical College
1.888.GO TO LTC
info@gotoltc.edu 1290 North Avenue • Cleveland WI 53015
(1.888.468.6582)
10531911 EMS Fundamentals
...provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with the intended outcome of improving EMS personnel, patients and the community.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met.

10531912 Paramedic Medical Principles
...provides the depth of anatomy, physiology and pathophysiology of major human systems while also introducing the students to shock, immunology and bleeding.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531911 EMS Fundamentals.

10531913 Advanced Patient Assessment Principles
...provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531912 Paramedic Medical Principles.

10531914 Advanced Prehospital Pharmacology
...provides student with comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the health of the patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

10531915 Paramedic Respiratory Management
...provides specific knowledge pertaining to the respiratory system and to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a respiratory complaint.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531914 Advanced Prehospital Pharmacology.

10531916 Paramedic Cardiology
...provides the principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to form a field impression and a plan for a patient with a cardiovascular complaint.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531915 Paramedic Respiratory Management.

10531917 Paramedic Clinical/Field 1
...provides student with the opportunity to enhance their learning through the practice in the field and health care environment experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531911 EMS Fundamentals.

10531918 Advanced Emergency Resuscitation
...provides ACLS and PALS preparing the student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest with intervention to prevent respiratory and/or cardiac arrest if possible.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531916 Paramedic Cardiology.

10531919 Medical Emergencies
...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531918 Advanced Emergency Resuscitation.

10531920 Paramedic Trauma
...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531919 Medical Emergencies.

10531921 Special Patient Populations
...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for patients with special needs.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531920 Paramedic Trauma.

10531922 EMS Operations
...provides the knowledge of operational roles and responsibilities to ensure patient, public and EMS personnel safety.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531921 Special Patient Populations.

10531923 Paramedic Capstone
...provides the final opportunity to incorporate knowledge and skills through labs and scenario-based practice and evaluations prior to taking the NREMT written and practical exams.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531922 EMS Operations.

10531924 Paramedic Clinical/Field 2
...provides student with the opportunity to enhance their learning through the practice in the field and healthcare environment experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program

requirements met and COREQUISITE: 10531918 Advanced Emergency Resuscitation.
Catalog No. | Class Title | Credit(s) |
--- | --- | --- |
10413110 | Energy Introduction to* | 2.00 |
10481114 | Intro to Energy Management* | 3.00 |
10660105 | DC Fundamentals* | 3.00 |
10804118 | Intermediate Algebra with Applications* | 4.00 |
10620103 | Fluid Power 1* | 2.00 |
10899112 | Principles of Sustainability* | 3.00 |
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**10-451-106 Intro to Water Resources**
Water use; basic hydrology, water stressors at multiple scales; storm

**10-413-110 Energy Introduction to**
...provides participants with an overview of electrical energy generation and distribution. Topics include electricity from the following systems: photovoltaic, wind, coal-fired, hydro, and natural gas. Career awareness for maintenance technicians and plant operators is explored.

**10-420-138 Programmable Controllers - Allen Bradley**
...prepares the student to understand basic PLC structure and terminology; learn to create and troubleshoot basic PLC programs using the RSLOGIX 5000 software and the RSLink+ communication software; become familiar with communicating with PLCs; and programming SLC-500 and MicroLogics PLCs.

**10-460-141 Industrial Controls and Motors**
...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze a valve's function and operation, illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic isolators; apply motor control techniques; analyze 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; explain the basic hydraulic control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; inspect DC and AC motor types for general applications; identify AC motor components and wire 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 off; operation of the incendiary 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.

**10-440-110 AC Fundamentals**
...introduces the learner to the following basic techniques: creating, modifying and formatting workbooks; entering formulas; working with functions; inserting, filtering and editing data, working with charts, and developing multiple sheet workbooks. This course is offered in a self-paced format.

**10-403-174 Excel 2007 - Level 1**
...introduces the learner to the following basic techniques: creating, modifying and formatting workbooks; entering formulas; working with functions; inserting, filtering and editing data, working with charts, and developing multiple sheet workbooks. This course is offered in a self-paced format.

**10-401-155 Written Communication**
...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 intellectual skills through the analysis of a variety of written documents.

**10-481-113 Energy Investment Analysis**
...prepares the student to communicate with, tune, run and maintain equipment; identify basic hydraulic control valves; and assemble and edit tasks, durations, task dependencies, and lag and lead times. The learner will use the project time scale and calendar, review project statistics, work with a network diagram, create and assign resources, and track the progress of a project. This class is offered in a self-paced format.

**10-481-110 Intro to Energy Management**
...defines the need for energy management as an integral part of society at all levels. The course will present the various opportunities available to energy management students through lectures, videos, and guest speakers. This is an interactive TV course held at LTC.

**10-481-111 Energy Accounting**
...review of energy units, data gathering for energy accounting; unit rates and schedules, energy data organization, adjusted baselines, cost avoidance, load factor, data analysis, data presentation, use of: Utility Managers software held at NWTC.

**10-481-107 Building Energy Simulators**
...course covers the variety of computer programs available for analyzing commercial buildings including BIM methodology, hourly simulations and an overview of current programs on the market such as iQest. This course is held at NWTC.

**10-413-106 Energy Control Systems**

**10-481-115 Commercial HVAC Systems**
...emphasis is on the analysis of energy use in commercial buildings; including utility bill analysis, audit data, identifying energy efficiency measures, energy savings and investment calculations; audit report writing. This course is held at NWTC.

**10-103-124 Intro to MS Project - Level 1**
...is a software tool used to enter, analyze, track, and summarize information about a project. This course prepares the learner to identify and track tasks, durations, task dependencies, cost and lead times. The learner will use the project time scale and calendar, review project statistics, work with a network diagram, create and assign resources, and track the progress of a project. This class is offered in a self-paced format.
About the Career

Successful farmers understand the importance of running efficient and profitable operations in the areas of crop/soil management, livestock nutrition/management, records/business analysis, credit/marketing/purchasing, farm business transfers, goal setting, and human and employee relations. If you're actively engaged in farming or an agribusiness career, maximize your opportunities for success by increasing your business and production management knowledge.

Careers

Most Farm Business and Production Management program students and graduates are actively employed or persons involved in agribusiness occupations such as bankers, attorneys, and consultants. Additionally, many students and graduates are qualified for employment in a variety of other agribusiness careers.

Admissions Steps

- Register in current year’s class

Program Outcomes

You'll learn to:

- Use complete business records to help make wise decisions in the use of land, labor, and capital.
- Incorporate current animal and crop production practices and technology.
- Develop credit, marketing, and purchasing practices.
- Explore new agriculture technologies.
- Concentrate on the wise use of soil, water, and other natural resources.
- Improve your economic status in our community.
- Incorporate new ideas for solving problems in relationship to farm management.

Approximate Costs

- $126 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.
30090383 Crops and Soil Management
...enhances the student's knowledge to understand soil formations, profiles, chemical analysis, and nutrient capabilities; utilize crop rotations, nutrient management plans, and fertilizer and planting recommendations; identify common pest (weed and insect) problems and appropriate control methods for specific crop varieties; and utilize agronomists to prepare crop and nutrient management plans.
CONDITION: 300901 Farm Business & Production Management

30090384 Livestock Nutrition
...expands the student's capabilities to understand principles of livestock nutrition and procurement of feed inventories; understand rations for lactating, dry, and transition cows, heifers, and calves; observe potential ramifications of feeding management decisions and nutritional imbalances resulting in metabolic and hoof-related disorders; and recognize the importance of cost-effective rations (per CWT, per cow on a daily basis).
CONDITION: 300901 Farm Business & Production Management

30090385 Livestock Management
...enhances the student's ability to choose appropriate facilities; establish breeding programs and herd-health programs, including sanitation and vaccination programs; utilize dairy production records; establish marketing strategies; and adopt appropriate milking procedures.
CONDITION: 300901 Farm Business & Production Management

30090386 Farm Records and Business Analysis
...enhances the student's knowledge to develop a profitable business operation utilizing accounting systems, tax strategies, net worth statements, cash flows, and enterprise analysis; prepare forms for new and continuing credit requirements; and understand the necessity of establishing wills, estates, transition, and retirement planning.
CONDITION: 300901 Farm Business & Production Management

30090387 Agriculture Interpersonal Skills and Goal Setting
...enhances the student's ability to advertise, hire, compensate, promote, discipline, and train and/or retrain current and new employees (family, nonfamily, and full-and part-time); interpret legal obligations and worker's compensation language; and provide motivation, incentives, and appropriate dismissal when, and if, necessary.
CONDITION: 300901 Farm Business & Production Management
About the Career
A Firefighter Paramedic (Fire Medic) protects life and property through fire suppression, rescue, prevention, and Emergency Medical Treatment capabilities. Graduates are highly trained in modern firefighting techniques and Paramedic skills necessary to make them successful in the dynamic emergency services environment.

Careers
- Firefighter (Municipal or Private)
- Paramedic (Municipal or Private)
- Cross-trained Firefighter Paramedic
- Emergency Room Technician
- Flight Paramedic

Admissions Steps
- Application
- Application Fee
- Transcripts
- Entrance Assessment Scores
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Wisconsin Emergency Medical Technician-Basic License
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Perform essential firefighting and paramedic skills for preservation of life and property and incident stabilization.
- Value the diversity of emergency incidents and be prepared to be an active responder to these incidents.
- Use effective verbal and nonverbal communication skills in emergency environments.
- Understand the critical roles: fire prevention, fire inspection, fire investigation, and public education play in lessening the loss of life and property.
- Evaluate emergency incidents and implement effective and efficient actions to mitigate and stabilize each incident.
- Operate fire service equipment and apparatus effectively and efficiently.

Other Program Expectations
You’ll need to:
- Have a valid driver’s license.
- Have a CDL instruction permit during the Fire Apparatus Engineer course.
- Be in and maintain good physical condition.
- Speak, hear, and have normal corrected vision.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
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<tbody>
<tr>
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<td>Sentence Skills</td>
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<tr>
<td>English</td>
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Note: Catalog numbers assigned to “elective” classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note
LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.

Admissions Steps
- Application
- Application Fee
- Transcripts
- Entrance Assessment Scores
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Wisconsin Emergency Medical Technician-Basic License
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Perform essential firefighting and paramedic skills for preservation of life and property and incident stabilization.
- Value the diversity of emergency incidents and be prepared to be an active responder to these incidents.
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10503107 Fire Apparatus Engineer...provides student with comprehensive knowledge of prehospital emergency operations. Course content includes the fire service's role, emphasis on mathematics, and formulas used in operating fire apparatus pumps. Students receive practice in the operational aspects of fire fighting, on-board pump operation, and apparatus testing. This course meets the NFA's 1002 requirement for fire department pump driver/operator.

PREREQUISITE: 10503142 Firefighting Principles.

10503142 Fire Fighting Principles...describes the basics of the fire behavior, techniques used to control structural and related fire emergencies, and life safety practices. Students perform all practical evolutions necessary to control and extinguish various types of fires and operate fire fighting equipment. This course meets the requirements of the NFA for the Firefighter I certification with the State of Wisconsin.

CONDITION: 105312 Fire Medic program requirements met and COREQUISITE: 10503911 Company Level Inspection.

10503911 Company Level Inspections...familiarizes the student with state and local regulations and national codes relating to fire prevention. The course requires the completion of actual inspections and fire safety presentations. Presents the necessary information for performing company level fire inspections.

CONDITION: 105312 Fire Medic program requirements met and COREQUISITE: 10503142 Firefighting Principles.

10531911 EMS Fundamentals...provides a basic understanding of the theoretical foundations of EMS systems, safety, well-being, legal issues and ethical issues with intended outcome of improving EMS personnel, patients and the community.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10503142 Firefighting Principles.

10531912 Paramedic Medical Principles...provides the depth of anatomy, physiology and pathophysiology of major human systems intended to introduce students to shock, immunology and bleeding.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531911 EMS Fundamentals.

10531913 Advanced Patient Assessment Principles...provides scene and patient assessment findings with knowledge of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531912 Paramedic Medical Principles.

10531914 Advanced Prehospital Pharmacology...provides student with comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the health of the patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

10531915 Paramedic Respiratory Management...provides specific knowledge pertaining to the respiratory system and to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a respiratory complaint.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531914 Advanced Prehospital Pharmacology.

10531916 Paramedic Cardiology...provides the principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and plan a treatment plan for a patient with a cardiovascular complaint.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531915 Paramedic Respiratory Management.

10531917 Paramedic Clinical Field 1...provides student with the opportunity to enhance their learning through the practice in the field and health care environment. Provides experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531916 EMS Fundamentals.

10531918 Advanced Emergency Resuscitation...provides ACLS and PALS training preparing the student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest with intervention to prevent respiratory and/or cardiac arrest if possible.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531917 Paramedic Cardiology.

10531919 Medical Emergencies...provides the student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531918 Advanced Emergency Resuscitation.

10531920 Paramedic Trauma...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for a patient with special needs.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531919 Medical Emergencies.

10531921 Special Patient Populations...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for patients with special needs.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531920 Paramedic Trauma.

105317522 EMS Operations...provides the knowledge of operational roles and responsibilities to ensure patient, public and EMS personnel safety.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531921 Special Patient Populations.

10531923 Paramedic Capstone...provides the final opportunity to incorporate knowledge and skills through labs and scenarios-based practice and evaluation in preparation for taking the NREMT written and practical exams.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531916 EMS Operations.

10531899 Intro to Psychology...provides students with the opportunity to enhance their learning through the practice in the field and healthcare environment. Provides experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531917 Paramedic Respiratory Management.

1053189924 Paramedic Clinical Field 2...provides student with the opportunity to enhance their learning through the practice in the field and healthcare environment. Provides experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531918 Advanced Emergency Resuscitation.

10081195 Written Communication...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: Written Comm Prepared Learner (Accuplacer: Wrtg min score of 86 or Equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading accuplcer min score of 74 or equivalent.

1084107 College Mathematics...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading accuplcer min score of 74 or equivalent.

10809195 Abnormal Psychology...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-V) and 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.

10809196 Introduction to Ethics: Theory and Application...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.

10809196 Introduction to Sociology...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. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809198 Intro to Psychology...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 insightful understanding and examination of the complexities of human relationships in personal, social, and vocational settings.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
Golf Course Management

Catalog No. Class Title Credit(s)

Term 1

10104109 Customer Service Techniques 2.00
10105124 Portfolio Introduction 1.00
10109128 Hospitality Career Exploration 2.00
10109112 Sanitation for Food Service 1.00
10325101 Golf Operations Management 3.00
10801195 Written Communication 3.00
10804123 Math with Business Applications 3.00
Total 15.00

Term 2

10325103 Golf Marketing and Merchandising 3.00
10809195 Economics 3.00
10109113 Food and Beverage Operations 2.00
10809122 Intro to American Government 3.00
OR 10806112 Principles of Sustainability 3.00
10104128 Leadership and Professionalism 3.00
10801198 Speech OR 10801196 3.00
Oral/Interpersonal Communication 3.00
Total 17.00

Summer

10325108 Tournament Operations 1.00
10325112 Golf Course Outside Internship 3.00
10325106 Golf Course Inside Internship 3.00
Total 7.00

Term 3

10325114 Techniques for Teaching Golf 2.00
10109115 Hospitality Law 3.00
10101158 Hotel/Hospitality Cost Control 2.00
10325113 Golf Car Fleet Management 2.00
10809172 Race, Ethnic and Diversity Studies OR 10809196 Intro to Sociology 3.00
Total 17.00

Term 4

10325120 Portfolio Assessment-Golf Management 1.00
10101102 Hospitality Accounting 3.00
10325120 Turf Management and Environment 3.00
10196105 Recruitment & Retention of Employees 3.00
10325104 Private Club Management 3.00
10809198 Intro to Psychology 3.00
Total 16.00
Program Total 67.00

About the Program
The associate degree in Golf Course Management prepares individuals for a management career in the golf industry. Course work emphasizes theory and application of skills needed for midmanagement and supervisory level of employment at golf facilities.

About the Career
Golf course management professionals may perform a variety of duties in a golf operation including creating and publishing staff work schedules that reflect guest traffic; ordering supplies and equipment for the retail shop; and maintaining a fleet of golf carts. If you enjoy leading people in pursuit of a unified goal, have a passion for the game of golf, and possess enthusiasm for exceptional guest service, then a career in golf course management may be for you.

Careers
- Assistant Golf Course Manager
- Clubhouse Manager
- Assistant Golf Course Superintendent
- General Manager
- Assistant Head Pro

Admission Steps
- Application
- Application Fee
- Entrance Assessment
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Manage facilities and staff.
- Plan and administer a budget.
- Analyze enterprise costs.
- Coordinate golf shop operations.
- Oversee food and beverage operations.
- Utilize computerized records management.
- Manage equipment operations.
- Marketing of golf opportunities and merchandise.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Divisional Grading Policy
All course work in the Business and Technology Division must be passed with a grade of "C" or better for program graduation.

Entrance Assessment Scores

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<td>Sentence Skills</td>
<td>70</td>
</tr>
<tr>
<td>English</td>
<td>16</td>
</tr>
</tbody>
</table>
Transfer agreements are available with the following institutions:

Capella University
Concordia University
Franklin University
Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

10101102 Hospitality Accounting: 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 hospitality accounting and emphasize is placed on an analysis and interpretation as well as recording, classifying, and summarizing processes.

COREQUISITE: Microsoft Excel or equivalent.
PREREQUISITE: 10109158 Hospitality Cost Control.

10101118 Hotel/Hospitality Cost Controls: applies concepts of controlling costs with emphasis in cost-to-sales relationship. Students calculate the costs of goods, selling price and relative percentages, forecast sales, conduct yield analysis and calculate break-even periods.

COREQUISITE: Microsoft Excel or equivalent.

10104109 Customer Service Techniques: assesses participants' skills in customer relations, judgment and business development and provides training in connecting with customers, helping customer relationships, and dealing with customer needs.

10104128 Leadership and Professionalism: prepares the student to accept a leadership role in their chosen occupation and provides opportunities to demonstrate business etiquette and professionalism in a variety of settings.

10105124 Portfolio Introduction: prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessment and apply these results to the workplace and other environments, to write goal statements and understand their values, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10109112 Sanitation for Food Service: develops skills to follow sanitation and hygiene provisions in state codes. The NRA certification test is included.

10109113 Food and Beverage Operations: 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.

10109115 Hospitality Law: applies legal practices in hospitality environments including analysis of the impact of U.S. employment laws, the global economy, vendor/supplier contract negotiations, relating to legal charges, documenting the hiring firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing hospitality culinary employees.

PREREQUISITE: 10109121 Introduction to Hospitality/Management or 10325101 Golf Operations/Management.

10109128 Hospitality Career Exploration: allows students to examine and apply advanced concepts in hotel and hospitality management. It requires instructor approval to enroll.

COREQUISITE: 10105124 Portfolio Introduction.

10196105 Recruitment and Retention of Employees: applies and skills and tools necessary to hire and retain qualified employees. Legal issues, team building, recruitment, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.

10325101 Golf Operations Management: develops an appreciation of the history, development, and importance of the role. They learn how to use the official USGA Rules of Golf to make rules decisions and teach rules and etiquette to others. They will also be introduced to merchandising, tee time management, golf instruction, and managing all aspects of the property.

COREQUISITE: Microsoft Word skills or equivalent.

10325103 Golf Marketing and Merchandising: will teach the criteria for merchandise selection, ordering and receiving merchandise. In addition, they will discuss: floor plans, merchandise displays and promotional vehicles for: staging an event.

COREQUISITE: Microsoft PowerPoint skills or equivalent.

10325104 Private Club Management: will teach students the various ownership structures available to private clubs. They evaluate membership categories, reciprocity agreements, membership policies, and selection of members. Organizational structures in equity and/or equity clubs are also identified.

PREREQUISITE: 10325108 Tournament Operations.

10325106 Golf Course Inside Internship: will place students at golf courses throughout the state where they complete their first internship focuses on inside operations. They assist the general manager as assigned with food and beverage management, record keeping, pro shop management, promotion and marketing, and computers.

CONDITION: Verification of eligibility by the instructor.

10325108 Tournament Operations: will teach students the aspects of a golf tournament, starting with planning, organizing the staff and promoting the event. They also learn about running an event and conducting a post-tournament evaluation.

10325109 Turf Management and Environment: will make students aware of the primary role and responsibilities of the golf course superintendent and golf course operations, such as aerating, watering, mowing, etc. A working knowledge and understanding of the superintendent's function will enhance communication and coordination, as well as improve ability to explain the necessity of course maintenance to golfing customers.

10325112 Golf Course - Outside Internship: will place students at golf courses throughout the state where they complete their first internship focused on outside operations. They assist the general manager as assigned with golf car fleet management, tournament operations, and range management.

CONDITION: Verification of eligibility by the instructor.

10325113 Golf Car Fleet Management: will teach students how to develop, organize and implement a profitable golf car rental program, incorporating sales, service, and well-maintained golf cars that add to customers' enjoyment of the game.

10325114 Techniques for Teaching Golf: will teach students the fundamentals of the golf swing and teaching techniques. They will learn the laws, principles and preferences and be able to identify the relationships between them.

10325120 Portfolio Assessment - Golf: prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect samples of their achievements, and analyze their achievements within the college. They will also teach students the various ownership structures available to private clubs.

PREREQUISITE: 10105114 Portfolio Introductions and 10105126 Career Assessment or 10109128 Hospitality/Career Exploration and COREQUISITES: 10325104 Private Club Management and 10101102HA Hospitality Accounting.

10801195 Written Communication: 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: Written Comp Proficiency Exam (Accuplacer: Writing min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdy & Study Skills or CONDITION: Reading: Accuplacer min score of 74 or equivalent.

10801199 Speech: explores the fundamentals of effective oral presentation to small and large groups. Topics include organization, audience analysis, methods of approaching, research, supporting and delivering, and other techniques, and the use of speaking negligibly, including the listening process, form the basis of the course.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading: Accuplacer minimum score of 74 or equivalent.

10804123 Math w Business Apps: 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 sales process, and basic statistics with business/consumer applications.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading: Accuplacer minimum score of 74 or equivalent.

10809122 Introduction to American Government: 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 in the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national governments in our federal system.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809112 Race, Ethnicity and Diversity Studies: 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809195 Economics: provides the student 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809198 Intro to Psychology: introduces students to 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 and 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
Graphic and Web Design
Program No: 10-201-2
Associate Degree in Applied Science
Degree Completion Time: Varies
Degree completion time may vary based on student scheduling needs and class availability.
2012-2013

About the Program
Have you been told you have creative and visualization skills? Do you enjoy analyzing design decisions and often think it could have been done better? If you are attracted to the design elements of color, type, shape, illustration, and layout, then creating web sites and print-ready design solutions can be a satisfying career choice. Graphic and web designers often thrive on competition and creative license; however, they must constantly adapt to the best solutions for the client. This field can draw out your creative talents and expand your business and marketing expertise. A minimum keyboarding skill of 25 wpm is recommended.

About the Career
Graphic and web designers are practical artists whose creations are intended to express ideas, convey information, or draw attention to a product or service. They design a wide variety of materials, including advertisements, displays, packaging, signs, logos, web sites, and web pages, to meet the needs and preferences of their various clients for communication and promotion. Graphic and web designers can work as in-house designers for a company, as staff designers for a graphic design firm, or as freelance designers working for themselves.

Careers
- Graphic Designer
- Desktop Publisher
- Communication Assistant
- Web Designer
- Production/Designer/Artist
- Creative Director

Admission Steps
- Application
- Application Fee
- Entrance Assessment
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Create and integrate illustrations and imagery to develop and communicate design solutions.
- Use a variety of technologies to create, capture, and manipulate design elements in producing a final product.
- Communicate clearly and professionally and see, hear, follow, and give directions, in both verbal and written formats.
- Apply effective business practices and project management skills appropriate to job requirements in the graphic and web design fields.
- Demonstrate creative abilities and software knowledge when developing web sites and press-ready electronic files.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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Health Care Technician
Program No: 31-510-3

Curriculum and Program Requirements Subject to Change

Term 1:

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<td>10510108</td>
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Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career:
The Health Care Technician program prepares graduates for work in one or more roles, making them highly flexible in today’s health care workforce. Health care organizations value multi-skilled professionals in combination roles, including nursing assistant, health unit coordinator, EKG/phlebotomy technician, and dietary aide and/or roles that utilize the EMT-Basic course.

LTC’s Health Care Technician program uses a planned, sequenced course progression leading to an excellent career path. If you are interested in working in different roles in a health care setting, this is an excellent option for you.

Careers:
• Nursing Assistant
• Health Unit Coordinator
• Phlebotomist
• EKG Technician
• Dietary Aide
• Unit Clerk
• Health Unit Secretary
• Nursing Secretary
• Unit Clerk Coordinator
• Medical Receptionist
• Communication Systems Coordinator

Admission Steps:
• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• Program Advising Session
• Health/TB/Immunization Form
• Background Check
• Functional Abilities Statement of Understanding Form
• Admission to Nursing Assistant Program

Program Outcomes:
You will learn to:
• Communicate professionally with clients, families, and coworkers.
• Maintain and protect client rights.
• Report and record observations.
• Perform basic clinical and supportive skills.
• Work under stress of time and job demands.
• Maintain emotional control.
• Coordinate health care and personal services.

Approximate Costs:
• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores:

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Admission Details:
Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

### Additional Information

- **Admission Steps:**
  - Application
  - Application Fee
  - Entrance Assessment Scores
  - Transcripts
  - Program Advising Session
  - Health/TB/Immunization Form
  - Background Check
  - Functional Abilities Statement of Understanding Form
  - Admission to Nursing Assistant Program

- **Program Outcomes:**
  - Communicate professionally with clients, families, and coworkers.
  - Maintain and protect client rights.
  - Report and record observations.
  - Perform basic clinical and supportive skills.
  - Work under stress of time and job demands.
  - Maintain emotional control.
  - Coordinate health care and personal services.

### Costs
- **Approximate Costs:**
  - $126 per credit (resident)
  - $182 per credit (out-of-state resident)
  - Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Functional Abilities
- Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

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</table>

### Admission Details
Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

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**Gotoltc.edu**

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC (1.888.468.6582)
10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come “alive” through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement
...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.

10501104 Healthcare Customer Service
...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.

10501107 Intro to Healthcare Computing
...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems 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.

10510108 Health Care and Health Behavior
...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.

10510109 EKG/Phlebotomy
...cross-trains health care employees and students prior to employment with a variety of clinical skills including phlebotomy, Electrocardiography, and insertion and care of intravenous lines. This course is delivered using in-class lecture and laboratory, online learning and clinical experience.
CONDITION: 195102 EKG/Phlebotomy certificate requirements met.

10530182 Human Disease For Hlth Profes
...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.
COREQUISITES: 10501101 Med Term or CONDITION:
101064 Med Trans Spec program requirements met and:
10806103 Body Struc & Func or CONDITION: 311067:
Medical Transcription program requirements met and:
10806103 Body Structure and Function.

10510301 Health Unit Coordinator Procedures 1
...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in health care.
CONDITION: 305102 Health Unit Coordinator requirements met.

10510302 Health Unit Coordinator Procedures 2
...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders.
CONDITION: 30510301 Health Unit Coordinator Procedures 1.

10510303 Health Unit Coordinator Clinical
...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in an ambulatory setting.
COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2.

30543300 Nursing Assistant
...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 online 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.

31509309 Medical Law, Ethics & Profess
...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.
CONDITION: 315091 Medical Assistant or 315164:
Ophthalmic Medical Assistant program requirements met.
Health Unit Coordinator
Program No: 30-510-2
Technical Diploma
Degree Completion Time: One Term
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

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<tr>
<th>Term 1</th>
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<tbody>
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Note: Program start dates vary; check with your counselor for details. Curriculum and program acceptance requirements are subject to change.

About the Career
Today's healthcare environment is overflowing with opportunity for those interested in helping others. Health Unit Coordinators are valued members of the healthcare team who professionally coordinate health unit operations, transcribe medical orders, communicate effectively within the healthcare setting, and manage client information. If you want to help people in a healthcare career that is fast-paced, requiring excellent communication, organizational, technological and customer service skills, check into becoming a Health Unit Coordinator.

About the Program
You will learn to:
- Communicate professionally in the healthcare environment.
- Coordinate health unit operations.
- Integrate the role of the Health Unit Coordinator in the health care system.
- Manage client information.
- Transcribe medical orders.

Careers
- Health Unit Coordinator
- Communication Systems Coordinator
- Ward Clerk
- Medical/Reception
- Admissions
- Purchasing
- In-Patient/Out-Patient Registration
- Staffing Coordinator
- Central Supply
- Any Unit Administrative Position
- Communication Systems Coordinator
- Dispatcher
- All Entry-Level Clerical/Health Care Positions
- Complimentary and alternative medicine
- Medical/retail management

Admission Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Health/TB/Immunization Form
- Background Check
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Communicate professionally in the healthcare environment.
- Coordinate health unit operations.
- Integrate the role of the Health Unit Coordinator in the health care system.
- Manage client information.
- Transcribe medical orders.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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About the Career

Program Outcomes

Approximate Costs

Functional Abilities

Entrance Assessment Scores

Admission Steps
10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come “alive” through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501104 Healthcare Customer Service
...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.

10501107 Intro to Healthcare Computing
...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems 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.

30510301 Health Unit Coordinator Procedures 1
...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare. CONDITION: 305102 Health Unit Coordinator requirements met.

30510302 Health Unit Coordinator Procedures 2
...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders. COREQUISITE: 30510301 Health Unit Coord Procedure 1.

30510303 Health Unit Coordinator Clinical
...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting. COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2.
Horticulture Technician
Program No: 31-001-1
Technical Diploma
Degree Completion Time: Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

About the Career
Horticulture technicians can make a living in a wide variety of ways. You may work in the disciplines of plant propagation and production for a greenhouse or tree nursery, nurturing plants to be used in landscaping, food production, or sold in retail garden centers. You may also work on landscape maintenance or landscape construction crews for landscape contractors, lawn care service companies, botanical gardens, municipal park departments, golf courses, civil engineering firms, and natural resource management agencies. Work duties are typically out of doors and very hands on. With time and experience, management and consulting opportunities within the field are possible. The work of a horticulture technician is truly a “green” career.

Careers
Many exciting career options await horticulture technician graduates. You may decide to enter the work world immediately, or you may choose to continue your education by completing your associate degree through an articulation agreement with a partner school. Entry-level positions available to you may include:
- Nursery and Greenhouse Assistant
- Landscape Installer
- Landscape Maintenance Technician
- Gardening Services

Admission Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Communicate within the horticulture industry.
- Propagate and grow horticulture plants.
- Justify the selection of the appropriate plant(s).
- Determine nutritional requirements of turf grasses and ornamentals.
- Analyze soil and its influence on plant life.
- Implement a landscape construction design plan.
- Use carpentry and masonry hand and power tools.
- Safely operate landscape equipment.
- Diagnose and treat pest problems on ornamental plants.
- Receive training for Wisconsin Pesticide Certification exam.

Approximate Costs
- $12 per credit (resident)
- $18 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform, with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
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<tr>
<td>Arithmetic - 79</td>
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Catalog No. Class Title Credit(s)

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<thead>
<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>10001110 Horticulture Introduction 3.00</td>
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<tr>
<td>10001122 Fundamentals of Plant Nutrition 1.00</td>
<td></td>
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<tr>
<td>10001158 Plants-Woody Ornamental 3.00</td>
<td></td>
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<tr>
<td>10001159 Flowers-Herbaceous 3.00</td>
<td></td>
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<tr>
<td>10001170 Facilities Maintenance/Installation 3.00</td>
<td></td>
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<tr>
<td>10001180 Landscape Installation-Introduction 2.00</td>
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<tr>
<td>10606114 Computer Applications for Technicians 1.00</td>
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<td>10801196 Oral/Interpersonal Communications 3.00</td>
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<tr>
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<tr>
<td>10001109 Landscape Installation-Advanced 2.00</td>
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<tr>
<td>10001153 Plant and Soil Science 3.00</td>
<td></td>
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<tr>
<td>10001154 Turf Management 3.00</td>
<td></td>
</tr>
<tr>
<td>10001172 Landscape Maintenance 2.00</td>
<td></td>
</tr>
<tr>
<td>10606128 Landscape Design Technology 2.00</td>
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<tr>
<td>OR 10001174 Horticulture Internship (2 credits) OR 10001176 Horticulture Occupational Experience (2 Credits)</td>
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<tr>
<td>10804107 College-Mathematics 3.00</td>
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</tr>
<tr>
<td>10809198 Intro to Psychology 3.00</td>
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<td><strong>Total</strong> 18.00</td>
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**Program Total 36.00**

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
Transfer agreements are available with the following institutions:

- Capella University
- Lakeland College
- Silver Lake College
- UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>10001110</td>
<td>Landscape Installation Advanced</td>
<td>Builds upon landscape construction methods learned in Introduction to Landscape Installation. Possible projects include mixed material patios, retaining walls, water features, sustainable landscape elements, rain gardens, roof gardens, wooden structures, etc. PREREQUISITE: 10001180 Landscape Installation Introduction.</td>
</tr>
<tr>
<td>10001110</td>
<td>Horticulture Introduction</td>
<td>Introduces the learner to the horticulture industry, plant culture, identification, propagation, and physiology. Course will also explore the horticulture industry in regard to fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.</td>
</tr>
<tr>
<td>10001122</td>
<td>Fundamentals of Plant Nutrition</td>
<td>Prepares the learner with the necessary knowledge and skills in relationship to the fundamentals of plant nutrition, identification and analysis of the nutritional needs of plants; covers the selection of appropriate materials, application rates, and methods. COREQUISITE: 10001110 Horticulture Introduction.</td>
</tr>
<tr>
<td>10001153</td>
<td>Plant and Soil Science</td>
<td>Addresses the unique interactions of healthy plants and soils, examines the physical, chemical, organic &amp; biological characteristics of soils and how they impact the structure &amp; functions of plants. COREQUISITE: 10001110 Horticulture Introduction.</td>
</tr>
<tr>
<td>10001154</td>
<td>Turf Management</td>
<td>Identifies various turf grasses and will examine natural low-maintenance turf, residential lawns and high-intensity applications (i.e. golf courses, athletic fields). PREREQUISITE: 10001110 Horticulture Introduction.</td>
</tr>
<tr>
<td>10001158</td>
<td>Plants-Woody Ornamentals</td>
<td>Provides the learner with the physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin.</td>
</tr>
<tr>
<td>10001159</td>
<td>Flowers-Herbaceous</td>
<td>Prepares the learner to use flowers/foliage effectively in the landscape including annuals/perennials/roses. Care of each flower emphasizing selection and tips to best utilize each flower and ground-cover/vines is included.</td>
</tr>
<tr>
<td>10001172</td>
<td>Landscape Maintenance</td>
<td>Assists learner in identifying problems and cultural challenges in the landscape; pruning techniques, insect/disease problems, weed identification, soil fertility, resolve situations in the field. PREREQUISITE: 10001110 Horticulture Introduction.</td>
</tr>
<tr>
<td>10001180</td>
<td>Landscape Installation</td>
<td>Investigates techniques used in landscape construction practices. These include the use of specific landscape tools, plan implementation methods, preliminary site survey methods, proper planting, equipment operations &amp; installations of basic landscape features. COREQUISITE: 10001153 Plant and Soil Science.</td>
</tr>
<tr>
<td>10042170</td>
<td>Facilities Maintenance/Installation</td>
<td>Prepares the learner to use hand and power tools. Introduces basic applications in such areas as carpentry, plumbing, basic electricity, small engines, and concrete.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>10060114</td>
<td>Computer Applications for Technicians</td>
<td>Provides the learner with basics of the current Windows operating system, terminology, file management, Microsoft Word, Microsoft Excel, and horticulture engineering applications utilizing appropriate computer drafting software.</td>
</tr>
<tr>
<td>10060127</td>
<td>Landscape Design Studio Introduction</td>
<td>Teaches the learner to graphically describes objects without CAD Systems or landscape drafting aids. Fundamentals components of design process; lettering, geographic construction, orthographic projection, isometric sketching, section views, auxiliary views and dimensioning are covered.</td>
</tr>
<tr>
<td>10060128</td>
<td>Landscape Design Technology</td>
<td>Will use computer and computer aided design software as tools for design communication; learners will be introduced to the fundamental components of CAD in landscape design. Property lines, topography, site planning, hardscapes, planting plans, and section views will be covered. PREREQUISITES: 10060114 Computer Applications for Technicians and 10060127 Landscape Design Studio Introduction.</td>
</tr>
<tr>
<td>10801196</td>
<td>Oral/Interpersonal Comm</td>
<td>Provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: 1083105 Intro Reading and Study Skills or CONDITION: Reading Accuplacer minimum score of 74 or equivalent.</td>
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<tr>
<td>10804107</td>
<td>College Mathematics</td>
<td>Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading Accuplacer minimum score of 74 or equivalent.</td>
</tr>
<tr>
<td>10809198</td>
<td>Intro to Psychology</td>
<td>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. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.</td>
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</table>
About the Program

The associate degree in Hotel/Hospitality Management prepares students for a management career in the hospitality industry. Coursework emphasizes theory and application of skills needed for mid-management and supervisory level of employment in food and lodging facilities. Hotel/hospitality management skills are also applicable to a variety of other hospitality operations which include conference centers, sports and entertainment facilities, front office managers, food and beverage operations, and other careers.

About Shared Programs

LTC offers its Hotel/Hospitality Management program in cooperation with Moraine Park Technical College (MPTC), Fond du Lac. As a Hotel/Hospitality Management student you'll:

- Attend live, interactive TV classes sent from LTC to your local technical college.
- Take general studies classes at your local technical college.
- LTC shares its Hotel/Hospitality Management program with Moraine Park Technical College.

Approach Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
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<td>Reading</td>
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<td>Reading</td>
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<td>Sentence Skills</td>
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<tr>
<td>English</td>
<td>16</td>
</tr>
</tbody>
</table>

Careers

- General Manager
- Executive Housekeeper
- Front Office Manager
- Food and Beverage Manager
- Guest Services Manager
- General Manager
- Food and Beverage Manager
- Guest Services Manager

Admission Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding

Program Outcomes

You will learn to:

- Demonstrate professionalism and managerial and leadership skills in a diverse hospitality environment.
- 

- Provide exemplary customer service.
- Utilize marketing techniques in a hospitality environment.
- Recognize and interpret legal issues relating to the hospitality industry.
- Utilize accounting and costing skills necessary for profitable hospitality operations.
Transfer agreements are available with the following institutions:

- Capella University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University

Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gotolc.org/transfer.

10101102 Hospitality Accounting  
- 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/hostelry accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes.

COREQUISITE: Microsoft Excel or equivalent  
PREREQUISITE: 10109158 Hospitality Cost Control Cost Principles

10101158 Hotel/Hospitality Cost Controls  
- applies concepts of controlling costs with emphasis on cost-to-sales relationship.
- Students calculate the costs of goods, selling, price, and relative percentages, forecast income, conduct yield analysis and calculate break-even periods.

COREQUISITE: Microsoft Excel or equivalent

10104109 Customer Service Techniques  
- assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customers needs.

10104128 Leadership and Professionalism  
- prepares the student to accept a leadership role in their chosen occupation and provides opportunities to demonstrate business etiquette and professional standards in a variety of settings.

10104170 Marketing Tourism and Hospitality  
- introduces the student to various aspects of tourism, the development and classification of hotel businesses, the hotel and rooms division operations, the duties and responsibilities of the key positions, and the history and development of the restaurant business, noncommercial food service segments, beverage management and liquor liability, recreation and leisure, the history of gaming entertainment, and the different types of meetings, conventions, and expositions.

COREQUISITE: Microsoft PowerPoint or equivalent

10105124 Portfolio Introduction  
- prepares the student to develop a personal and professional portfolio, to interview through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their values, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10109101 Issues in Hotel/Hospitality Management  
- introduces special topics pertinent to the hotel and hospitality industry.

10109110 Front Office Procedures and Management  
- 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.

10109111 Housekeeping Management  
- investigates the functions of the housekeeping department and the role of managers in operating the department.
- Students are introduced to requirements for guest satisfaction including rooms, housekeeping mechanics, and cleanliness.

COREQUISITE: 10109110 Front Office Procedures and Management

10109112 Sanitation for Food Service  
- develops skills to follow sanitation and hygiene provisions in state codes.
- The NRA certification text is included.

10109113 Food and Beverage Operations  
- 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.
Human Resource Administration
Program No: 10-196-4
Associate Degree in Applied Science
Degree Completion Time: Varies
Degree completion time may vary based on student scheduling needs and class availability.
2012-2013

Catalog No. Class Title Credit(s)

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<td>10105124</td>
<td>Portfolio Introduction</td>
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<td>Human Resource Management</td>
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<td>10196191</td>
<td>Supervision</td>
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<td>10196136</td>
<td>Safety in the Workplace</td>
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<td>10101106</td>
<td>Payroll Applications</td>
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<td>Customer Service Techniques</td>
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<td>10196127</td>
<td>HR Information Systems</td>
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<td>10196131</td>
<td>Organizational Health and Wellness</td>
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<td>Oral Interpersonal Communication</td>
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<td>10101155</td>
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<td>10105128</td>
<td>Career Exploration</td>
<td>2.00</td>
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<tr>
<td>10196102</td>
<td>Compensation &amp; Benefits Administration</td>
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<tr>
<td>10196105</td>
<td>Recruitment and Retention</td>
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<tr>
<td>10809172</td>
<td>Race, Ethnic, and Diversity Studies</td>
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<td>10809198</td>
<td>Introduction to Psychology</td>
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<td>10196115</td>
<td>Portfolio Assessment-Human Resources</td>
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<td>10196124</td>
<td>Strategic Performance Management</td>
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<td>10196104</td>
<td>Labor Relations and Negotiations</td>
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<td>10196103</td>
<td>Training for Organizations</td>
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<td>10196106</td>
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**Program Total:** **66.00**

**Suggested Electives:**
- Leadership Development 3.00
- Organizational Development 3.00
- Project Management 3.00
- HR Technology 2.00

**Admission Steps:**
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
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- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

**Entrance Assessment Scores**

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<td>English 18</td>
</tr>
</tbody>
</table>

**Program Outcomes**
You will learn to:
- Define and describe the functions of human resource management and employee relations to include policies, complaints, and harassment issues.
- Administer human resource functions through technology and human resource information systems (HRIS).
- Develop and prepare reports necessary to carry out the functions of the human resource department.
- Provide assistance for the recruitment and retention of employees.
- Manage the interpretation and application of established human resource policies.
- Utilize career development practices.
- Develop and evaluate effective training programs.
- Utilize a variety of compensation and benefit criteria.
- Utilize ethical and legal standards in human resource decision making.
- Communicate clearly and professionally and hear, follow, and give directions in both oral and written formats.

**Approximate Costs**
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc).

**Functional Abilities**
Functional abilities are the basic duties that a student must be able to perform, with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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<tr>
<td>Franklin University</td>
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<td>Lakeland College</td>
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<td>UW-Stout</td>
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<td>Ottawa University</td>
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**IMPORTANT:** For more information on these agreements, visit gotoltc.edu/transfer.

**10101106 Payroll Applications**
- introduces students to federal and state payroll laws;
- calculations for gross and net income; prepare payroll deductions;
- maintain payroll records.

**10101155 Accounting for Professionals**
- 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.
- **COREQUISITE:** Microsoft Excel skills or equivalent

**10104109 Customer Service Techniques**
- assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, handling customer relationships, and dealing with customer needs.

**10105124 Portfolio Introduction**
- prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these to the workplace and other environments, to write and 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.

**10105128 Career Exploration**
- 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

**10140101 Introduction to Global Business**
- 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.

**10196102 Compensation and Benefits Administration**
- applies the skills and tools necessary to design, implement, and manage a compensation and benefits program as a tool for recruiting, retention and performance management of employees.

**10196103 Training for Organizations**
- 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.

**10196104 Labor Relations and Negotiations**
- introduces the participant to the history of the labor movement and includes the legal collective bargaining processes while applying the learned skills with case studies, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration.

**10196105 Recruitment and Retention of Employees**
- 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.

**10196106 Internship-Human Resources**
- 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 worksetting;
- 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.
- **PREREQUISITE:** 10105124 Portfolio Introduction and 10105128 Career Exploration and CONDITION: Verification of eligibility by instructor coordinator of Human Resource program (student must have at least 45 credits of Human Resource program courses).

**10196115 Portfolio Assessment-Human Resources**
- 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.
- **PREREQUISITE:** 10105124 Portfolio Introduction and 10105126 Career Assessment

**10196124 Strategic Performance Management**
- prepares the student to consolidate, analyze, and display data at various levels of detail in order to make capital human decisions in the workplace. Provides students information they need to enhance employee competencies, establish development plans, evaluate performance, and identify succession scenarios.

**10196125 Human Resources Employment Law**
- applies the skills/tools necessary to effectively value and apply employees' abilities and skills, and prepare the student to apply 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

**10196127 Human Resource Information Systems**
- introduces the student to a variety of information management systems with an emphasis on enterprise resource planning and HRIS.
- **COREQUISITE:** Microsoft Excel skills or equivalent

**10196131 Organizational Health and Wellness**
- introduces the student to the concepts involved in organizational wellness programs and the impact from a financial and human asset standpoint. Students will research wellness programs, develop proposed systems for district-based organizations, calculate projected cost cuts from the implementation of these programs.
- Insurance principles will also be examined by the learner.

**10196136 Safety in the Workplace**
- 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 communication with external agencies.

**10196191 Supervision**
- allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategy 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 and/or CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharmac Tech requirements met

**10196193 Human Resource Management**
- applies the skills/tools necessary to effectively value and apply employees' abilities and skills 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.

**10801195 Oral/Interpersonal Communication**
- provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
- **COREQUISITE:** 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

**10804123 Math w Business Apps**
- covers real numbers, basic arithmetic, 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 10834105 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

**10806112 Principles of Sustainability**
- 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.

**10809172 Race, Ethnicity and Diversity Studies**
- 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 encounter 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.
- **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

**10809195 Economics**
- 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.
- **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

**10809198 Intro to Psychology**
- 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.
- **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

**61**
About ITS

LTC’s Individualized Technical Studies (ITS) associate degree is designed for working adults with unique backgrounds and educational needs that can’t be met by the college’s existing associate degree programs.

ITS gives you the option to create your own associate degree program. Let’s say you want to earn a degree that combines fire science with management—not a problem. Or, let’s say you want a learning experience that focuses on marketing techniques as well as graphic design—you can make it happen at LTC.

As an ITS student, you’ll work with an occupational mentor of your choosing, an educational advisor, a program counselor, and college faculty to design an academically sound, student- and industry-specific program that incorporates your appropriate prior learning experiences—things like traditional classes and knowledge learned on the job.

Here are some of the creative options being pursued by ITS students

- Marketing and Media Management
- Manufacturing and Design Engineering
- Public Safety Specialist
- Medical Coding and Transcription Specialist
- Industrial Project Management

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Unique Requirements

- Minimum 3 to 5 years of relevant occupational experience.
- Completion of Career Assessment Portfolio—ITS class with identified career goal and educational plan.
- Selection of occupational mentor.
- Approval of the educational plan by LTC’s ITS Committee.

Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Required Classwork

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tr>
<td>Career Assessment Portfolio</td>
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<td>General Studies</td>
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<td>Electives</td>
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Curriculum varies depending upon the learner’s individualized educational plan.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
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<tbody>
<tr>
<td>Arithmetic</td>
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<tr>
<td>English</td>
<td>18</td>
</tr>
</tbody>
</table>

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC (1.888.468.6582)
info@gotoltc.edu
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC (1.888.468.6582)
gotoltc.edu
## Transfer agreements are available with the following institutions:

<table>
<thead>
<tr>
<th>Institution 1</th>
<th>Institution 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capella University</td>
<td>Silver Lake College</td>
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<tr>
<td>Concordia University</td>
<td>University of Phoenix</td>
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<td>Franklin University</td>
<td>Upper Iowa University</td>
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<td>Herzing University</td>
<td>UW-Green Bay</td>
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<td>Lakeland College</td>
<td>UW-Oshkosh</td>
</tr>
<tr>
<td>Ottawa University</td>
<td>UW-Stout</td>
</tr>
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</table>

**IMPORTANT:** For more information on these agreements, visit gotoltc.edu/transfer.
**About Apprenticeship**

Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You’ll combine on-the-job training with on-campus learning—you’ll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you’ll earn a paycheck while you learn those skills.

**About the Career**

Electricity powers industry. Keeping electrical equipment running is critical to the bottom line. The Industrial Electrician Apprenticeship program is an employer-sponsored, hands-on training program in which you’ll learn to maintain and repair many different types of electrical equipment. If playing an important role on an industrial organization’s team is your goal, a career as a journey-level electrician is a great way to reach it.

**Careers**

Graduates of LTC’s Industrial Electrician Apprenticeship program work as journey-level industrial electricians in commercial, industrial, and public establishments.

**Industrial Apprentice Application Requirements**

- Determined by employer
- Wisconsin Apprentice Contract

**Program Outcomes**

You’ll learn to:

- Interpret industrial equipment drawings and electrical prints.
- Communicate trade and occupational-related information effectively.

**Approximate Costs**

Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

**Special Note**

You must have a sponsoring employer before receiving an indenture and being invited to school.

**Entrance Assessment Scores**

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
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</thead>
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<tr>
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<td>Sentence Skills</td>
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<td>Elem. Algebra</td>
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<td>Elem. Algebra</td>
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</table>

**Note:** Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your counselor for details.
50413501 Electrical Apprentice 1
...introduces the apprentice to the basic electrical concepts of structure of matter, electron theory, Ohm's law for series, parallel and series-parallel circuits; volt and current measurements; conductors and resistors; electrical power and energy; and the national electrical code. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413502 Electrical Apprentice 2
...introduces the apprentice to magnetism, electricity generation, electromagnetism, application of electromagnetic devices, and principles of general and DC motor control and operation with continued study of the National Electrical Code. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413503 Electrical Apprentice 3
...introduces the apprentice to AC circuits, including mathematics for the circuits, vectors and vector analysis, sine wave characteristics, resistive AC current, inductance and inductive reactance, and RL circuits with continued study of the National Electrical Code. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413504 Electrical Apprentice 4
...expands the apprentice's ability to work with complex AC circuits including capacitor types, capacitance, capacitive reactance, series RC circuits, impedance, parallel RL and RC circuits, series and parallel LCR circuit resonance, power in relative circuits, and basic power correction. Continued study of the national electric code is included. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413505 Electrical Apprentice 5
...introduces the apprentice to transformers and AC motor operation; split-phase motors, capacitor motors, shaped pole motors, wound rotor motors, universal motors, three-phase transformer systems and connections and three-phase motor operation. Continued study of the national electric code is included. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413506 Electrical Apprentice 6
...enhances the apprentice's ability to work with electrical symbols, line diagrams, manual AC contactors and motor starters, solenoid characteristics, magnetic starters and contactors, time delay and complex control circuits, reversing starters, solid state relays, and ladder logic. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413507 Electrical Apprentice 7
...introduces the apprentice to solid state fundamentals and the requirements for ground electrical systems in accordance with the national electrical code. CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413508 Electrical Apprentice 8
...expands the apprentice's ability to work with programmable logic controllers and software for programming these devices as well as hands-on training into their operation. CONDITION: 504131 Industrial Electrician Apprentice requirements met.
**Industrial Maintenance**

*Program No: 31-462-2*
*Technical Diploma*

**Degree Completion Time:** Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

### 2012-2013 Catalog

<table>
<thead>
<tr>
<th>Catalog No.</th>
<th>Class Title</th>
<th>Credit(s)</th>
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<tr>
<td>10413100</td>
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<td>10660105</td>
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<td>31420394</td>
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<td>31457318</td>
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<td>31457388</td>
<td>Industrial Maintenance Print Reading OR 31457385 Machine Tool Print Reading (2 cr)</td>
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<td>Industrial Maintenance Bearings and Lubrication</td>
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<td>Psychology for Life</td>
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<td>10413102</td>
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<td>Hydraulics Applications</td>
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<td>31420395</td>
<td>Industrial Maintenance Mills &amp; Lathes</td>
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<td>31462308</td>
<td>Industrial Maintenance Pumps, Fluid/Air Handling</td>
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<td>Industrial Maintenance Welding</td>
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<td>31801359</td>
<td>Communication Skills for the Workplace</td>
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</table>

**Program Total:** 34.00

### Note:
Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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**About the Career**

Machines are important in our lives—directly or indirectly. Broken or inefficient machines slow the pace of manufacturing and, ultimately, profits. To remain competitive in today’s fast-paced industrial/manufacturing environment, equipment needs to be maintained to run at peak performance. If you like to troubleshoot problems, put theory to work hands-on, and have interests in math and mechanical processes, a career in industrial maintenance may be your key to success.

### Special Notes

- Students need to supply their own safety glasses and welding gloves.
- Classes prepare graduates to apply for a Millwright Apprenticeship through cooperating employer.
- Students are required to take the Bennett Mechanical Aptitude Test and receive a raw score of 45 correct or better.

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please view the Functional Abilities Statement of Understanding on the www.gotoltc.edu website (Future Students, Academics, Areas of Study, Industrial Maintenance).

### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcript
- Program Advising Session
- Students are required to take the Bennett Mechanical Aptitude Test and the Minnesota Paper Form Board Test for advisement purposes.
- Functional Abilities Statement of Understanding Form

### Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
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<tbody>
<tr>
<td>Arithmetic</td>
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<td>Mathematics</td>
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<td>Reading</td>
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<td>Reading</td>
<td>18</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>60</td>
</tr>
<tr>
<td>English</td>
<td>18</td>
</tr>
</tbody>
</table>

### Program Outcomes

You'll learn to:

- Use hand and power tools correctly and safely.
- Disassemble, repair, and assemble industrial equipment from manufacturer's technical guides, service manuals, prints, and schematics.
- Maintain and repair hydraulic and pneumatic equipment.
- Solve problems related to production, installation, and maintenance of industrial equipment.
- Utilize specialized rigging equipment including cranes, hoists, forklift trucks, slings, and chains.

### Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

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gotoltc.edu
provides the learner with the skills to: Use 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 lathes safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform various drilling operations.

**COREQUISITE:** 31420394 Industrial Maintenance Measurement and Drills

### Industrial Maintenance Welding

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.

**PREREQUISITE:** 31457318 Trades Math Industrial Maintenance

### Industrial Maintenance Print Reading

Prepares the learner to read prints; makes sketches; interpret orthographic projections to include sections, auxiliary views, isometric views, and to isolate problems in metal trades, fabrication, and troubleshooting.

**PREREQUISITE:** 31457388 Industrial Maintenance Print Reading

### Industrial Maintenance Introduction to Fabrication

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 repairing. Repair practice of home and shop projects is encouraged for skill development.

**PREREQUISITE:** 31462300 Industrial Maintenance Introduction to Fabrication

### Troubleshooting/Machine Repair

Prepares the learner to perform essential troubleshooting and repair of various machine tools and installations used in industrial maintenance to integrate the skills learned in other courses.

**PREREQUISITE:** 31462300 Industrial Maintenance Introduction to Fabrication

### Industrial Maintenance Mills and Lathes

Provides the learner with the skills to: Use precision 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.

**PREREQUISITE:** Math equivalency requirements met or 31457318 Trades Math Industrial Maintenance and 31457318T1 Trades Math Industrial Maintenance 1 and 31457318T2 Trades Math Industrial Maintenance 2

### Industrial Maintenance Vertical Cutoff Machines

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 lathes safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform various drilling operations.

**COREQUISITE:** 31420394 Industrial Maintenance Measurement and Drills

### Industrial Maintenance Welding

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.

**PREREQUISITE:** 31457318 Trades Math Industrial Maintenance

### Industrial Maintenance Print Reading

Prepares the learner to read prints; makes sketches; interpret orthographic projections to include sections, auxiliary views, isometric views, and to isolate problems in metal trades, fabrication, and troubleshooting.

**PREREQUISITE:** 31457388 Industrial Maintenance Print Reading

### Industrial Maintenance Introduction to Fabrication

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 repairing. Repair practice of home and shop projects is encouraged for skill development.

**PREREQUISITE:** 31462300 Industrial Maintenance Introduction to Fabrication

### Troubleshooting/Machine Repair

Prepares the learner to perform essential troubleshooting and repair of various machine tools and installations used in industrial maintenance to integrate the skills learned in other courses.

**PREREQUISITE:** 31462300 Industrial Maintenance Introduction to Fabrication
Information Technology (IT)—Computer Support Specialist

Program No: 10-154-3

Associate Degree in Applied Science • Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

Term 1:
10105124 Portfolio Introduction 1.00
10154120 Computer Concepts 3.00
10154122 A+1 3.00
10801195 Written Communication 3.00
10804133 Mathematics and Logic 3.00
OR 10806112 Principles of Sustainability

Total 16.00

Term 2:
10150114 Networking 3.00
10154124 Information Security Principles 2.00
10154128 Help Desk Fundamentals 2.00
10154175 A+2 3.00
10154102 Business Apps Fundamentals 3.00
10801196 Oral/Interpersonal Communication

Total 16.00

Term 3:
10105128 Career Exploration 2.00
10150173 Windows Server 1 OR 3.00
10150172 Novell Open Enterprise Server
10150180 Small Office Home Office Networking
10154127 Data Assurance 2.00
10154129 Help Desk: Advanced 3.00
10154150 Financial Systems Support 2.00
10809196 Introduction to Sociology 3.00

Total 18.00

Term 4:
10152116 Database Concepts 3.00
10152138 Training and Documentation 2.00
10154101 Portfolio: Assessment-IT 1.00
10154159 Microcomputer Projects 2.00
10150127 Linux 1 2.00
10809195 Economics 3.00
10809198 Introduction to Psychology 3.00

Total 16.00

Program Total 66.00

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
Classes run year-round; check with your program counselor for details.

About the Program:
Courses are taught in traditional, blended, and online formats.

About the Career:
Computers—can you imagine life without them? So much of what we do, whether at work, at home, or somewhere in between, depends on the use of computer information systems. If you enjoy using various operating systems, learning all kinds of software applications, doing some programming, troubleshooting hardware and software, and helping others learn to use technology and information systems, a career as a computer support specialist may be the perfect fit for your high-tech talents.

Careers:
• Computer Operations Specialist
• Help Desk Technician
• Microsystems Analyst
• PC Coordinator
• Systems Information Specialist
• Technical Support

Admissions Steps:
• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• Program Advising Session
• Functional Abilities Statement of Understanding Form

Program Outcomes:
You'll learn to:
• Perform as liaison to internal computer departments and/or external consultants.
• Oversee daily performance of computer systems.
• Install and perform minor repairs to hardware, software, and peripheral equipment.
• Answer user inquiries regarding computer hardware or software operations.
• Perform troubleshooting and problem resolution of hardware and software.
• Refer (escalate) major hardware and software problems to vendors and technicians for service.
• Independently research and troubleshoot computer problems.
• Maintain records of daily support center communications/transactions.
• Confer with staff, users, and management to establish requirements for new systems or modifications.
• Develop training materials and procedures.
• Instruct others in the proper use of microcomputers including hardware and software.

Approach Costs:
• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note:
Students are required to have one USB 80 gig hard drive or greater.

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores:

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<td>Reading</td>
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<td>English</td>
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www.gotoltc.edu

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC (1.888.468.6582)
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Marian College
- MSOE Radar School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University

IMPORTANT: For more information on these agreements, visit gototcu.edu/transfer.

10151014 Portfolio Introduction... 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.

10151012 Career Exploration... prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work online, adapt a resume for an electronic application, and post a resume and cover letter online. PREREQUISITE: 10105124 Portfolio Introduction.

10150114 Networking 1... 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.

10150127 Linux 1... covers the learner with the skills to plan and install the Linux operating system, use Linux commands at a command line interface, use Linux graphical environments, employ Linux system standards, configure the Linux system, customize the shell environment, administer a Linux system, manage system resources, back up system data, and create scripts to automate maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

10151124 Computer Concepts... introduces the learner to the basic concepts and terminology of a computer and hardware/software, applied skills include: managing computer data, protecting against computer viruses, creating simple web pages, producing electronic word documents, spreadsheets and presentations, interviewing current employment trends, and examining techniques of systems analysis & design, programming languages and database systems.

10151222 A+... is the first course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

10151241 Information Security Principles... introduces the learner to Information Systems Security. Students will review and analyze the control and security concerns in the information system 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. The course will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

10151277 Windows Server 1... is a lecture/hands-on course designed to teach basic network administration. Topics covered include: network benefits, network administrator responsibilities, log-on security, file system security and design, print management, and user administration for Windows 2000 server. PREREQUISITE: 10154120 Computer Concepts.

10151018 Small Office Home Office Networking... provides the learner with a background in networking fundamentals and the skills to design and build a home network for file sharing and internet access, take an in-depth look at wireless technology, secure a wireless network, and understand fundamental computer security principles and implementation.

10151166 Database Concepts... 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 relational database design using data requirement analysis and specification methods, and examine additional DBMS functions.

10151188 Programming and Documentation... 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.

10154101 Portfolio Assessment-IT... prepares the student to identify what they have learned throughout the IT 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. PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Career Exploration.

10154102 Business Apps Fundamentals... prepares the learner to evaluate, use, and support common information system applications that an end-user would use in a typical business environment. Both individual productivity tools as well as enterprise tools are examined. The competencies in the course will articulate to other courses in the information technology programs. Applications used will include Open Source Business Suites, Google Apps suite and Market Place applications, Gmail, calendars, surveys, video portals, and more.

10154120 Computer Concepts... introduces the learner to the basic concepts and terminology of a computer and hardware/software, applied skills include: managing computer data, protecting against computer viruses, creating simple web pages, producing electronic word documents, spreadsheets and presentations, interviewing current employment trends, and examining techniques of systems analysis & design, programming languages and database systems.

10151422 Help Desk Fundamentals... provides the learner with the knowledge required to become a Help Desk professional and 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.

10151429 Help Desk Advanced... expands the learner's ability to troubleshoot all information technology issues utilizing Help Desk and Asset Management applications. Learners will expand their knowledge of ITIL practices and procedures used to manage an IT operation and its associated infrastructure. Communication, documentation, and teamwork skills are enforced.

10154150 Financial Systems Support... prepares the learner to support a variety of financial software, including spreadsheets, financial management, and accounting general ledger formats with emphasis on data entry, report generation, and integration.

10154159 Microcomputer Projects... provides experience as a member of a computer implementation team involved in converting to a new, automated system. Experience includes applying various microcomputer software and hardware tools to solving advanced business problems and project management.

10154175 A+... is the second course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

10154124 A+ 1 OR CONDITION: Comptia A+ Essentials Certification.
# Information Technology (IT)—Network Specialist

**Program No:** 10-150-2

Associate Degree in Applied Science • Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability. (2012-2013)

<table>
<thead>
<tr>
<th>Catalog No.</th>
<th>Class Title</th>
<th>Credit(s)</th>
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<td>10105124</td>
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<tr>
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<td>10154120</td>
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**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

### About the Career

Computers networked together sharing data and resources are powerfully amazing! Today, businesses of all sizes are networking their computers to maximize efficiency and productivity. If creating an overall computer network strategy, having the ability to analyze ideas/processes, installing hardware/software, and troubleshooting problems are skills you would like to put to use in a career, becoming a network specialist is your ticket to success.

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

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### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

### Program Outcomes

You’ll learn to:

- Install and configure network operating systems.
- Learn and apply the OSI model.
- Create and manage VLANs and VPNs.
- Develop IP addressing schemes.
- Install and troubleshoot network components.
- Troubleshoot network software.
- Manage network security.
- Design and document networks.
- Troubleshoot and research problems independently.

### Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Special Note

Students are required to have one USB 80 gig hard drive or greater.

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For more information, visit gotoltc.edu or contact info@gotoltc.edu.
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Marian College
- MSOE Rader School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

10150124 Portfolio Introduction
- prepares the student to develop a professional and personal 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.

PREREQUISITE: 10150124 Portfolio Introduction

10150114 Networking 1
- is a lecture/hands-on course designed to introduce students to networking fundamentals. Topics covered include: OSI, Reference Model, LAN and WAN topologies, cabling systems, access methods and protocols, Internet working devices (e.g., hubs, bridges, routers, switches, etc.), and basic network design.

PREREQUISITE: 10150126 Windows Server 2

10150126 Windows Server 2
- is a lecture/hands-on course designed to introduce students to server scripting, print management, advanced network management, and troubleshooting tools.

PREREQUISITE: 10150173 Windows Server 1

10150172 Linux 1
- introduces 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

10150128 Linux 2
- expands the learner's ability to work in a Linux-based command line and GUI environment. Learners will develop advanced skills in file sharing, Internet, server configuration, security, writing shell scripts, and network administration tasks.

PREREQUISITE: 10150127 Linux 1

10150163 Networking 3
- introduces the student to switching technology, hardware and software firewalls, and virtual private networks (VPN).

PREREQUISITE: 10150176 Networking 2

10150165 Networking 4
- provides the student with the ability to work with current and emerging network technologies.

PREREQUISITE: 10150167 Networking 2

10150169 Network Design and Documentation
- is a lecture/hands-on course designed to introduce students to network design and documentation fundamentals. Topics include: needs analysis, hardware needs analysis, network layout and design, and documenting a network.

PREREQUISITE: 10150167 Networking 2

10150172 Novell Open Enterprise Server
- is a lecture/hands-on course that provides the student with basic network administration skills. Topics covered include: network benefits, network administrator responsibilities, log-in security, file system security and design, print management, and user administration for Novell Hardware.

PREREQUISITE: 10154120 Computer Concepts

10150173 Windows Server 1
- 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

10150157 Networking 2
- provides the student with networking terminology, protocols, network standards, LAN's, WAN's, TCP/IP addressing, and routing.

PREREQUISITE: 10150114 Networking 1

10150178 Network Applications and Installations
- introduces the student to installing software in a network, including installing network software, assigning correct security rights, and Cisco Call Manager Express.

PREREQUISITE: 10150176 Networking 2

10150179 Internet/Intranet Server Administration and Installation
- introduces the student to creating/maintaining web pages, a web server, and an FTP server; working with e-mail; and navigating the Internet.

PREREQUISITE: 10150173 Windows Server 1 OR 10150172 Netware Administration

10154101 Portfolio Assessment-IT
- prepares the student to identify what they have learned throughout the IT 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.

PREREQUISITE: 10150124 Portfolio Introduction and 10150128 Career Exploration

10154120 Computer Concepts
- 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 document and spreadsheet presentations, investigating current employment trends, and examining techniques of systems analysis & design, programming languages and database systems.

10154122 A+1
- is the first course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

10154127 Data Assurance
- provides the learner with a fundamental understanding of computer security principles and implementation; technologies used and principles involved in creating a secure computer environment, authentication, types of attacks and malicious code, e-mail, Web applications, remote access, and file and print services, intrusion detection systems, firewalls, and physical security concepts. The student will have a variety of hands-on and case project assignments that reinforce the concepts read in each chapter.

10154157 A+2
- is the second course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

PREREQUISITE: 10154122 A+1 or CONDITION: CompTIA A+ Essentials Certification

10180195 Written Communication
- teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student analyzes and determines purpose, research and organizes 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 Wrtg or CONDITION: Written Communication Preparation learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading Accuplacer min score of 74 or Equivalent

10801196 Oral/Interpersonal Comm
- provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer min score of 74 or Equivalent and 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer min score of 74 or Equivalent

10801172 Race, Ethnic and Diversity Studies
- 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 ageness, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10801195 Economics
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10801196 Introduction to Sociology
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10801198 Intro to Psychology
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent
Information Technology (IT)—Web and Software Developer

Catalog No. Class Title Credit(s)

**Term 1**

10152107 Portfolio Introduction 1.00
10152111 Emerging Web Trends 1.00
10152196 Web Development 1 3.00
10152186 Programming Introduction 3.00
10152116 Database Concepts 3.00
10801195 Math & Logic 3.00
10809133 Written Communication 3.00
Total 17.00

**Term 2**

10152107 Game Development 3.00
10152136 Systems Analysis 3.00
10152185 Web Development 2 3.00
10201106 CSS for Advanced Web Design 3.00
10809196 Written Communication 3.00
Total 15.00

**Term 3**

10152108 Mobile Device Development 1 2.00
10152187 Web Development 3 4.00
10152106 Integrated Web Concepts 4.00
10809112 Principles of Sustainability 3.00
10809196 North Avenue 3.00
10152138 Career Exploration 2.00
Total 18.00

**Term 4**

10152112 Mobile Device Development 4 4.00
10152114 Mobile Device Development 2 3.00
10152117 Introduction to Flash 3.00
10152115 Internship Web and Software Developer 1.00
10152119 Portfolio Assessment Web and Software Developer 1.00
10801196 Oral/Interpersonnal Communication 3.00
10809196 Intro to Psychology 3.00
Total 18.00
Program Total 68.00

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
Classes run year-round; check with your program counselor for details.

About the Program

The program curriculum focuses on:
- Using game and simulation development to help students learn programming principles
- Web application development
- Integration of web marketing and website design
- Database administration
- Mobile device development
- Freelance and contract employment

About the Career

The World Wide Web— it’s an intriguing, dynamic, and growing entity that is currently home to over 110 million Web sites. Expanding integration of Internet technologies into businesses has resulted in a growing need for specialists who can develop and support Internet and intranet applications. The growth of electronic commerce means that more establishments use the Internet to conduct their business online. The increasing use of the Internet, the proliferation of Web sites, and the explosion of mobile technology have created a demand for a wide variety of new products. As individuals and businesses rely more on computers and wireless networks, it will be necessary to integrate current computer systems with this new, more mobile technology. These expanding Internet technologies have spurred demand for software developers who can develop World Wide Web applications.

Web and Software Developers get to work in dynamic settings, are at times able to work from home, and are part of a cutting-edge movement in technology that will transform how the world gets things done. Have a direct link to the future by creating the future as a Web and Software Developer.

CAREERS
- Front-end Web Developer
- Web Applications Developer
- Mobile Device Developer
- Database Administrator
- Programmer/Analyst
- Internet Applications Developer

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session

Program Outcomes
- Develop, build, and configure a dynamic and interactive Web site or application
- Design, model, and implement a database for a Web site or application use
- Demonstrate proficiency in basic Web server maintenance, including configuration, troubleshooting, and maintenance
- Lead a team or project using basic principles of project management
- Create basic computer games and computer simulations
- Convert logic concepts into object oriented programming code
- Communicate and work effectively in a team environment
- Communicate information effectively and accurately in systems-related documentation
- Manage version control, change control, quality assurance testing, user acceptance policies, system deployment, and system maintenance
- Analyze and define the specifications of a system based on user requirements
- Demonstrate an understanding of business models and organizational functions necessary to conduct business in a changing environment
- Implement secure coding practices to ensure secure and safe Web sites
- Explore and employ new Web technologies and tools
- Ensure Web applications comply with W3C validation standards and Section 508 Accessibility standards
- Explore the relationship between web design, web development, and web marketing

Other Program Expectations
- Students must purchase a 250GB external hard drive.
- Minimum home computer system/laptop requirements include a 2 GHz processor, 4 GB of RAM, and a 250 GB hard drive.
- Students are encouraged to purchase student version of Adobe Creative Suite.
- Students’ home PCs must have a web cam.
- Students are strongly encouraged to take Written Communication courses during the summer before program start.
- Students are strongly encouraged to take General Education courses during summer break, allowing concentrated time during semesters for core program courses.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
- Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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- Franklin University
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- MSOE Rader School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Stout

IMPORRTANT: For more information on these agreements, got to tolcte.edu/transfer/

1015214 Portfolio Introduction
- prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessment tools and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop a personal history of events and achievements, and to identify significant learning experiences throughout the student’s life.

1015218 Career Exploration
- prepares the student to develop a career plan, write a resume, create a cover letter, prepare for a career fair, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.

PREReQuISite: 1015214 Portfolio Introduction

10152106 Integrated Web Concepts and CONDITION: marketing, students from each program will be responsible for working in teams to coordinate projects and present their industry to students from other programs.

PREReQuISite: 10152122 Portfolio Transfer

10151216 Database Concepts
- prepares the learner to differentiate among the primary DBMS components, determine the difference in data models, use Query by Example and build complex relational algebra, develop SQL statements, apply principles of database integrity, security and normalization, reconstruct poorly designed database structures, develop relational database design using data requirement analysis and specification methods, and examine additional DBMS functions.

PREReQuISite: 10152196 Web Development 1

10152119 Portfolio Assessment - Web and Software Development
- assesses what the student has learned through the Web and Software Developer degree. The course will focus on the continued development of the electronic career portfolio, the freelance/contract Web market, and the analysis of the achievement of these core abilities and program outcomes.

PREReQuISite: 10152124 Portfolio Introduction and 10152128 Career Exploration and 10152127 Web Development 3 and CONDITION: 101527 Web and Software Developer or 1502102 Graphic and Web Design or 101043 Marketing program requirements met.

10152107 Game Development
- introduces the learner to gaming concepts including chase games, imaging, and sprite games. This course explores 2D graphics with Directx, the C# language and the XNA Game. Development Studio. Programming concepts are taught using game creation on personal computers and the XBox 360. It introduces the concept of 3D graphics programming.

PREReQuISite: 10152186 Programming Introduction.

10152106 CSS for Advanced Web Design
- introduces the student to DHTML, JavaScript, AJAX, and frameworks. It includes learning to add JavaScript and AJAX to existing programs, and design new applications to exploit properties and design concepts, and when (and how) to use each. Students learn how to create rich clients, use visual effects, add client-side validation, and handle forms.

PREReQuISite: 10152186 Programming Introduction.

10152119 Portfolio Assessment - Web and Software Development
- assesses what the student has learned through the Web and Software Developer degree. The course will focus on the continued development of the electronic career portfolio, the freelance/contract Web market, and the analysis of the achievement of these core abilities and program outcomes.

PREReQuISite: 10152124 Portfolio Introduction and 10152128 Career Exploration and 10152127 Web Development 3 and CONDITION: 101527 Web and Software Developer or 1502102 Graphic and Web Design or 101043 Marketing program requirements met.

10152136 Systems Analysis
- introduces the student to the principles of systems analysis, including the phases for the life cycle of analysis, preparation of data gathering instruments, interviews, user interaction and the use of UML (Unified Modeling Language) to develop analysis documentation. Students work as part of a team to develop the analysis of a system.

PREReQuISite: 10152186 Programming Introduction.

10152185 Web Development 2
- introduces the student to DHTML, JavaScript, AJAX, and frameworks. It includes learning to add JavaScript and AJAX to existing programs, and design new applications to exploit properties and design concepts, and when (and how) to use each. Students learn how to create rich clients, use visual effects, add client-side validation, and handle forms.

PREReQuISite: 10152186 Web Development 1 and 10152186 Programming Introduction.

10152186 Programming Introduction
- introduces the students to fundamental Object-oriented Programming (OOP) concepts, classes, objects, methods, properties, event handling, control logic, data structures, algorithms, concurrency and problem solving, with minimal exposure to languages. The learner will build graphical user interfaces, web applications, and DHTML, and drop, graphical environment is provided, which results in mistake-free code generation. Learners hone problem solving skills while exploring concepts visually, and then seeing how these concepts translate to code.

10152187 Web Development 3
- introduces the learner to PHP, MySQL, PHP frameworks, content-managed Web sites, and Web server architecture. Topics covered in this course include an introduction to the Apache Web server, server-side scripting, PHP control logic and functions, controlling state using sessions and cookies, querying database content and population to an HTML Web page, MySQL relational database administration, and processing form information and populating it to a MySQL database.

PREReQuISite: 10152186 Programming Introduction.

10152186 Web Development 1
- introduces the student 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 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 web page title design, creating and adding style sheets to create dynamic pages that allow for more control over the attributes of a web page.

10201106 CSS for Advanced Web Design
- introduces the concept of design methods, develops assignments by Cascading Style Sheets (CSS) and how it can be used for creating progressive and contemporary Website designs. The course will cover images, effects, and themes as they relate to CSS and Website design.

PREReQuISite: 10152186 Web Development 1

10808115 Written Communication
- 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. Key skills required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

PREReQuISite: 1013 Intro to College Writing or CONDITION: Written Comm Prepared Learner (Accuplacer: Writing min score of 85 or Equivalent) and COREQUISITE: 10108115 Intro: Rdg & Study Skills or CONDITION: Reading accuplacer minimum score of 74 or Equivalent.

10805143 Math & Logic
- will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

PREReQuISite: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or Equivalent.

10809112 Principles of Sustainability
- prepares the student 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/reusing in the U.S., and analyze approaches used by your community.

10809145 Economics
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Accuplacer Score of 74 or Equivalent.

10809188 Introduction to Sociology
- 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 workplaces. 

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Accuplacer Score of 74 or Equivalent.

10809198 Into to Psychology
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Accuplacer Score of 74 or Equivalent.
About Shared Programs
LTC offers its Judicial Reporting program in cooperation with technical colleges across the state. As a Judicial Reporting student, you'll:
- Attend live, interactive TV classes sent from LTC to your local technical college.
- Take general studies classes and labs at your local technical college.
- LTC shares its Judicial Reporting program with Fox Valley Technical College (FVTC) - Appleton, Gateway Technical College (GTC) - Kenosha, Northeast Wisconsin Technical College (NWTC) - Green Bay, Mid-State Technical College (MSTC) - Stevens Point, Wisconsin Indianhead Technical College (WITC) - New Richmond, and Moraine Park Technical College (MPTC) - Fond du Lac.
- LTC also offers an opportunity for students to complete the program at the Lakeland College - West Allis Campus.

About the Career
You've seen high-profile trials with a person keying the testimony into a stenograph machine or reading the scrolling captions on your TV screen. The person recording the spoken words at speeds ranging from 180 to 225 words a minute is a judicial reporter. If you're an excellent listener, have strong language and communications skills, and are committed to accuracy and confidentiality, a career in judicial reporting may be a perfect fit for you.

Careers
- Legislative Reporter
- Official Court Reporter in the Court System
- Freelance Reporter
- Scopist

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Notification of Laptop/Steno Rental Requirement Form
- Functional Abilities Statement of Understanding Form

Program Outcomes
You'll learn to:
- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.
- Produce salable transcripts on a realtime translation system.
- Demonstrate knowledge of proper reporting procedures and responsibilities for freelance and official reporting.
- Demonstrate knowledge of legal and medical concepts and terminology.
- Demonstrate knowledge of the professional reporting organizations and methods of gaining certification as a Registered Professional Reporter.

Graduation Requirement
Three 5-minute timings must be passed in each of the following categories with a minimum of 95 percent accuracy:
- Two-voice testimony @ 225 wpm
- Jury charge @ 200 wpm
- Literary @ 180 wpm
- Judicial Reporting Internship must be taken within 18 months of graduation.

Special Equipment
Students are required to rent a stenograph machine and laptop computer through the rental program available at LTC.

Approval
LTC's Judicial Reporting program is certified by the National Court Reporters Association (NCRA).

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
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<tr>
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Catalog No. | Class Title | Credit(s)
--- | --- | ---
10420120 | Machine Tool CAM | 2.00
31420310 | Machine Tool Hand Tools | 1.00
31420330 | Machine Tool Measuring | 1.00
31420334 | Machine Tool Saws | 1.00
31420336 | Machine Tool Drills | 1.00
31420340 | Machine Tool Lathes I | 2.00
31420350 | Machine Tool Mills I | 2.00
31420352 | Machine Tool Mills II | 2.00
31420372 | Machine Tool Metallurgy | 1.00
31457320 | Machine Tool Math | 3.00
31457385 | Machine Tool Print Reading | 2.00
31809362 | Psychology for Life | 1.00
Total | 19.00

Term 2:
10420140 | Machine Tool EDM I | 2.00
10420142 | Machine Tool EDM II | 2.00
10420184 | Machine Tool CNC Programming | 2.00
31420342 | Machine Tool Lathes II | 2.00
31420360 | Machine Tool Grinders | 1.00
31420380 | Machine Tool CNC Turning | 2.00
31420382 | Machine Tool CNC Machining | 2.00
31420398 | Machine Tool Technical Skills | 1.00
31457386 | Machine Tool Print Reading | 1.00
31801359 | Communication Skills for the Workplace | 2.00
Total | 17.00
Program Total | 36.00

About the Career
Just about every product that you use in your daily activities is the result of a machine tool manufacturing process. If you like hands-on work, are detail-oriented, have good math skills, and are able to develop and follow through on work instructions, a career in machine tool operation offers you lifelong opportunities.

Careers
- CNC Machine Operator
- CNC Programmer
- Machine Tool Operator
- Machine Tool/Sales and Service Representative
- Supervisor
- Tool & Die/Machinist Apprentice
- Millwright/Apprentice

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Functional Abilities Statement of Understanding Form
- Program Advising Session
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Program Outcomes
You’ll learn to:
- Develop critical thinking and problem-solving skills.
- Develop and follow manufacturing processes and procedures.
- Set up and operate manual and computerized metal-cutting machine tools in a safe and efficient manner.
- Perform part inspection using hand-held and computerized precision measuring instruments.
- Apply basic math, algebra, geometry, and trigonometry concepts to shop projects.
- Apply print reading skills to shop projects.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note
Students have the opportunity to take the challenge exam offered prior to the start of the semester to test out of:
- Machine Tool Drills
- Machine Tool Lathes I
- Machine Tool Measuring
- Machine Tool Mills I
- Machine Tool Saws

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please see program website for specific functional abilities.

Entrance Assessment Scores
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Note: Course start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
About Apprenticeship
Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You'll combine on-the-job training with on-campus learning—you'll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you'll earn a paycheck while you learn those skills.

About the Career
Machines allow industry to produce large quantities of materials quickly, precisely, and cost-effectively. But without high-skilled operators, the machines are useless. That's where you come in. The Machinist Apprenticeship program is an employer-sponsored, hands-on training program in which you'll learn all phases of the machinist occupation. If you're interested in working with mechanical equipment and following precise plans to produce materials of the highest quality, becoming a journey-level machinist may be the perfect career for you.

Careers
Graduates of LTC's Machinist Apprenticeship program work as journey-level machinists in a variety of industrial settings.

Industrial Apprentice Application Requirements
- Determined by employer
- Wisconsin Apprentice Contract

Program Outcomes
You'll learn to:
- Apply basic safety practices in the machine shop.
- Interpret industrial/engineering drawings.
- Apply precision measuring methods to part inspection.
- Perform basic machine tool equipment setup and operation.
- Perform programming, setup, and operation of CNC machine tools.

Approximate Costs
Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

Special Note
You must have a sponsoring employer before receiving an indenture and being invited to school.
50420501 Machinist Apprentice 1
... introduces the apprentice to the basic information necessary to become a machinist, including precision measuring instruments; set up and operate sawing and drilling machines; application of fractions, mixed numbers, decimals, roots and powers, and percentages with the use of electronic calculator; and basic print reading skills.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420502 Machinist Apprentice 2
... prepares the apprentice with the skills to set up and operate turning and milling machines and apply English and metric linear measurement, basic algebra, and intermediate and advanced print reading skills.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420503 Machinist Apprentice 3
... prepares the apprentice to interpret positions in coordinate systems, prepare a sequence of machining operations, use G&M programming codes, and prepare G&M part programs; advances skills in geometry and interpreting complex drawings.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420504 Machinist Apprentice 4
... prepares the apprentice to navigate "AUTOCAD" software, creating 2-D geometry, dimensioning, and saving in multiple formats; and apply equations, ratios, proportions, cutting speeds and feeds; and spur gear calculations to machining operations with the use of the Machinery's Handbook.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420505 Machinist Apprentice 5
... provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principals, "Mastercam" computer software environment, construct 2-D geometry, and create 2-D toolpaths.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420506 Machinist Apprentice 6
... prepares the apprentice with the principles and interpretation of GD&T and the use of "Mastercam" to construct 3-D wire frame geometry, construct surface geometry, create rough and finish machining toolpaths using surface geometry, and geometric dimensioning and tolerancing applications.
CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.
Maintenance Mechanic/Millwright–Apprentice

Program No: 50-423-1
Journey-Level Card

Work Hours (including day school): 8320
Day School Hours: 576 • Evening School Hours: 8
4-Year Contract/Indenture
2012-2013

Catalog No. Class Title Credit(s)

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About Apprenticeship:
Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You’ll combine on-the-job training with on-campus learning—you’ll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you’ll earn a paycheck while you learn those skills.

About the Career:
Broken or inefficient machines slow the pace of manufacturing and, ultimately, profits. The Maintenance Mechanic/Millwright Apprenticeship program is employer sponsored. This program combines the on-the-job hands-on training with related training at the technical college. Some hands-on training is used to reinforce the related training. Thus, skills are developed to help the mechanic keep machines and equipment operating and productive. If you like to maintain, repair, and troubleshoot problems and put theory to work, a career as a maintenance mechanic/millwright may be your ticket to success.

Careers:
Graduates of LTC’s Maintenance Mechanic/Millwright Apprenticeship program work as journey-level maintenance mechanics/millwrights in a variety of industrial and organizational settings.

Industrial Apprentice Application:

Requirements:
- Determined by employer
- Wisconsin Apprenticeship Contract

Program Outcomes:
You’ll learn to:
- Operate common industrial machines including drill presses, saws, grinders, lathes, etc.

Approximate Costs:
Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

Special Note:
You must have a sponsoring employer before receiving an indenture and being invited to school.

Entrance Assessment Scores:

<table>
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<tr>
<th>Accuplacer</th>
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<td>Reading: 66</td>
<td>Reading: 18</td>
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<tr>
<td>Sentence Skills: 60</td>
<td>English: 18</td>
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</table>

Note:
Curriculum and program acceptance requirements are subject to change.
Program start dates vary; check with your counselor for details.
50423501 Millwright Apprentice 1
...provides the apprentice with knowledge in machinery and equipment installation; principles of mechanical power transmission and belt drives; and instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423502 Millwright Apprentice 2
...provides the apprentice with knowledge and skills in gear drives, chain drives, couplings, and clutches, including related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423503 Millwright Apprentice 3
...provides the apprentice with knowledge and skills in seals, packings, bearings, and lubrication with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423504 Millwright Apprentice 4
...provides the apprentice with knowledge and skills relating to structural steel, mechanical fasteners, pipe fitting, and pipe valves with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423505 Millwright Apprentice 5
...provides the apprentice with skills in sheet metal work, hardening and tempering, and rigging with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423506 Millwright Apprentice 6
...provides the apprentice with skills in centrifugal pump maintenance welding, electrical safety, lockout tag out, and air compressor training with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423507 Millwright Apprentice 7
...provides the apprentice with skills in hydraulics and reading and understanding schematics and the component parts of a hydraulic system with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.

50423508 Millwright Apprentice 8
...provides the apprentice with skills in pneumatics, vibration analysis and balancing, and computer basics with related instruction in math, blueprint reading, and metalwork.
CONDITION: 504231 Millwright Apprentice requirements met.
About the Career

Manufacturing Management is a unique associate degree program designed by local industry to meet the needs of the workplace through a combination of supply chain, quality, lean, leadership, and supervisory skills. Graduates of this program are prepared to provide leadership in manufacturing and service industries.

CAREERS

- Team Leader
- Foreman
- Supervisor
- Manager/Coordinator
- Global Sourcing Supply Specialist

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding From

Program Outcomes

You’ll learn to:

- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Develop and manage teams to enhance work productivity.
- Manage quality control.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Integrate technology into the supply chain to improve profitability.
- Provide an uninterrupted flow of materials, supplies, and services required to operate the organization.
- Analyze and negotiate contracts with suppliers, manufacturers, and/or distributors.

Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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<td>English</td>
<td>86</td>
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</table>

Note: Program start dates vary; check with your counselor for details. Curriculum and program acceptance requirements are subject to change.
Transfer agreements are available with the following institutions:

Capella University
Concordia University
Franklin University
Herzing University
Lakeland College
Otawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gototc.edu/transfer.

10101155 Accounting for Professionals
...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.
COREQUISITE: Microsoft Excel skills or equivalent

10101254 Portfolio Introduction
...prepares the student to identify themselves 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.

1010128 Career Exploration
...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: 10101254 Portfolio Introduction

10182110 Negotiations
...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.

10182131 Supply Chain Management
...has been developed to provide a basic understanding of the planning and control of materials into, through, and out of organizations. In this and the succeeding courses, those who want to become certified by APICS need a fundamental course to learn about the material planning and control system. This course will provide a basis for further study leading to certification.
COREQUISITE: Microsoft Word, Excel or equivalent

10196129 Portfolio Assessment-Manufacturing Management
...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 abilities.
PREREQUISITE: 10101254 Portfolio Introduction and 1010128 Career Exploration

10196134 Legal Issues for Supervisors
...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.
PREREQUISITE: 10101254 Portfolio Introduction and 1010128 Career Exploration

10196136 Safety in the Workplace
...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.

10196164 Personal Skills for Supervisors
...will allow the participants to learn time management techniques and utilize personal planning processes for daily activities and continuous learning. Valuing the thoughtful others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources of stress are analyzed and a strategy and a strategy for coping is designed.
PREREQUISITE: 10101254 Portfolio Introduction

10196188 Project Management
...will explore the role of projects and the importance of project management in business environments. Learners will create and develop successful proposals. They will also plan, schedule, and budget projects.
COREQUISITE: Microsoft Excel skills or equivalent
PREREQUISITE: 10101324 Intro to MS Project - Level 1

10196189 Teambuilding and Problem Solving
...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.

10196190 Leadership Development
...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, conflict resolution and resolution, and impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.
COREQUISITE: Microsoft PowerPoint skills or equivalent

10196191 Supervision
...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 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements.

10196192 Managing for Quality
...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.

10623118 Lean Manufacturing and Execution Control
...expands the learners' 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.

10623119 Supply Chain/Quality-Six Sigma
...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.

10623193 ISO 9001:2008
...is designed to introduce participants to the QS ISO 9001: 2008 standards. The course is structured to teach the QS ISO 9001: 2008 standards, how to document procedures, and how to perform audits. All of the QS automotive standards will be introduced.

10801195 Written Communication
...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: 10813103 Intro to College Writ or CONDITION: Written Comm Prepared Learner (Accuplacer Writ min score of 86 or Equivalent) and COREQUISITE: 10393105 Intro to Rdy & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm
...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
COREQUISITE: 10838105 Intro to Reading and Study Skills or CONDITION: Reading accuplacer min score of 74 or equivalent

10804123 Math w Business Apps
...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 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro to Reading and Study Skills or CONDITION: Reading accuplacer min score of 74 or equivalent

10806112 Principles of Sustainability
...prepares students to develop sustainable literacy, analyze, interpret, and apply the concepts and methods of sustainability to 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 the 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.

10809172 Race, Ethnic and Diversity Studies
...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 approaches 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 sexism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
COREQUISITE: 10838105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics
...provides the participant with an overview of how a market-oriented economic system operates, and it studies 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.
COREQUISITE: 10838105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology
...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.
COREQUISITE: 10838105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

83
About the Career
No matter who you are, where you are, what you do, or what you buy—you’ve experienced marketing. If you’re curious about what drives people to choose one product over another, are excited about generating fresh ideas, and enjoy variety and change, a career in marketing may be a perfect fit for you. Marketing is the program for students interested in careers in selling, social media, retailing, product and brand management, promotion, marketing leadership, and customer service.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes
You’ll learn to:
- Develop strategies to anticipate and satisfy market needs.
- Prepare an integrated marketing communication plan.
- Evaluate business information through the market research process.
- Demonstrate selling strategies for products, services, and/or ideas to create and maintain relationships.
- Manage Customer Relationship Management (CRM) functions to anticipate market wants and needs.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note
This program is also offered in an online delivery format.

Catalog No. Class Title Credit(s)

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Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
Transfer agreements are available with the following institutions:

- Capella University
- Marian College
- UW-Green Bay
- Cardinal Stritch University
- MSOE Rader School of Business
- UW-Oshkosh
- Concordia University
- Ottawa University
- Silver Lake College
- UW-Stout
- Franklin University
- University of Phoenix
- Upper Iowa University
- Lakeland College

**IMPORTANT:** For more information on these agreements, visit gotoltc.edu/transfer.

10104102 Marketing, Principles of...: 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 CONDITION: 105361 Pharm Tech requirements met.

10104103 Applied Marketing: is a project and case study based course allowing the student to apply marketing strategy to a variety of marketing scenarios.

10104104 Selling Principles: prepares the student to use the steps of the selling process to perform sales presentations.

10104105 Sales Advanced: 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.

**COREQUISITE:** 10104104 Selling Principles.

10104117 Portfolio Assessment-Marketing: 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 Introductions and 10110512 Career Exploration or 10110512 Career Assessment.

10104122 Marketing Strategies and Planning: introduces the student to marketing strategies that support the product/service mix. Students will use critical thinking and analytical skills to develop positioning, branding, and differentiation, and relationship marketing strategies to teach the target audience. The student will also be responsible for the development of a marketing plan.

10104150 Promotion Principles: provides the student the ability to explain the relationship of the uncontrollable variables and the marketing mix to the promotion plan and to distinguish when to use advertising, personal selling, publicity, or sales promotion in the development of the promotional plan.

**COREQUISITE:** 10104012 Principles of Marketing.

10104126 Internship-Marketing: requires students to complete 72 hours (1 credit) 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 with the program instructor to indicate progress.

**PREREQUISITE:** 10105128 Career Exploration and 10104117 Portfolio Assessment.

10104128 Leadership and Professionalism: prepares the student to accept a leadership role in their chosen occupation and provides opportunities to demonstrate business etiquette and professionalism in a variety of settings.

10104134 Social Media Marketing: covers how the use of social media marketing as an integrated marketing tool is allowing organizations to increase brand awareness and receive direct feedback on products from customers. It is relatively inexpensive and is becoming a critical component of marketing campaigns. This course explores the opportunities social media provides a company in promoting products and services.

10104168 International Marketing: 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 broader 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.

10104172 Marketing Analysis: 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.

10104173 Market Research: provides the student with the ability to tell the difference between primary and secondary data in the use of research methodology.

**COREQUISITE:** 10104102 Principles of Marketing.

10104194 Marketing Services: 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.

10105124 Portfolio Introduction: 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.

10105128 Career Exploration: 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.

10152106 Integrated Web Concepts: introduces the student to the three major components of the Web—design, development, and marketing. A common course among Graphic and Web Design, Web and Software Development, and Marketing. It introduces students to the how a marketer-oriented economic system operates, and it surveys the factors which influence the economic system. 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, social change, and the role of business and government in the economy.

**COREQUISITE:** 1038105 Intro to Marketing.

10152109 Intro to Psychology: introduces students to the basic concepts of psychology concerning human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, and 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.

**COREQUISITE:** 1038105 Intro to Marketing and 1038105 Intro to Marketing.

10800195 Written Communication: 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: Writing ComPrepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and 10838105 Intro to Reading and Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent.

10801198 Speech: 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.

**COREQUISITE:** 1038105 Intro to Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent.

10804123 Math w Business Apps: covers real numbers, basic operations, linear equations, proportions with one variable, percent, 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 10834109 Pre-Algebra and 1038105 Intro to Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent.

10809112 Introduction to American Government: 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.

**COREQUISITE:** 1038105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809195 Economics: 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, social change, and the role of business and government in the economy.

**COREQUISITE:** 1038105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809196 Introduction to Sociology: introduces students to the basic concepts of sociology concerning human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, and 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.

**COREQUISITE:** 1038105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809198 Intro to Psychology: 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, and 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.

**COREQUISITE:** 1038105 Intro to Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
Masonry–Apprentice
Program No: 50-408-1
Journey-Level Card
Work Hours (including day school): 4680
Day School Hours: 400 • Evening School Hours: 120
3-Year Contract/Indenture
2012-2013

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Program Total: 12.00

Note: Curriculum and program acceptance requirements are subject to change.
Program start dates vary; check with your counselor for details.

About Apprenticeship:
Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you learn while you earn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You’ll combine on-the-job training with on-campus learning—you’ll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you’ll earn a paycheck while you learn those skills.

About the Career:
Block laying and cement masonry are recognized as important basic trowel trades to the building industry. The Masonry Apprenticeship program is an employer-sponsored, hands-on training program under the supervision of a joint apprenticeship committee. If you're detail-oriented; good at following precise directions; and you enjoy working with your mind, hands, and tools, a career as a journey-level mason may be the perfect fit for you.

Careers:
Graduates of LTC’s Masonry/Apprenticeship program work as journey-level masons, brick/block layers and cement finishers in a variety of workplace settings.

Construction Apprentice Application Requirements:
- Apprentice Application
- Birth Certificate Copy
- Entrance Assessment
- Driver's License Copy
- Final High School Transcripts
- Advisory Committee Interview

Program Outcomes:
You’ll learn to:
- Read blueprints.
- Utilize mathematics, masonry technology and related science.
- Lay out masonry jobs related specifically to rigid installation of refractories and masonry units identified for residential, commercial and public construction.
- Work with all phases of concrete application including footings, floors, sidewalks, roads, and exposed aggregate.

Approximate Costs:
Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

Special Notes:
Apprentices indentured by the Lakeshore Masonry Committee will attend paid-related instruction at Northeast Wisconsin Technical College.

You must have a sponsoring employer before receiving an indenture and being invited to school.

Upon completion of the apprentice requirements, you’ll be issued a Letter of Introduction, which states your requirements have been met. You’ll use this letter of introduction to apply for work in the trade.

Entrance Assessment Scores:

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gotoltc.edu
info@gotoltc.edu
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC
(1.888.468.6582)
50408501 Masonry Apprentice 1
...introduces the apprentice to the masonry field, including an introduction to the trowel trades of plaster, tile, brick, block, stone, and cement; blueprint reading; and applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.

50408502 Masonry Apprentice 2
...provides the apprentice with the skills in placing and positioning of masonry materials, including tile, brick, block, stone, plaster, and cement and advancing into residential blueprints and applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.

50408503 Masonry Apprentice 3
...provides the apprentice with the skills for layout, building of corners, leads, and finishes on block, brick, tile, cement, plaster, and stone; and advancing into apartment blueprints and applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.

50408504 Masonry Apprentice 4
...expands the apprentice's abilities in layout of arches, radiuses, and decorative patterns in block and brick and advancing into building specifications, small commercial drawings, and applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.

50408505 Masonry Apprentice 5
...prepares the apprentice to perform materials layout, estimating of materials, patching, pointing, cleaning, caulking, stair layout and forming, imprinted concrete, E.F.I.S. installation, and tile mud jobs and advancing into church blueprints and applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.

50408506 Masonry Apprentice 6
...introduces the apprentice to fireplace construction, terrazzo floors, patch plaster concrete admixtures, autoclave block, and estimating materials from a commercial blueprint and advancing into applied safety and building codes. CONDITION: 504081 Masonry Apprentice requirements met.
### About the Career
Students work on acquiring high-level drafting skills and utilize computer-aided drafting (CAD) software. They learn to construct and revise engineering working drawings.

### Careers
- CAD Technician
- Design/Layout Drafter
- Drafter

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

### Program Outcomes
You’ll learn to:
- Assist engineers in the design process.
- Function effectively on both self-directed and team-oriented projects.
- Ability to grasp spatial relationships.

### Approximate Costs
- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Special Note
Program can also be completed by attending evenings.

### Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Please view the Functional Abilities Statement of Understanding on the www.gotoltc.edu website (Future Students, Academics, Areas of Study, Mechanical Design Technology).
10606101 Drafting Mechanical 1/CAD 1
...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 tools to solve a drawing problem; utilize selection sets, duplicating modify commands, layers & objects properties, blocks; apply principles of orthographic and multi-projection.

10606103 Drafting Mechanical 2/CAD 2
...provides the learner with the skills to create twodimensional section views, create twodimensional auxiliary views, create prints/plots from paper space and utilize the X-reference command.
COREQUISITE: 10606101 Drafting Mechanical 1/CAD 1

10606105 Drafting Mechanical 3/CAD 3
...provides the learner with the skills to create a solid model from a three-dimensional wireframe, create solid primitives, create a solid model from a two-dimensional closed profile, utilize Boolean operations, utilize modify options to existing solid models, create a multiview drawing from a solid model, modify and set dimension attributes, apply dimensioning symbols, and apply ASME Y14.5M-2009 standards for dimensioning and tolerancing.
COREQUISITE: 10606103 Drafting Mechanical 2/CAD 2

10606106 Geometric Dimensioning and Tolerancing
...provides the learner with the skills to apply and interpret geometric tolerancing (ASME Y14.5M-2009) to part drawings, including form, profile, orientation, runout, and positional tolerances.

10606107 Drafting Mechanical 4/CAD 4
...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

10606140 Drafting Parametrics Using Solidworks
...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

10606160 Manufacturing Processes and Applications
...Introduces the learner to machining processes including, milling, turning, drilling and grinding. The learner will also learn how to properly use and read dial and digital micrometers, dial, digital and vernier calipers; as well as height gages and angle measurement devices. In addition, the student will also explore metallurgy, computer-age machining and methods in advanced manufacturing technology.

10606196 Drafting Mechanical 5/CAD 5
...provides the learner with the skills to apply classes of fits, create bottom-up and top-down assemblies using SolidWorks, specify geometric tolerancing, insert annotation symbols, use standard fasteners and apply reverse engineering.
PREREQUISITE: 10606140 Drafting Parametric Using Solidworks.
Mechanical Design Technology
Program No: 10-606-1
Associate Degree in Applied Science
Degree Completion Time: Four Terms
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

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Note: Program start dates vary, check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
Mechanical design technicians, under the direction of engineering staff members, help develop and test products, calculate strength and cost of materials, make drawings to scale, and work on prototypes and product improvement. Students work on acquiring high-level drafting skills and utilize Computer-Aided Drafting (CAD) software. They learn to construct and revise engineering working drawings and tooling drawings; research and apply information for parts and materials; and specify appropriate tolerances, materials, and other engineering data. Mechanical designers work on teams that focus on continuous improvement, Six Sigma initiatives, and lean manufacturing efforts.

Careers
- CAD Technician
- Design/Layout Drafter
- Mechanical Designer
- Drafter
- Engineering Technician
- Research and Development Technician

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Program Outcomes
You’ll learn to:
- Assist engineers in the design process.
- Solve design problems correctly using established and accepted methods and equations.
- Design mechanical parts according to customer specifications for manufacturability and/or cost.
- Analyze engineering problems related to strength and size requirements of machine components.
- Understand the principles of statistical process control, lean manufacturing, and Six Sigma as they relate to and are used in industry.
- Function effectively on both self-directed and team-oriented projects.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.).

Special Note
Program can also be completed by attending evenings.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please view the Functional Abilities Statement of Understanding on the www.gotoltc.edu website (Future Students, Academics, Areas of Study, Mechanical Design Technology).

Entrance Assessment Scores

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<td>Elem. Algebra</td>
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gotoltc.edu
info@gotoltc.edu
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC (1.888.468.6582)
Transfer agreements are available with the following institutions:

Capella University
Concordia University
Franklin University
Herzing University
Lakeland College
Marian College
Milwaukee School of Engineering
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

10606101 Drafting Mechanical 1/CAD 1
- provides the learner with the skills to create 2D detail drawings, including forms, profiles, orientation, and multi-view projection.
- Corequisite: 10606107 Drafting Mechanical IV/CAD IV

10606103 Drafting Mechanical 2/CAD 2
- provides the learner with the skills to create two-dimensional auxiliary views, including prints/plates from paper space.
- Corequisite: 10606109 Drafting Mechanical 2/CAD 2

10606106 Geometric Dimensioning and Tolerancing
- provides the learner with the skills to apply and interpret geometric tolerancing (ASME Y14.5M-2009) to part drawings, including form, profile, orientation, and positional tolerances.
- Corequisite: 10606105 Drafting Mechanical 3/CAD 3

10606112 Tool Design Basic
- provides the basic principles needed to design tools commonly used in manufacturing.
- Corequisite: 10606105 Drafting Mechanical 3/CAD 3

10606117 Machine Elements
- introduces the student to the components found on machinery, including shafts, bearings, power transmissions, gears, and the selection of standard machine elements from manufacturers’ catalogs.
- Corequisite: 10606130 Strength of Materials

10606118 Kinematics
- provides the student with the skills necessary to determine the motions required to accomplish the objective of a machine, calculate velocities and accelerations, and analyze cam profiles and design gears.
- Corequisite: 10804115 College Technical Math 1B or 10804114 College Technical Math 1A

10606125 Design Problems
- prepares the learner to use mechanics of machines to design a mechanical system based on specifications given in class, prepare a project timeline, and utilize all documentation for manufacturing, including detail and assembly drawings; perform all design calculations.
- Prerequisite: 10068117 Machine Elements: 10606117 Kinematics: 10608116 Drafting Mechanical IV/CAD V or 10606160 Manufacturing Processes & Applications or 10606104 Developing Mfg Skills or 10606101 Mfg Skills: Processes Lecture C 1

10606130 Strength of Materials
- provides the learner with the skills to identify and calculate stresses induced in force-bearing elements for the purpose of sizing the material in that element, specifically studying shear, axial, bending, torsional, and combined stresses.
- Prerequisite: 10606134 Statics

10606134 Statics
- 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: 10041217 Technical Math 1 or 10804116 Trigonometry or 10804115 College Technical Math 1A or 10804114 College Technical Math 1B

10606140 Drafting Parametrics Using Solidworks
- provides the learner with the skills to utilize the SolidWorks user interface, perform feature-based extrusions, revolve, cuts, holes, fillets, chamfers, workplane, ibs, patterns, sweeps, shells, lofts and 2D detail drawings: edit features.
- Corequisite: 10606107 Drafting Mechanical IV/CAD IV

10606150 Manufacturing Processes and Applications
- introduces the learner to machining processes including milling, drilling, turning, grinding and broaching.
- Corequisite: 10606107 Drafting Mechanical IV/CAD IV or 10606104 Developing Manufacturing Skills and 10606101 Manufacturing Processes Lecture C 1

10606160 Drafting Parametrics Using Solidworks
- provides the learner with the skills to utilize the SolidWorks user interface, perform feature-based extrusions, revolve, cuts, holes, fillets, chamfers, workplane, ibs, patterns, sweeps, shells, lofts and 2D detail drawings: edit features.
- Corequisite: 10606107 Drafting Mechanical IV/CAD IV

10606160 Manufacturing Processes and Applications
- introduces the learner to machining processes including milling, drilling, turning, grinding and broaching.
- Corequisite: 10606107 Drafting Mechanical IV/CAD IV or 10606104 Developing Manufacturing Skills and 10606101 Manufacturing Processes Lecture C 1

10606169 Drafting Schematic/Computer Aided Design
- provides the learner with the skills to apply classes of fits, create bottom-up and top-down assemblies using SolidWorks, specify geometric tolerancing, insert annotation symbols, use standard fasteners and apply reverse engineering.
- Prerequisite: 10606140 Drafting Parametric Using Solidworks

10606199 Introduction to Current Manufacturing Trends
- introduces the learner to the theories and concepts of Statistical Process Control, Six Sigma and Lean Manufacturing.
- Prerequisite: 10804115 College Technical Math 1A or 10804114 College Technical Math 1B or 10804116 Trigonometry Basic or 10804121 College Technical Math 1

10801195 Written Communication
- teaches the writing process, which includes preparing, 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.
- Prerequisite: 10838105 Intro to College Writing or Condition: Written Com Prep Learner (Accuplacer Writing min score of 86 or Equivalent) and Corequisite: 10838105 Intro to College Writing or Condition: Reading Accuplacer min score of 74 or Equivalent

10808196 Oral/Interpersonal Communication
- provides students with the skills to develop speaking, verbal and nonverbal communication, and listening.
- Prerequisite: 10041217 Technical Math 1 or 10804116 Trigonometry or 10804115 College Technical Math 1A or 10804114 College Technical Math 1B or Condition: Reading Accuplacer minimum score of 74 or Equivalent

10804114 College Technical Math 1B
- is a continuation of College Technical Math 1A.
- Prerequisites: Accuplacer Math score of 100 and Accuplacer Algebra score of 55 or equivalent or 10804110 Elementary Algebra w Apps and Corequisite: 10838105 Intro Reading and Study Skills or Condition: Reading Accuplacer minimum score of 74 or Equivalent

10806154 General Physics 1
- presents the applications and theory of basic physics principles.
- Corequisite: 10838105 Intro Reading and Study Skills or Condition: Reading Accuplacer minimum score of 74 or Equivalent

10809196 Introduction to Sociology
- introduces students to the basic concepts of sociology, culture, socialization, social stratification, culturalism, and the five institutions, including family, government, economics, religion, and education.
- Corequisite: 10804179 College Technical Math 1B or 10804114 College Technical Math 1B or 10804115 College Technical Math 1

10809198 Intro to Psychology
- 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.
- Corequisite: 10838105 Intro to College Writing or Condition: Reading Accuplacer minimum score of 74 or Equivalent
About the Career:
Physicians and other healthcare professionals regularly dictate notes about patients' medical care. A medical administrative specialist/transcriptionist listens to the dictation and transcribes it quickly and accurately into a report so it is ready to print for future reference. The first year of the program is approved by the Association for Healthcare Documentation Integrity (AHDI) which indicates that it follows the AHDI recommended model curriculum.

The medical administrative specialist processes health insurance claim forms using ICD and CPT codes and conducts patient billing procedures, plans meetings and events along with travel and guest arrangements, and assists physicians with reports and speeches. The medical administrative specialist may also arrange for patients to be hospitalized and order supplies. A career as a medical administrative specialist/transcriptionist is an excellent choice if you are detail-oriented, disciplined, organized, and looking for opportunities to work with office technology in a healthcare setting.

Careers:
Medical Administrative Specialist/Transcriptionists are employed at:

- Clinics
- Home Healthcare Agencies
- Hospitals
- Insurance Companies
- Medical Product Manufacturers
- Medical Publishers
- Medical Schools
- Rehabilitation Facilities
- Transcription Companies
- Home-Based Offices
- Home Healthcare Agencies
- Rehabilitation Facilities
- Medical Publishers
- Medical Schools
- Medical Product Manufacturers
- Home-Based Offices

Admissions Steps:
- Application
- Application Fee
- Entrance Assessment Scores
- Transcript
- Background Check
- Program Advising Session
- Keyboarding—25 words per minute by touch. Cannot be used as elective credit.

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Program Outcomes:
You will learn to:
- Demonstrate the various formats required for transcribing history and physical, radiology, discharge summary, operative reports, and clinical chart notes and laboratory test measurements.
- Use medical reference books efficiently.
- Use medical reference books efficiently.
- Use medical reference books efficiently.
- Demonstrate an understanding of the medical/legal aspects of health information practices, including HIPAA regulations, confidentiality, release of information, informed consent, malpractice, and hospital, physician, and employee liability.
- Perform front office activities such as scheduling appointments, processing incoming and outgoing mail, ordering supplies and maintaining inventories; and handling all banking procedures, filing procedures, correspondence, telephone calls, billing, and collection with expertise in customer service.
- Create and integrate word processing, spreadsheet, database, and presentation documents using Microsoft Word, Excel, Access, and PowerPoint.
- Increase speed and accuracy on the keyboard.
- Develop a professional attitude with the ability to work effectively as a team player in a diverse work group.
- Apply organizational skills to the management of projects, daily schedules, work priorities, multiple tasks, and unexpected interruptions.

Approximate Costs:
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

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<td>English</td>
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Transfer agreements are available with the following institutions:

Capella University  
Concordia University  
Franklin University  
Herzing University  
Lakeland College  
Ottawa University  
Silver Lake College  
University of Phoenix  
Upper Iowa University  
UW-Green Bay  
UW-Oshkosh  
UW-Stout

1010150 Office Accounting  
...introduces the learner to the principles of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payrolls, and bank reconciliations.

10105122 Internship-Medical Administrative Specialist  
...requires students to complete 72 hours (1 credit) of performing work in a business/industry setting related to their program and 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 must be enrolled periodically at LTC.

PREREQUISITE: 10106153 Medical Transcription I  
10106145 Medical Administration Procedures and COREQUISITE: 10106149 Health Insurance Claims

10106102 Information Management  
...introduces the student to basic concepts, concepts, filing indexes, systems (alphabetical and numeric), correspondence filing, new filing equipment, new methods of storing and recording records, and Microsoft Access including the principles and procedures for developing, managing, and maintaining a filing system in a modern office.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

10106103 Portfolio Assessment - Administrative  
...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.

COREQUISITE: 10106179 Professional and Career Development

10106112 Drug Terminology for Transcription  
...provides the learner with skills in receptionist techniques, appointment scheduling, filing, medical record management, credit and collections, medical ethics and legalities, confidentiality and release of information. It prepares the learner to develop a professional portfolio, complete application materials, and successfully interview for a position. Laboratory work focuses on electronic applications using medical office applications software.

PREREQUISITE: 10106131 Document Formatting and 10106145 Medical Administration Procedures and 10106151 Medical Transcription I

10106128 Keyboard-Speedbuilding 1  
...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

PREREQUISITE: 10106134 Keyboard-Speedbuilding 2

10106134 Keyboard-Speedbuilding 2  
...enhances the learner's ability to improve keyboarding speed and accuracy. Through diagnostic testing, goals are determined for practice relevant to the needs of each student.

PREREQUISITE: 10106131 Document Formatting and 10106132 Keyboard-Speedbuilding 1

10106145 Medical Administrative Procedures  
...provides the learner with skills in receptionist techniques, appointment scheduling, filing, medical record management, credit and collections, medical ethics and legalities, confidentiality and release of information. It prepares the learner to develop a professional portfolio, complete application materials, and successfully interview for a position. Laboratory work focuses on electronic applications using medical office applications software.

PREREQUISITE: 10106131 Document Formatting and 10106151 Medical Transcription I

10106149 Health Insurance Claims  
...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 all HIPAA 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 10105122 Internship-Medical Administrative Specialist

10106151 Medical Transcription 1  
...An beginning course in medical transcription. The student will gain insight into unique typing applications for medical documents, confidence in choosing the correct term to give intended meaning, and a comprehension of what and how physicians dictate. Format, accuracy, proofreading, and terminology are emphasized.

COREQUISITES: 10106131 Document Formatting, 10806103 Body Structure and Function, 10106112 Drug Terminology for Transcription and CONDITION: 101064 Medical Administrative Specialist or 311067 Medical Transcriptionist requirements met.

10106152 Medical Transcription 2  
...An intermediate/advanced course in medical transcription that is designed to give the student additional confidence and skill in medical transcription through additional transcription practice. Transcription will include dictation from physicians who have foreign accents. Emphasis will be on increased productivity as well as accuracy, proofreading, and terminology.

PREREQUISITE: 10106151 Medical Transcription 1

10106164 Information Technology Essentials  
...prepares the learner with the skills to keyboard and format business documents, use SmartArt, create and manage styles and create ad into templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

10106166 Microcomputer Business Applications III  
...expands the learner's ability to use Microsoft Word by utilizing advanced table functions, format multiple-page documents with headers, footers, footnotes and endnotes, perform merge operations for correspondence and labels, create customized forms; create a Table of Contents and Index in long documents and create an index in Microsoft Access including Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Emphasis will be on final projects using all of the software packages, especially Microsoft Access. 

PREREQUISITE: 10105122 Internship-Medical Administrative Specialist

10106167 Microcomputer Business Applications II  
...prepares the learner to create a workbook, utilize formulas and functions, apply formatting functions, print spreadsheet files, edit and manipulate spreadsheets and workbooks, create and modify charts, analyze spreadsheet data, create templates, and apply database features to a spreadsheet.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

10106179 Professional and Career Development  
...prepares the learner 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.

PREREQUISITE: 10106131 Document Formatting and 10106132 Keyboard-Speedbuilding 1

10106193 Meeting and Event Planning  
...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 191091 Meeting and Event Planning

10530182 Human Disease For Hlth Profes  
...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 pharmacology) for each disease.

COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Structure and Function
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

### About the Career
Before you see your physician during a typical office visit, it’s very likely you’ll interact with a medical assistant first. Medical assistants serve an important role on the healthcare team by performing a wide variety of clinical and clerical skills. If you want a career that features opportunities to work in the administrative, laboratory, and patient care areas of a physician’s office or clinic, medical assisting may be just what you’re looking for.

### Careers
- Administrative/Clerical Staff
- Electrocardiogram Technician
- Medical Assistant
- Medical Insurance Clerk
- Medical Laboratory Assistant
- Phlebotomist

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of "B" in 10106100, Keyboarding, or by advanced placement testing.
- Nursing Assistant Competency
- Functional Abilities Statement of Understanding Form

### Program Outcomes
You’ll learn to:
- Perform medical office administrative functions.
- Provide patient care in accordance with regulations, policies, laws, and patient rights.
- Perform medical laboratory procedures.
- Demonstrate professionalism in a health care setting.
- Demonstrate safety and emergency practices in a health care setting.

### Other Program Expectations
You’ll need to:
- Stand and/or walk for eight-hour period.
- See fine detail.
- Hear faint noises.
- Speak fluent English.
- Possess fine manipulative skills.
- Students must provide proof of First Aid Certification and CPR certification (one- and two-person, adult, child, and infant, AED) prior to the start of the second semester.

### Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Accreditation
The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

### Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.
31509301 Medical Asst Admin Procedures
...introduces learners to office management, business administration, medical coding, risk management, and managed care in the medical office. Students learn to schedule appointments, perform billing, recordkeeping, telephone, and reception duties, while maintaining professionalism and confidentiality within ethical and legal boundaries.
CONDITION: 315091 Medical Assistant or 315164: Ophthalmic Medical Assistant program requirements met and COREQUISITE: 10501107 Introduction to Computing for Healthcare.

31509302 Human Body in Health & Disease
...focuses on diseases that are frequently diagnosed and treated in the medical office setting. The disease description, its causes, signs and symptoms, diagnostic procedures, usual treatment, prognosis and prevention of common diseases are addressed.
COREQUISITE: 315011 Medical Terminology or PREREQUISITE: 10806105 Medical Terminology.

31509303 Medical Asst Lab Procedures 1
...introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.
COREQUISITE: 315091 Medical Assistant, or PREREQUISITE: 10501105 Medical Terminology.

31509304 Medical Asst Clin Procedures 1
...introduces medical assistant students to the procedures performed in office settings. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting.
PREREQUISITE: 10806105 Med Term or COREQUISITE: 10501101 Medical Terminology, or 10501106: Medical Terminology. Medical Transcription program requirements met and 10806103 Body Structure and Function.

31509305 Med Asst Lab Procedures 2
...addresses laboratory procedures commonly performed by medical assistants including phlebotomy, immunology, hematology and chemistry. Students learn to perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician.
PREREQUISITE: 31509303 Medical Assistant Lab Procedures 1 and COREQUISITE: 31509006 Medical Assistant Clinical Procedures 2.

31509306 Med Asst Clin Procedures 2
...addresses patient care skills performed by the medical assistant in the medical office setting. Students learn to perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting.
PREREQUISITES: 31509304 Medical Assistant Clinical Procedures 1 and 31509305 Medical Assistant Lab Procedures 1 and COREQUISITE: 31509305 Medical Assistant Laboratory Procedures 2.
About the Career

The Medical Coding Specialist program prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home healthcare agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies, and computer software companies.

The medical coding specialist reviews medical documentation provided by physicians and other health care providers and translates this into numerical codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics, and medical research.

Careers

• Medical Coding Specialist
• Coding Specialist
• Coder
• Coding Analyst
• Claims Analyst
• Inpatient Coder
• Outpatient Coder
• Claims Processor
• Billing Specialist

Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
</tr>
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<tbody>
<tr>
<td>Arithmetic</td>
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<td>Mathematics</td>
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<td>Reading</td>
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<td>Sentence Skills</td>
<td>60</td>
</tr>
<tr>
<td>English</td>
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</tbody>
</table>

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Admission Steps

• Application
• Application Fee
• Entrance Assessment Scores
• Transcripts
• Program Advising Session

Program Outcomes

You’ll learn to:

• Assign diagnostic and procedure codes using the ICD coding system.
• Assign procedure codes using the HCPCS/CPT coding system.
• Adhere to security/privacy/confidentiality policies.
• Use computers to process information.
• Support data collection and reimbursement system.
• Communicate in a professional manner.
• Model professional behaviors, ethics, and appearance.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10501101</td>
<td>Medical Terminology</td>
<td>focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come &quot;alive&quot; through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.</td>
</tr>
<tr>
<td>10501102</td>
<td>Health Insurance and Reimbursement</td>
<td>introduces the learner to Federal, state, and private health insurance plans and managed care systems; 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.</td>
</tr>
<tr>
<td>10501107</td>
<td>Intro to Healthcare Computing</td>
<td>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.</td>
</tr>
<tr>
<td>10503175</td>
<td>Health Data Management</td>
<td>introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing. COREQUISITE: 10530181 Into to the Health Record</td>
</tr>
<tr>
<td>10530181</td>
<td>Intro to the Health Record</td>
<td>prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. It prepares learners to retrieve data from health records. Professional ethics, confidentiality, and security of information are emphasized.</td>
</tr>
<tr>
<td>10530182</td>
<td>Human Disease For Hlth Profes</td>
<td>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) or each disease. COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struct &amp; Func or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function.</td>
</tr>
<tr>
<td>10530184</td>
<td>CPT Coding</td>
<td>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. COREQUISITE: 10530182 Human Diseases for Hlth Profes or 31509302 Human Body in Hlth &amp; Disease and 10501102 Hlth Ins and Reimbursement or 10510102 Hlth Ins and Reimbursement and CONDITION: 315302 Medical Coding Specialist or 305302 Medical Coding Specialist program requirements met.</td>
</tr>
<tr>
<td>10530185</td>
<td>Healthcare Reimbursement</td>
<td>prepares learners to compare and contract health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs) and Resource Utilization Groups (RUGs) with entry-level proficiency.</td>
</tr>
<tr>
<td>10530187</td>
<td>Clinical Information Management</td>
<td>prepares learners for work with health information in various health care delivery systems and within a health information department. It prepares learners to retrieve data from health credits. Professional ethics, confidentiality and security of information are emphasized. It introduces learners to the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.</td>
</tr>
<tr>
<td>10530195</td>
<td>Applied Coding</td>
<td>prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize compliance with federal regulations and reimbursement. COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10501102 Health Insurance and Reimbursement.</td>
</tr>
<tr>
<td>10530197</td>
<td>ICD Diagnosis Coding</td>
<td>prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes in case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement.</td>
</tr>
<tr>
<td>10530199</td>
<td>ICD Procedure Coding</td>
<td>prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement.</td>
</tr>
<tr>
<td>10806177</td>
<td>General Anatomy and Physiology</td>
<td>examines basic concepts of human anatomy and physiology as they relate to health sciences. Using all 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:</td>
</tr>
</tbody>
</table>
## About the Career
Physicians and other healthcare professionals regularly dictate notes about patients' medical care. A medical transcriptionist listens to the dictation and transcribes it quickly and accurately into a report so it is ready to print for future reference. A career as a medical transcriptionist is an excellent choice if you are detail-oriented, disciplined, and organized.

### Careers
Medical transcriptionists are employed at:
- Home Healthcare Agencies
- Hospitals
- Insurance Companies
- Medical Product Manufacturers
- Medical Publishers
- Medical Schools
- Rehabilitation Facilities
- Transcription Companies
- Home-Based Offices

### Program Outcomes
You'll learn to:
- Demonstrate an understanding of the medicolegal aspects of health information practices, including HIPAA regulations; confidentiality; release of information; informed consent; malpractice; and hospital, physician, and employee liability.
- Perform front office activities such as scheduling appointments, processing incoming and outgoing mail, ordering supplies and maintaining inventories, handling all banking procedures, filing procedures, correspondence, telephone calls, and billing and collection with expertise in customer service.
- Create and integrate word processing documents using Microsoft Word and PowerPoint.
- Increase speed and accuracy on the keyboard.
- Develop a professional attitude with the ability to work effectively as a team player in a diverse work group.
- Apply organizational skills to the management of projects, daily schedules, work priorities, multiple tasks, and unexpected interruptions.
- Demonstrate time management and stress management.
- Maintain files, observing absolute confidentiality.

## Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of "B" in 10106100, Keyboarding, or by advanced placement testing—cannot be used as elective credit.
- Functional Abilities Statement of Understanding Form

## Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic</td>
<td>79</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Sentence Skills</td>
<td>86</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Reading</td>
<td>18</td>
</tr>
<tr>
<td>English</td>
<td>18</td>
</tr>
</tbody>
</table>
1010612 Drug Terminology for Transcription
- Provides the student with the principles of pharmacology and a comprehensive study of drug action and routes of administration. It is designed to give the student confidence and skill in using drug references, identifying classes of drugs by body systems, and choosing the correct drug by relating it to the condition with emphasis on spelling.

10106131 Document Formatting
- Prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

10106151 Medical Transcription I
- An intermediate/advanced course in medical transcription that is designed to give the student additional confidence and skill in medical transcription through additional transcription practice. Transcription will include dictation from physicians who have foreign accents. Emphasis will be on increased productivity as well as accuracy, proofreading, and terminology.

PREREQUISITE: 10106151 Medical Transcription I

1006146 Information Technology Essentials
- Prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook. The learner will also be taught how to use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

10106166 Microcomputer Business Applications 1
- Expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros. The learner will also be taught how to design and present effective PowerPoint presentations.

PREREQUISITE: 10106131 Document Formatting

10106179 Professional and Career Development
- Prepares the learner to identify the importance of positive attitudes and describes the need for personality development in preparation for successful employment; explains strategies for developing good relationships with coworkers, supervisors, and customers; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; and provides assessment, career exploration, and development of a job search plan including a career portfolio.

PREREQUISITE: 10106131 Document Formatting

10530182 Human Disease for Health Professionals
- 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) or each disease.

COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Structure & Function or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function.

10801195 Written Communication
- 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 Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro to Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent.
About the Career

The increasing use of radiation and radioactive materials in today's world has created a demand for nuclear technicians. This demand is expected to remain high for years to come. The Nuclear Technology program offers the student a unique opportunity to obtain the specialized training in demand by businesses and organizations licensed to utilize radioactive materials. This program can result in starting salaries higher than many four-year degree programs. It is also an excellent springboard for a four-year degree in the high-demand field of health physics and radiation safety.

About Shared Programs

Nuclear Technology classes are offered at LTC's main campus with ITV broadcasting to Northeast Wisconsin Technical College's campus in Green Bay. This means you have the option to obtain face-to-face training or via an alternate method that better fits your needs. The Nuclear Technology program is a shared program with Northeast Wisconsin Technical College.

Careers

Graduates of LTC's Nuclear Technology program have a wide variety of career opportunities waiting for them in:

- Nuclear Power Facilities
- Radioactive Waste Handling Facilities
- Radiopharmaceutical Companies
- Universities and National Laboratories
- Medical Facilities
- U.S. Department of Energy Sites
- Hospitals
- Emergency Management

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

Program Outcomes

You'll learn to:

- Perform radiological surveys for radiation and radioactive contamination.
- Follow procedures for operating and maintaining systems and equipment at nuclear facilities.
- Participate in applying nuclear technologies to a variety of industrial, medical, and research processes.
- Apply your knowledge in a variety of related occupational jobs such as reactor plant operations, maintenance, quality assurance, etc.

Approximate Costs

- $126 per credit plus $10 online fee
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

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<tbody>
<tr>
<td>Arithmetic: 100</td>
<td>Mathematics: 20</td>
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<tr>
<td>Reading: 79.5</td>
<td>Reading: 18</td>
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<tr>
<td>Sentence Skills: 86</td>
<td>English: 18</td>
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</tbody>
</table>

Note: Program start dates vary; check with your counselor for details or see http://gotoltc.edu/pdfs/coursecalendar.pdf.

Various classes have prerequisites. Check with your counselor.

Curriculum and program acceptance requirements are subject to change.

Catalog No. Class Title Credit(s)

Term 1:

10624105 Health Physics Calculations and Statistics 3.00
10624110 Nuclear Technology and Regulations 3.00
10660105 DC Fundamentals 3.00
10894188 Intermediate Algebra 4.00
10801195 Written Communication 3.00
Total 16.00

Term 2:

10624114 Nuclear Systems and Sources 3.00
10624122 Radiation Physics 3.00
10624123 Radiation Physics Lab 2.00
10660110 AC Fundamentals 3.00
10620157 Hydraulics Industrial 2.00
10801196 Oral/Interpersonal Communications 3.00
Total 16.00

Term 3 (Summer):

10806134 General Chemistry 4.00
10624118 Radiation Biology 3.00
Total 7.00

Term 4:

10624149 Reactor Plant Components 4.00
10890122 Introduction to American Government 3.00
10806154 General Physics I 4.00
10624138 Radioactive Materials Management 2.00
10624132 Radiological Emergencies 2.00
10624134 Radiation Shielding 2.00
10624135 Radiation Shielding Lab 1.00
Total 13.00

Term 5:

10624140 Radiochemistry 2.00
10895199 Psychology-Introduction to 3.00
10624145 Applied Health Physics 3.00
10624156 Nuclear Technology Program Internship OR 10624146 Applied Physics Lab (2 cr.) 2.00
Total 10.00

Term 6 (Summer):

10624148 Reactor Theory and Operation 3.00
Total 3.00
Program Total 70.00
Transfer agreements are available with the following institutions:

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<thead>
<tr>
<th>Capella University</th>
<th>Ottawa University</th>
<th>UW-Oshkosh</th>
</tr>
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<tbody>
<tr>
<td>Concordia University</td>
<td>Silver Lake College</td>
<td>UW-Stout</td>
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<tr>
<td>Franklin University</td>
<td>Thomas Edison State College</td>
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<tr>
<td>Herzing University</td>
<td>University of Phoenix</td>
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<tr>
<td>Lakeland College</td>
<td>Upper Iowa University</td>
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<tr>
<td>Marian College</td>
<td>UW-Green Bay</td>
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</table>

IMPORTANT: For more information on these agreements, visit gototc.edu/transfer.

10620157 Hydraulics - Industrial
- introduces the learner to identify hydraulic component symbols; pressure relief valve; analyze the operation of a pump; and control valves, 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.

PREREQUISITES: Math equivalency requirements met or 31457316 Trades Math Industrial Maint and 31457316T1 Trades Math Industrial Maint 1, 31457316T2 Trades Math Industrial Maint 2 or 10846118 Intern Intern College Algebra or COREQUISITE: 10840114 Tech Math 1B.

10624105 Health Physics Calculations and Statistics
- introduces the learner to solve linear and exponential equations, logarithms, plot graphs, determine counting statistics and reliability, and work with geometry and trigonometry problems.

CONDITION: 106241 Nuclear Technology Admissions Requirements Met.

10624110 Nuclear Technology and Regulations
- introduces the learner to atomic and nuclear structure, radioactivity and basic radiation regulations, and Title 10, Parts 19, 20, 30 and 35 of the Code of Federal Regulations.

CONDITION: 106241 Nuclear Technology Admissions Requirements Met.

10624114 Nuclear Systems and Sources
- introduces the learner to the components of accelerators, non-ionization radiation, isotope generators, nuclear gauging devices, X-ray tubes, nuclear reactors, and natural background sources and the radiation hazards associated with them.

CONDITION: 106241 Nuclear Technology Admissions Requirements Met.

10624118 Radiation Biology
- introduces the learner to convert measuring units and activity to dose rates, predict the effect of radiation on living cells and human organs, evaluate radiation risk, and calculate integral doses.

PREREQUISITES: 10624110 Nuclear Tech Reg & 10624105 Hlth Phys Cal/Stats & 10624114 Nuclear Syst/Sources & 10624122 Rad Phys & 10624123 Rad Phys-Lab & 10840118 Intern Alg w/ Apps or 10840113 Tech Math 1A & 10840114 Tech Math 1B.

10624122 Radiation Physics
- introduces the learner to health physics-related physics, properties of radiation, interactions of radiation with matter, detection and measuring radiation, and gas-filled and solid-state detectors.


10624123 Radiation Physics-Lab
- expands the learner's ability to perform calculations, select instruments, and analyze samples. This course is associated with 624-122, Radiation Physics.

COREQUISITE: 10624122 Radiation Physics and 10624110 Nuclear Technology & Regulations.

10624132 Radiological Emergencies
- introduces the learner to plan and assist in emergencies involving radioactive material and radiation by calculating projected doses, collecting environmental samples, following emergency plans, and managing effects.

PREREQUISITES: 10624110 Nuclear Technology and Regulations and 10624105 Health Physics Calculations and Statistics and 10624114 Nuclear Systems and Sources.

10624134 Radiation Shielding
- provides the learner with the skills to calculate radiation attenuation from various geometric radioactive sources, determine the effect of neutron radiation on materials, and estimate the exposure rate from various sources.

PREREQUISITE: 10624110 Nuclear Technology and Regulations and 10624105 Health Physics Calculations and Statistics and 10624114 Nuclear Systems and Sources.

10624135 Radiation Shielding Lab
- provides the learner with the skills to perform shielding of ionizing radiation sources and to measure the penetration of alpha beta and gamma radiation.

COREQUISITE: 10624134 Radiation Shielding.

10624138 Radioactive Material and Management
- introduces the learner to the proper methods used to dispose of radioactive waste in liquid, solid, gaseous forms; determine waste classification, packaging requirements, proper type of transport container, shipment quantity classification, storage distance for people and film during shipments by rail/vehicle public loading, proper shipping name and UN number; completion of proper shipping papers; document materials inventory/shipping.

CONDITION: 106241 Radiation Physics.

PREREQUISITES: Math equivalency requirements met or 31457316 Trades Math Industrial Maint and 31457316T1 Trades Math Industrial Maint 1, 31457316T2 Trades Math Industrial Maint 2 or 10646118 Intern Intern College Algebra or COREQUISITE: 10840114 Tech Math 1B.

10624145 Applied Health Physics
- prepares the learner to issue dosimetry, calculate neutron dose, monitor personal exposure, calculate radioactive airborne activity, concentration, estimate radioactive airborne concentration, dosage, respirators, determine contamination levels, recommend protective clothing, reduce the spread of contamination, conduct a ALARA audit, reduce the total radiation exposure, maintain records, and estimate exposure to internal organs.

PREREQUISITE: 10624122 Radiation Physics.

10624148 Reactor Theory and Operation
- introduces the learner to the basic reactor types, the fission process, reactivity/criticality, reactor kinetics, heat removal, and salts; and gas laws.

PREREQUISITE: 106241 Radiation Physics.

10624149 Reactor Plant Components
- introduces basic mechanical and electrical components used by nuclear power plants such as different types of piping, valves, pumps, filters, turbines, heat exchangers, compressors, lubrication systems, valve actuators, breakers, transformers, relays, and other equipment.

PREREQUISITE: 10624110 Nuclear Technology and Regulations and 10840118 Intermediate Algebra w/Applications and CONDITION: 106241 Nuclear Systems and Sources.

10624156 Nuclear Technology Program Internship
- internships enhance the student's ability to apply technical skills to work productively, communicate effectively, and demonstrate appropriate ethics and behavior in a professional workplace environment.

PREREQUISITE: 10624105 Health Physics Calculations & Statistics, 10624110 Nuclear Technology and Regulations, 10840118 Intermediate Algebra w/Applications and CONDITION: 10624110 Nuclear Technology and Regulations and 10624105 Health Physics Calculations & Statistics and 10840114 Tech Math 1B or 10840115 College Tech Math 1A or 10840114 Nuclear Tech Reg & 10840151 College Tech Math 1B Mod 1 or 10840114M College Tech Math 1B Mod 2 or 10840115 College Tech Math 1.

10660150 AC Fundamentals
- introduces students to the fundamentals of electrical quantities in series and parallel circuits; and factors, and social influences. It directs the student to an insightful understanding of the complexities of human behavior. It involves a survey of the theoretical foundations of behavior and managing affected personnel. describe transformer characteristics.

PREREQUISITE: 10624122 Radiation Physics.

10660151 DC Fundamentals
- provides the student to follow safety procedures, maintain a safe and healthy work environment; convert values to scientific and engineering notations; calculate math quantities; describe basic atomic theory; identify basic electrical terms; established symbols, standards; describe DC voltage characteristics and current sources and electrical resistance; measure and analyze electrical quantities in series and parallel circuits; and desolder/solder single and multi-lead components.

10660110 AC Fundamentals
- prepares the student to analyze electrical circuits using phasors 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.

CONDITION: 10660110 DC Fundamentals or 10660105 DC Fundamentals or 10660105C1 DC Fundamentals (3 cr) or 10660105C2 Fundamentals (3 cr).

10801195 Written Communication
- teaches the writing process, which includes drafting, reviewing, 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. Keyboarding skills are required for this course.

CONDITION: Written Comm Prepared Learner (Accuplacer Writing min score of 86 or Equivalent) and COREQUISITE: 10858105 Intro to College Writing or CONDITION: Reading accuplacer min score of 74 or equivalent.

10801198 Intro to Psychology
- 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 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 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 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 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 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 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 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 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 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 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 influen
### Catalog No. | Class Title | Credit(s) | Term 1 |
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<tr>
<td></td>
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**Note:** Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your counselor for details.

### About the Career
Nursing assistants play an important role in basic patient/resident care activities in hospitals, nursing homes, and other healthcare settings, including home healthcare. If you’re a good communicator, compassionate, and interested in caring for people, becoming a nursing assistant may be a rewarding career choice for you.

### Careers
- Nursing Assistant employed at:
  - Nursing Homes
  - Hospitals
  - Community-Based Residential Facilities/Adult Day Care
  - Home Health Aide in Home Healthcare Agencies

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Background Check
- Health/TB/Tetanus Form
- Signature Page From Student Handbook

### Program Outcomes
You’ll learn to:
- Communicate and interact with clients, families, and coworkers.
- Maintain and protect client rights.
- Report and record observations.
- Demonstrate ethical and legal responsibilities of the NA/HHA.
- Perform the basic nursing skills required of the NA/HHA.
- Provide for personal care and hygiene.
- Assist with the client rehabilitation and restorative care, promoting independence.
- Assist clients with long-term disabling conditions including dementia.
- Distinguish color and color intensity.
- Read and converse in English.
- Work under stress of time and job demands.
- Maintain emotional control.

### Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Training and Testing
The Nursing Assistant program meets state and federal requirements for training and testing. Upon completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

### Special Note
The Nursing Assistant program is open to eligible individuals including high school students who are at least 16 years of age or older.

This program is not eligible for financial aid.

### Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

<table>
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<td>Sentence Skills</td>
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<tr>
<td>English</td>
<td>18</td>
</tr>
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</table>
...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 online 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
### Nursing—Associate Degree

**Program No:** 10-543-1

**Associate Degree in Applied Science**

**Degree Completion Time:** Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.  

2012-2013

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<tr>
<th>Catalog No.</th>
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<td>Nursing: Pharmacology</td>
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<td>Written Communication</td>
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<td>General Anatomy and Physiology</td>
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<td>10809188</td>
<td>Developmental Psychology</td>
<td>2.00</td>
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</table>

**About the Career**

If you’re ill or injured, it’s comforting to know you’re in the care of highly skilled, well-educated healthcare professionals. At the core of that healthcare team are registered nurses whose mission is to assess and care for the ill and injured as well as to maintain health and prevent illness of individuals across the lifespan. If you work well under pressure; like math, science, communications, and problem solving; are independent; and have a strong desire to work with and help people—success may be yours as a registered nurse.

**Careers**

Upon successful completion of the program, graduates are prepared to write the NCLEX-RN exam and, upon passing that exam, may be employed as registered nurses at:

- Clinical
- Community-Based Healthcare Agencies
- Hospitals
- Nursing Homes
- Workplace-Based Healthcare

**Admissions Steps**

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Health/Body/Immunization Form
- Nursing Program Handbook
- Health Occupations Entrance Assessment (HESI)
- Chemistry Requirement
- Program Advising Session
- Functional Abilities Statement of Understanding Form

**Program Outcomes**

- Adhere to professional standards of practice within legal, ethical, and regulatory frameworks of the registered nurse.
- Use effective communications incorporating lifespan considerations.
- Assess health of individuals, families, and groups across the lifespan within the context of the community.
- Make clinical decisions to assure safe and accurate nursing care.
- Provide safe, caring interventions with diverse populations across the lifespan.
- Use teaching and learning processes to promote and restore health incorporating lifespan considerations.
- Collaborate with others to respond to the needs of individuals, families, and groups across the health-illness continuum.
- Manage care to facilitate continuity within and across health care settings.

**Other Program Expectations**

- Have CPR professional certification (one-and two-person). Adult, child, and infant AED required prior to starting clinicals.
- CNA competency must be met within 6 months of beginning nursing clinical.
- Talk, see, and hear.
- Stand, twist and bend.
- Lift up to 50 pounds up to 8 times per 4-to 8-hour clinical period.
- Tolerate environment containing products made with latex.
- See counselor for complete requirements.

**Approach Costs**

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

**Special Program Accreditation**

LTC’s Nursing—Associate Degree program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road, N.E., Suite 850, Atlanta, Georgia 30326.

**Special Note**

Students need to complete the first year of the program courses within two years. Students continuing on to the second year or entering as LPNs need to complete the second-year courses within two years. At the end of the first year of classes, successful students are eligible to take the NCLEX-PN for licensed practical nursing licensure. LPNs may be eligible for advanced standing in the program.

**Functional Abilities**

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

**Entrance Assessment Scores**

<table>
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<th>Accuplacer</th>
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</table>
Transfer agreements are available with the following institutions:

- Alverno College
- Capella University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Marquette University
- Ottawa University
- Silver Lake College
- Upper Iowa University
- UW-Green Bay
- UW-Madison
- UW-Milwaukee
- UW-Oshkosh
- UW-Stout

**Alverno College**

**Capella University**

**Concordia University**

**Franklin University**

**Herzing University**

**Lakeland College**

**Marquette University**

**Ottawa University**

**Silver Lake College**

**Upper Iowa University**

**UW-Green Bay**

**UW-Madison**

**UW-Milwaukee**

**UW-Oshkosh**

**UW-Stout**

**IMPORTANT:** For more information on these agreements, visit [goteltransfer.com](http://goteltransfer.com).
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

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About the Career

Today's businesses realize it takes efficiency and effectiveness on the part of the office staff to be successful. If your ideal work environment includes using high-tech equipment, working well with people, being organized and attentive to detail, and handling a variety of different tasks, a career as an office assistant may be a satisfying choice.

Careers
- Customer Service Representative
- Office Assistant
- Receptionist
- Mail Room Clerk

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of “B” in 10106100, Keyboarding, or by advanced placement testing—cannot be used as elective credit.
- Functional Abilities Statement of Understanding Form

Program Outcomes
You'll learn to:
- Produce accurate work and maintain a high standard of quality.
- Follow written and oral instructions and demonstrate organized office procedures.
- Develop a professional attitude.
- Demonstrate time and stress management skills.
- Demonstrate good human relations, teamwork, and communication skills with coworkers, management, and the general public.
- Demonstrate the ability to work effectively as a team player in a diverse work group.
- Apply organizational skills to the management of projects, daily schedules, work priorities, multiple tasks, and unexpected interruptions.
- Maintain files and financial records, observing absolute confidentiality.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Program Total 31.00

Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores

<table>
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<th>ACT</th>
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<td>Reading</td>
<td>55 Reading</td>
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<tr>
<td>Sentence Skills</td>
<td>70 English</td>
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</tbody>
</table>

Curriculum and program acceptance requirements are subject to change.
PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

10106124 eCommunications 
...prepares the student to keyboard text with speed and accuracy using the "touch" method.

10106164 Information Technology Essentials 
...prepares the learner to apply proofreading skills, punctuation, grammar, spelling, usage errors to edit documents, transcribe documents from prerecorded dictation, scan documents, distribute documents via email as attachments, and operate voice recognition software.

PREREQUISITE: 10106131 Document Formatting,
10106164 Info Technology Essentials.

10106132 Keyboard-Speedbuilding 1: 
...prepares the learner 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.

PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106148 Microcomputer Business Applications 2: 
...prepares the learner 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.

PREREQUISITE: 10106100 Keyboarding or Keyboarding testout equivalent.

10106179 Professional and Career Development: 
...prepares the learner to identify the importance of positive attitudes and describes the need for personality development in preparation for successful employment; explains strategies for developing good relationships with coworkers, supervisors, and customers; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; and provides assessment, career exploration, and development of a job search plan including a career portfolio.

PREREQUISITE: 10106131 Document Formatting.

10801196 Oral/Interpersonal Comm: 
...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

COREQUISITE: 10838105 Intro to Reading and Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent.

10804123 Math w Business Apps: 
...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 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro to Reading and Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent.
Ophthalmic Medical Assistant
Program No: 31-516-4
Technical Diploma

Degree Completion Time: Three Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

Term 1:
10501101 Medical Terminology 3.00
10501107 Introduction to Healthcare 2.00
31516306 Basic Ocular Science 4.00
31501301 Learning Strategies for Health Careers (Optional) -1 Cr.
Total 9.00

Term 2:
10530182 Human Diseases for Health Professionals 3.00
31516302 Optical Dispensing 3.00
31516303 Optical Concepts 3.00
31516304 Ophthalmic Pre-Testing 3.00
10086103 Body Structure and Function 3.00
31809362 Psych for Life 1.00
Total 16.00

Term 3:
10501102 Health Insurance Reimbursement 3.00
10501104 Healthcare Customer Service 2.00
31509301 Medical Assistant Administrative Procedures 2.00
31509309 Medical Law, Ethics and Professionalism 2.00
31516312 Contact Lenses 2.00
31516330 Ophthalmic Clinical Procedures and Specialty Testing 4.00
31516343 Ophthalmic Clinical Experience 3.00
Total 18.00
Program Total 43.00

About the Career
The Ophthalmic Medical Assistant program prepares students for employment in ophthalmologic and optometric practices and in retail optical settings. Students apply technical skills to perform prescreening and specialty testing, assist with dispensing glasses and contact lenses, and perform office management duties including maintaining patient information and billing and insurance processes.

Careers
- Optometric Assistant
- Ophthalmic Assistant
- Ophthalmic Medical Assistant
- Optical Assistant
- Contact Lens Technician

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Functional Abilities Statement of Understanding Form

Admissions Requirements
- Students must provide proof of First Aid Certification and CPR certification (one- and two-person, adult, child, and infant, AED) prior to the start of the second semester.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores
<table>
<thead>
<tr>
<th>Accuplacer</th>
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<tbody>
<tr>
<td>Arithmetic</td>
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<tr>
<td>Mathematics</td>
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<td>Reading</td>
<td>74</td>
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<tr>
<td>Reading</td>
<td>18</td>
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<tr>
<td>Sentence Skills</td>
<td>88</td>
</tr>
<tr>
<td>English</td>
<td>18</td>
</tr>
</tbody>
</table>

Program Outcomes
You’ll learn to:
- Apply technical skills to perform eye care prescreening and specialty testing procedures on patients accurately and efficiently.
- Apply technical skills to educate and assist patients with glasses and/or contact lenses to meet their eye health and visual needs.
- Perform business office procedures such as maintaining appointment schedules, maintaining patient records, processing insurance reimbursement, and billing patients.
- Demonstrate professional ethics, honesty, and respect when dealing with doctors, patients, and co-workers.
- Communicate clearly and professionally in both written and oral formats.

Other Program Expectations
You’ll need to:
- Stand and/or walk for eight-hour period.
- See fine detail.
- Hear faint noises.
- Speak fluent English.
- Possess fine manipulative skills.
10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement
...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.

10501104 Healthcare Customer Service
...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.

10501107 Intro to Healthcare Computing
...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems 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.

10501108 Human Disease For Hlth Profes
...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.

10806103 Body Struct & Func or CONDITION: 311067
...introduces learners to the structures, microscopic function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision.

311067
...begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses. The properties of light and the function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision.

315091 Medical Assistant or 315164
CONDITION: 315091 Medical Assistant or 315164
Ophthalmic Medical Assistant program requirements met

31516302 Optical Dispensing
...introduces learners to frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames, inserting and removing lenses, introduction to dispensing of eyewear and frame repairs.

31516303 Optical Concepts and 31516304 Ophthalmic Pre-Testing and 31516306 Basic Ocular Science and CONDITION: 315164 Ophthalmic Medical Assistant program requirements met

31516303 Optical Concepts
...begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses. The properties of light and the function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision.

31516304 Optical Dispensing
...covers the history of optometry, relationships between optometry, ophthalmology and optician and various paraprofessional careers in vision care. The course involves the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception as well as the specialized testing procedures such as keratometry and blood pressure.

31516306 Basic Ocular Science
...introduces learners to the structures, microscopic anatomy, and functional aspects of the eye and visual system. Clinical application emphasizes diseases, disorders and common treatments including pharmaceutical.

31516312 Contact Lenses
...provides the student in-depth exposure to the technical aspects of clinical contact lens practice. Lecture and laboratory experiences emphasize lens verification, patient education and evaluation.

31516330 Ophthalmic Clinical Procedures Specialty Testing
...provides the student experience and knowledge in areas of special vision care procedures: subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry, ultrasound, basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching. Patient instruction and assistance are emphasized in laboratory sessions.

31516343 Ophthalmic Experience and PREREQUISITE: 31516302 Optical Dispensing

31809362 Psychology for Life
...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.

PREREQUISITE: 31516302 Optical Dispensing and COREQUISITES: 31516312 Contact Lenses and 31516330 Ophthalmic Clinical Procedures and Specialty Testing
### Catalog No. □ Class Title □ Credit(s)

<table>
<thead>
<tr>
<th>Term 1</th>
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<tr>
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<td>10110101 □ Introduction to Paralegalism and Legal Ethics □</td>
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<tr>
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<td>10110104 □ Legal Research □</td>
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<td>10110106 □ Family Law □</td>
<td>3.00 □</td>
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<td>10110160 □ Employment Law □</td>
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<td>10110131 □ Career Exploration – Paralegal □</td>
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<tr>
<td>10809198 □ Psychology – Introduction to □</td>
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<td>10110168 □ Criminal Law – Paralegal □</td>
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<td>10086112 □ Principles of Sustainability OR □</td>
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<td>10084107 □ College Mathematics □</td>
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</table>

**Note:** Program start dates vary; check with your counselor for details.

**Curriculum and program acceptance requirements are subject to change.**

### About Shared Programs
LTC offers its Paralegal program in cooperation with Moraine Park Technical College (MPTC), Fond du Lac. As a Paralegal student you'll:
- Attend live classes at the LTC campus or attend live interactive TV classes at Moraine Park Technical College.
- Take general studies classes and labs at your local technical college.

### About the Career
Paralegals work under the supervision of lawyers in a range of tasks—researching the law, investigating; preparing for hearings, trials, and real estate closings; interviewing clients and witnesses; and preparing legal documents and other legal correspondence. Paralegals cannot give legal advice or represent clients in court. If you are detail oriented, organized, strong in communications, and enjoy researching and analyzing facts, you might find a career as a paralegal very rewarding.

### Program Outcomes
You’ll learn to:
- Provide assistance to lawyers by performing specifically designated legal work in various fields of law.
- Analyze and solve legal procedural problems.
- Resolve ethical issues by applying legal rules of professional responsibility.
- Analyze and draft legal documents.

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word Only)
- Functional Abilities Statement of Understanding

### Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Approval
LTC’s Paralegal program is approved by the American Bar Association.

### Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

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<td>Writing</td>
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<table>
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<tr>
<th>Sentence Skills</th>
<th>English</th>
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</thead>
<tbody>
<tr>
<td>86</td>
<td>18</td>
</tr>
</tbody>
</table>

### Program Requirements
- Contact the Office of Admissions for a copy of the most recent course catalog.
- Meet all admission requirements, including computer skills.
- Complete an application for admission to Paralegal studies.
- Submit official transcripts from all colleges attended.
- Meet the minimum Accuplacer scores.
- Complete the Microsoft Skills Check Form.
- Complete the Functional Abilities Statement of Understanding.
- Meet the American Bar Association standards for paralegal education.

### Program Information
- Program No: 10-110-1
- Degree Completion Time: Four Terms
- Degree Completion Time: Four Terms
- Associate Degree in Applied Science
- 2012-2013
- You’ll learn to:
  - Provide assistance to lawyers by performing specifically designated legal work in various fields of law.
  - Analyze and solve legal procedural problems.
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  - Resolve ethical issues by applying legal rules of professional responsibility.
  - Analyze and draft legal documents.
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- MSOE Rader School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

10101155 Accounting for Professionals
- is the study of the information that can be interpreted from financial statements.
- Students analyze financial statements and apply managerial concepts in an accelerated format.
- COREQUISITE: Microsoft Excel skills equivalent.

10102160 Business Law 1
- provides the learner with the skills to summarize the American legal system, diagram the state and federal court systems, evaluate dispute resolution methods in 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.

10105124 Portfolio Introduction
- provides the student with the skills 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 and present, and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student’s life.

10110101 Introduction to Paralegalism and Legal Ethics
- introduces the paralegal profession, including civil, criminal, and administrative procedure, state and federal judicial systems, legal research, case briefing, ethical rules that regulate legal practice, and substantive civil law.
- COREQUISITE: Microsoft Word skills equivalent.

10110102 Civil Litigation 1
- provides the learner with the skills to evaluate causes of action and defenses, conduct an initial client interview and review, prepare for a deposition, evaluate research and write, and understand evidentiary issues.

10110103 Civil Litigation 2
- provides the learner with the skills to develop a professional case file, prepare a witness list, prepare the witness list, prepare for a deposition, prepare for a trial, draft a summons and complaint, and understand trial evidence.

10110104 Legal Research
- provides the learner with the skills to differentiate between primary and secondary statutes and constitutional provisions, locate case law, locate administrative regulations, locate secondary authority, use correct citation format, verify and update information, and 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.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110105 Legal Writing
- provides the learner with the skills to draft legal correspondence, legal research, legal memoranda, legal briefs, and trial briefs.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110106 Family Law
- provides the learner with the skills to conduct an initial client interview for a family law case, including divorce and domestic violence, draft initial pleadings for divorce, financial family law documents, documents discovery documents, and concluding documents in divorces, assets, Form 107, pendente lite, spousal support, and child support.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110107 Legal Aspects of Business Organizations
- 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 Application, National Resolutions, Form SS-4 and 2553, Stock Certificates, Resolutions and Minutes, and Amendments and Articles of Dissolution.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110114 Administration of Estates
- provides the learner with the skills to assist attorneys to administer estates, differentiate between probate and nonprobate property, evaluate various forms of marital property, gather appropriate factual and financial information, select and draft proper 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, draft wills, and assist in the valid execution of estate planning documents.
- COREQUISITE: 101101 Paralegal and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110130 Real Estate Law - Paralegal
- provides the learner with the skills to analyze types of real estate ownership, analyze the effect of the Mortality Act on real estate sales, locate the various types of contracts, draft documents, provide an offer to purchase, negotiate a real estate sale, prepare financing documents, compare abstracting and title insurance, record deeds, compare land contracts, summarize foreclosure procedure, draft closing documents, compare landlord and tenant rights and responsibilities.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110131 Career Exploration-Paralegal
- prepares the student to explore career plans, write a resume, create a cover letter, prepare for an interview, search for work online, adapt a resume for an electronic scan, and post a cover letter on the internet.
- COREQUISITE: 10105124 Portfolio Introduction.
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met

10110132 Paralegal Internship
- enhances the participant’s ability to perform the duties of a paralegal, to seek and obtain employment as a paralegal, apply to various paralegal skills in an actual workplace setting, perform legal research and writing, and understand law office systems and administration.
- Students are responsible for seeking and obtaining an internship position for a minimum of 140 hours in a legal environment under the supervision of an attorney or other qualified professional, completing an internship agreement and learning contract, maintaining a work log and obtaining approval from the internship instructor.
- COREQUISITE: 10110105 Legal Writing and
- PREREQUISITE: 10105124 Portfolio Introduction and 10110131 Career Exploration-Paralegal.

10110140 Employment Law
- provides the learner with the skills to analyze state and federal labor laws, employment relationship job discrimination, sexual harassment, workplace privacy, labor standards, and human resource management.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110146 Criminal Law-Paralegal
- provides the learner with the skills to analyze state and federal criminal procedures, determine if a search and seizure is lawful, and understand 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, conduct a client interview, and understand jury instructions.
- COREQUISITE: 10110101 Into to Paralegalism and
- CONDITION: 101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met.

10110179 Portfolio Assessment-Paralegal
- assesses what the student has learned throughout the program and reviews project samples of their achievements and analyzes program outcomes.
- PREREQUISITE: 10105124 Portfolio Introduction and
- 10110131 Career Exploration-Paralegal.

10801195 Written Communication
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or
- CONDITION: Reading accuplacer score of 74 or equivalent.

10801196 Oral/Interpersonal Comm.
- provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual and group activities and activities.
- COREQUISITE: 10838105 Intro Reading and Study Skills or
- CONDITION: Reading accuplacer minimum score of 74 or equivalent.

10806112 Principles of Sustainability
- introduces the learner to the paralegal profession, including civil, criminal, and administrative procedure, state and federal judicial systems, legal research, case briefing, ethical rules that regulate legal practice, and substantive civil law.
- COREQUISITE: Microsoft Word skills equivalent.

10809111 Introduction to Sociology
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or
- CONDITION: Reading accuplacer score of 74 or equivalent.

10809116 Economics
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or
- CONDITION: Reading accuplacer score of 74 or equivalent.

10808195 Intro to Psychology
- introduces students to a survey of the multiple aspects of human behavior. 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or
- CONDITION: Reading accuplacer score of 74 or equivalent.
Paramedic Technician
Program No: 10-531-1
Associate Degree in Applied Science
Degree Completion Time: Varies
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

Term 1:
10531102 EMT-Basic 4.00
10806177 General/Anatomy & Physiology 4.00
10801195 Written Communication 3.00
10809196 Introduction to Sociology 3.00
10809198 Introduction to Psychology 3.00
Total 17.00

Term 2:
10806179 Advanced Anatomy & Physiology 4.00
10806197 Microbiology 4.00
10801196 Oral/Interpersonal Communication 3.00
10809188 Developmental Psychology 3.00
Total 14.00

Term 3:
10531911 EMS Fundamentals 2.00
10531912 Paramedic Medical Principles 4.00
10531913 Advanced Patient Assessment 3.00
10531914 Advanced Prehospital Pharmacology 2.00
10531915 Paramedic Respiratory Management 2.00
10531916 Paramedic Cardiology 4.00
10531917 Paramedic Clinical/Field 1 3.00
10531918 Advanced Emergency Resuscitation 1.00
Total 22.00

Term 4:
10531919 Paramedic Medical Emergencies 4.00
10531920 Paramedic Trauma 3.00
10531921 Special Patient Populations 3.00
10531922 EMS Operations 1.00
10531923 Paramedic-Cardiopulmonary 1.00
10531924 Paramedic Clinical/Field 2 4.00
Total 16.00
Program Total 69.00

Note: Terms 3 and 4 may be taken prior to Terms 1 and 2 with the exception of EMT-Basic.
Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career
Injuries, trauma, sudden illness—medical emergencies can happen at any time, in any place. Survival often depends on the initial care the injured or severely ill person receives at the scene.

Careers
Upon successful program completion, graduates are eligible to write, take, or challenge the National Registry of Emergency Medical Technicians Paramedic (NREMT-P) Exam. Graduates may be employed by city, county, or private paramedic providers.

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Functional Abilities Statement of Understanding Form

Program Outcomes
You will learn to:
- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings for a variety of patient encounters.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competency requirements for paramedic credentialing.

Other Program Expectations
You will need to:
- Walk.
- Climb.
- Possess upper/lower body strength. Ability to perform very heavy lifting (exerting in excess of 100 pounds of force occasionally and in excess of 50 pounds of force frequently).
- Speak.
- Listen.
- In addition to class time, students will be expected to spend approximately 4 hours per week in the EMS/AT Lab.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.).

Special Note
Students successfully completing the EMT-Basic course and the Terms 3 and 4 coursework of the program are able to sit for the National Registry.That a student can also apply for graduation in the EMT-Paramedic Technical Diploma program. The remaining general education and science courses can be completed afterwards to complete the Associate Degree requirements for graduation.

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Special Note
LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.

Entrance Assessment Scores
<table>
<thead>
<tr>
<th>Accuplacer</th>
<th>ACT</th>
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<tbody>
<tr>
<td>Arithmetic</td>
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<td>Sentence Skills</td>
<td>86</td>
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<tr>
<td>English</td>
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</table>
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh

IMPORTANT: For more information on these agreements, visit gototcl.edu/transfer.

10531102 Emergency Medical Technician - Basic
- provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.
- CONDITION: 105311 Paramedic Technician or 105311 Paramedic Cardiology
- Paramedic program requirements met.

1053119 EMS Fundamentals
- provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with intended outcomes of: improving EMS personnel, patients and the community.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met.

10531912 Paramedic Medical Principles
- provides the depth of anatomy, physiology and pathophysiology of major human systems while also introducing the students to shock, immunology and bleeding.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 1053119 EMS Fundamentals.

10531913 Advanced Patient Assessment Principles
- provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531912 Paramedic Medical Principles.

10531914 Advanced Prehospital Pharmacology
- provides student with comprehensive knowledge of pharmacology required to formulate and administer a pharmaceutical treatment plan intended to mitigate emergencies and improve the health of the patient.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

10531915 Paramedic Respiratory Management
- provides specific knowledge pertaining to the respiratory system and to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a respiratory complaint.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531914 Advanced Prehospital Pharmacology.

10531916 Paramedic Cardiology
- provides the principles of cardiovascular anatomy, physiology, and pathophysiology to formulate a field impression and a plan for patient care with a cardiovascular complaint.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531915 Paramedic Respiratory Management.

10531917 Paramedic Clinical/Field 1
- provides student with the opportunity to enhance their learning through the practice in the field and health care environment: experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulators.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531916 Paramedic Cardiology.

10531918 Paramedic Clinical/Field 2
- provides student with the opportunity to enhance their learning through the practice in the field and health care environment: experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulators.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531917 Paramedic Clinical/Field 1.

10531919 Medical Emergencies
- provides the student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531918 Paramedic Clinical/Field 2.

10531920 Paramedic Trauma
- provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531920 Paramedic Trauma.

10531921 Special Patient Populations
- provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for patients with special needs.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531921 Special Patient Populations.

10531922 EMS Operations
- provides the knowledge of operational roles and responsibilities to ensure patient, public and EMS personnel safety.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531922 EMS Operations.

10531924 Paramedic Clinical/Field 2
- provides student with the opportunity to enhance their learning through the practice in the field and healthcare environment: experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulators.
- CONDITION: 105311 Paramedic Technician or 315311
- EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531924 Paramedic Clinical/Field 2.

10801195 Written Communication
- 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 Wrtng or.
- CONDITION: Written Comm Prepared Learner (accuplacer Wrtng min score of 80 or equivalent; or 1083105 Intro Rdg & Study Skills or CONDITION: Reading accuplacer min score of 74 or equivalent).

10801196 Oral/Interpersonal Comm
- introduces students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
- COREQUISITE: 1083105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent.

10806177 General Anatomy and Physiology
- 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 or equivalent.

10806179 Advanced Anatomy and Physiology
- is in 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 systems such as the nervous, muscular, 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 or 10806178A General Anatomy & Physiology.

10806197 Microbiology
- introduces the student 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.

10808198 Developmental Psychology
- introduces the student to the study of human development: 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.
- COREQUISITE: 1083105 Intro Reading and Study Skills or Accuplacer Reading scoring of 74 or equivalent.

10808196 Introduction to Sociology
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economy, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
- COREQUISITE: 1083105 Intro Reading and Study Skills or Accuplacer Reading scoring of 74 or equivalent.

10808199 Intro to Psychology
- 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 integrative approach to the study of complex human relationships in personal, social, and vocational settings.
- COREQUISITE: 1083105 Intro Reading and Study Skills or Accuplacer Reading scoring of 74 or equivalent.
Pharmacy Services Management

Program No: 10-536-1

Associate Degree in Applied Science • Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

About the Program

The Associate Degree in Pharmacy Services prepares individuals to advance their roles as Pharmacy Technicians or to transition into related roles in the work place. Pharmacy Technicians are able to provide a wide range of duties in the pharmacy, and will enhance their technical skills through additional knowledge in third party payment processing and related reimbursement issues, staff/scheduling processes, customer service, and enhancing store sales. Marketing, management, and business operations are also introduced in this degree. The program culminates in a capstone course that provides the student with the opportunity to apply their education to a real-life situation through increasing store sales, creating efficient operations, improving management practices, or enhancing service to patients.

Graduates will find positions as Senior Pharmacy Technicians, Assistant Store Managers, Trainers, Pharmacy Technician Managers, and many related positions in hospital or retail pharmacies or related organizations.

Careers

• Pharmacy Technician
• Claims Review Analyst
• Senior Pharmacy Technician
• Lead Pharmacy Technician
• Assistant Pharmacy Manager
• Assistant Store Manager
• Pharmacy Technician Trainer

Admissions Steps

• Application
• Application Fee
• Transcripts
• Entrance Assessment Scores
• Program Advising Session
• Successful Completion of a Pharmacy Technician Technical Diploma Program or Transcript Evaluation

• Functional Abilities Statement of Understanding Form

Program Outcomes

You’ll learn to:

• Maintain an awareness of developments in the pharmacy and management fields as they relate to job responsibilities.

• Manage human resources and employee development.

• Resolve conflict and build teams.

• Implement a mission and goals.

• Demonstrate critical thinking and problem solving skills.

Approximate Costs

• $126 per credit (resident)
• $182 per credit (out-of-state resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

• See counseling for complete listing.

Graduation Requirements

• Students must attain a “C” or better in all required classes and maintain a grade point average of 2.0 or above to be eligible for graduation.

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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Note: Catalog numbers assigned to "elective" classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
Transfer agreements are available with the following institutions:

- Capella University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

**10102182 Business Operations**
- assesses the role of business, its internal structure and its relationship to the external environment.
- Each learner analyzes the role of business in planning, organizing, controlling, and improving the efficiency and effectiveness of operations.
- Learners will learn how to effectively perform various business functions and to work in teams.

**10104102 Marketing Principles of**
- introduces the student to the consumer decision process model.
- The bases used to segment a market, basic concepts about 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 CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met.

**10196191 Supervision**
- allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader.
- Students learn the application of strategies for 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 CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met.

**10196193 Human Resource Management**
- applies HR practices necessary to effectively value and apply employees' abilities and needs to organizational goals.
- Learners will demonstrate the application of the supervisor's role in contemporary human resource 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.

**10501101 Medical Terminology**
- focuses on the component parts of medical terms, including prefixes, suffixes, and word roots.
- Spelling, definition, and pronunciation will enhance student learning as students practice the application of medical vocabulary to areas of all body systems, as well as systemic and surgical terminology.
- Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

**10501102 Health Insurance and Reimbursement**
- provides an introduction 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 information about all幡ulatory settings, pharmacies, hospitals, and long-term care.

**10536120 Fundamentals of Nursing**
- prepares the learner to work in a community or hospital ambulatory setting.
- pharmacy by exploring the role of a pharmacy technician within the healthcare team; management and step in the prescription filling process; and identifying the top 200 drugs by brand and generic name and therapeutic class.
- CONDITION: 315361 Pharmacy Technician Admission.

**10536122 Pharmacology**
- enhances the learner's ability to act and react appropriately in the pharmacy by learning how drugs work, through examination of the anatomy, physiology, pathophysiology, and drug therapy for each of the major systems.
- CONDITION: 315361 Pharmacy Technician Admission.

**10536124 Pharmacy Drug Distribution Systems**
- is an introductory study of the basic drug distribution systems used in community and institutional pharmacy, including automation technology, pharmacist, and pharmacy technician roles, and dispensing considerations.
- CONDITION: 315361 Pharmacy Technician Admission.

**10536126 Pharmacy Parenteral Admixtures**
- provides the learner with the skills to use aseptic technique in vertical and horizontal laminar airflow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients.
- PREQUISITE: 10536120 Fund of Nursing.

**10536131 Pharmacy Community Clinical**
- provides hands-on experience in the pharmacy for 108 hours during quarter two.
- This course will include interpretation of prescriptions, ordering prescriptions on computer, pharmacy profiles, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control, coordinating and patient confidentiality.

**10536138 Calculations for Working Pharmacy Technicians**
- is an introductory study of the basic drug distribution systems used in community and institutional pharmacy, including automation technology, pharmacist, and pharmacy technician roles, and dispensing considerations.
- CONDITION: 315361 Pharmacy Technician Admission.

**10536140 Hospital Clinical**
- provides the learner with the skills to prepare parenteral admixtures, fill medication cart and unit-dose carts, control inventory, package medications, and maintain patient records in the hospital setting.
- PREQUISITE: 10536138 Pharmacy Community Clinical.

**10536150 Advanced Pharmacy Services Applications**
- allows the learner to integrate skills learned in the Pharmacy Services Management courses and apply them to the pharmacy workplace.
- Areas include staff training, development, supervision, and scheduling; customer service; PBMS processing and claims rejection management; and improving efficiency of operations, maximizing profits, and increasing sales.
- PREREQUISITE: All courses in the Associate Degree plan need to be completed prior to this course.
- CONDITION: 105361 Pharmacy Services Management.

**10801195 Written Communication**
- 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: Written Comm Prepared Learner (Accuplacer Writing score of 74 or equivalent)

**1080412 Math w Business Apps**
- 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 10834109 Pre-Algebra and Algebra.

**10809166 Introduction to Ethics**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, social interaction, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.

**10809189 Intro to Psychology**
- introduces students to the basic concepts of psychology: culture, socialization, social stratification, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.

**10809215 Macro Economics**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.

**10809216 Microeconomics**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.

**10809217 Principles of Sociology**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.

**10809231 Statistics**
- introduces students to the basic concepts of sociology: culture, socialization, social stratification, 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.
- COREQUISITE: 10831085 Intro and Study Skills or Accuplacer Reading score of 74 or equivalent.
Pharmacy Technician
Program No: 31-536-1
Technical Diploma
Degree Completion Time: Two Terms
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

Catalog No. Class Title Credit(s)

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<thead>
<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td>10501101</td>
<td>Medical Terminology</td>
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<td>10501102</td>
<td>Health Insurance and Reimbursement</td>
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<td>10536111</td>
<td>Pharmaceutical Calculations</td>
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<td>Pharmacy Business Applications</td>
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<td>10801196</td>
<td>Oral/Interpersonal Communication</td>
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<tr>
<td>10899198</td>
<td>Psychology: Introduction to Choice A (5 credits)</td>
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<td>Pharmacy Hospital Clinical</td>
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<td>10536141</td>
<td>Hospital Clinical Lab</td>
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<td><strong>Choice B (5 credits)</strong></td>
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<td>Pharmacy Community Clinical-Advanced</td>
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<td>An approved Business Course such as:</td>
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<td>104-102 Principles of Marketing</td>
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<td>104-104 Selling Principles</td>
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<td>182-108 Purchasing</td>
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<td><strong>Program Total</strong></td>
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**About Shared Programs**
LTC offers its Pharmacy Technician program in cooperation with technical colleges across the state. As a pharmacy technician student, you'll:
- Attend live, interactive TV classes sent from LTC to your local technical college.
- Receive laboratory training in local pharmacies.
- Participate in real-world, hands-on training during a 4-week clinical program.
- Take general studies classes at your local technical college.

**About the Career**
If you're ill or injured, you have access to an enormous variety of therapeutic medications, and you trust your pharmacy to correctly interpret and fill your prescriptions. Pharmacy technicians contribute to our safety by assisting pharmacists in a variety of technical tasks. If you're attentive to detail, organized, a good communicator, and like math, science, and working with people, a career as a pharmacy technician may be your prescription for success.

**Careers**
- Home IV Specialist
- Pharmacy Technician employed at:
  - Community Pharmacies
  - Hospital Pharmacies
  - Nursing Home Pharmacies

**Admissions Steps**
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Signature Page From Student Program Handbook
- Functional Abilities Statement of Understanding Form

**Program Outcomes**
You'll learn to:
- Package and label drugs for prescription dispensing.
- Prepare and deliver unit dose to the nursing services of hospitals or nursing homes.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.
- Maintain records, including patient profiles.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Comprehend and utilize medical and drug terminology common to the pharmaceutical environment.
- Practice ethical standards and recognize legal implications of your actions as they relate to yourself, the pharmacist, and the pharmacy.

**Approximate Costs**
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
- See counseling for complete listing.

**Graduation Requirements**
Students must attain a “C” or better in all required classes and maintain a grade point average of 2.0 or above to be eligible for graduation.

**Functional Abilities**
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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**Note:** Catalog numbers assigned to "elective" classes are for administrative use only. Consult with program counselor regarding your elective selection.

Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
1050110 Medical Terminology
- focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement
- 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.

10536110 Pharmaceutical Calculations
- prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536112 Pharmacy Business Applications
- prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536115 Pharmacy Law
- introduces the learner to federal and state regulations that apply to pharmacy practice.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536120 Fundamentals of Reading Prescriptions
- prepares the learner to work in a community or hospital pharmacy by exploring the role of a pharmacy technician within the healthcare team; examining each step in the prescription filling process; and identifying the top 200 drugs by brand and generic name and their uses, indications, and appropriate use in patient care.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536122 Pharmacology
- enhances the learner's ability to act and react appropriately in the pharmacy by learning how drugs work through examination of the anatomy, physiology, pathophysiology, and drug therapy for each of the major body systems.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536124 Pharmacy Drug Distribution Systems
- is an introductory study of the basic drug distribution systems used in community and institutional pharmacy, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536126 Pharmacy Parenteral Admixtures
- provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients.

PREREQUISITE: 10536119 Calculations for Working Pharmacy Technicians and CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536138 Pharmacy Community Clinical
- provides hands-on experience in a community pharmacy for 108 hours during quarter two. Areas of instruction include interpretation of prescriptions, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control, compound patient confidentiality.

COREQUISITES: 10536112 Fund of Reading Prescriptions, 10536113 Calculations for Working Pharmacy Technicians, 10536114 Fundamentals of Reading Prescriptions, and CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536140 Pharmacy Hospital Clinical
- provides the learner with the skills to prepare parenteral admixtures, fill medication carts and unit-dose drawers, control inventory, package medications, and maintain patient records in the hospital setting.

PREREQUISITES: 10536136 Pharmacy Community Clinical, 10536137 Pharmacy Calculations, and COREQUISITES: 10536141 Hospital Clinical Lab and 10536126 Pharmacy Parenteral Admixtures.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536141 Hospital Clinical Lab
- provides the learner with the skills to prepare parenteral admixtures, fill medication carts and unit-dose systems including the unit-dose system.

PREREQUISITES: 10536138 Pharmacy Community Clinical and COREQUISITES: 10536140 Pharmacy Hospital Clinical and 10536126 Pharmacy Parenteral Admixtures.

CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10536142 Pharmacy Community Clinical-Advanced
- expands the learners ability to support community pharmacy services in areas of diabetes services, immunization programs, durable medical equipment, automated dispensing systems, patient education, and over-the-counter products, in addition to traditional community services. This course involves a hands-on component in a community pharmacy and a research component.

PREREQUISITES: 10536138 Pharmacy Community Clinical and COREQUISITES: 10104102 Principles of Marketing or 10104104 Selling Principles or 10182108 Purchasing and CONDITION: 315361 Pharmacy Technician Admission Requirements Met.

10801196 Oral/Interpersonal Comm
- provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Accuplacer Reading score of 74 or equivalent.

10809198 Intro to Psychology
- 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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
## Plumbing–Apprentice

**Program No:** 50-427-3  
**Journey-Level Card**  
**Work Hours (including day school):** 8000  
**Day School Hours:** 500 • **Evening School Hours:** 260  
**5-Year Contract/Indenture**  
2012–2013

### Catalog No.  
Program: Plumbing–Apprentice  
Program No: 50-427-3  
Journey-Level Card  

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**Note:** Curriculum and program acceptance requirements are subject to change.  
Program starts in fall only; check with your counselor for details.

### About Apprenticeship

Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You’ll combine on-the-job training with on-campus learning—you’ll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you’ll earn a paycheck while you learn those skills.

### About the Career

Imagine a home or business without a plumbing system—drinking a cool glass of water, cooking, and showering would be an inconvenience at best. Plumbing systems and those who install, repair, and maintain them are critical to the building process. The Plumbing Apprenticeship program is an employer-sponsored, hands-on training program under the direction of a master plumber. If you’re looking for a specialized career that’s always in demand, becoming a journey-level plumber is an excellent choice.

### Special Notes

Apprentices indentured by the Lake to Lake Plumbing Committee will attend paid-related instruction at Fox Valley Technical College. You must have a sponsoring employer before receiving an indenture and being invited to school. Upon completion of the apprenticeship requirements, you’ll be issued a Letter of Introduction, which states your requirements have been met. You’ll use this letter of introduction to apply for work in the trade.

### Approximate Costs

Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

### Entrance Assessment Scores

<table>
<thead>
<tr>
<th>Accuplacer</th>
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### Careers

Graduates of LTC’s Plumbing Apprenticeship program are required to take and pass the journey-level license exam provided by the Department of Commerce before working as a journey-level or master plumber in a variety of residential or commercial settings.

### Construction Apprentice Application Requirements

- Apprentice Application
- Birth Certificate Copy
- Driver’s License Copy
- Entrance Assessment
- Final High School Transcripts
- Advisory Committee Interview

### Program Outcomes

You’ll learn to:

- Install and service interior and exterior underground sanitary and storm sewer work or private sewage systems.
- Install and service vertical stacks and branches, including soil, waste, vent, and conductors.
- Install and service water supply systems, including underground and above-ground domestic potable hot and cold water systems, cross-connection control, and water treatment.
- Set and connect all types of plumbing fixtures and appliances, including those connected with both the water supply and waste systems.
- Lay out various plumbing systems.
- Drill cores, work stock, and drive trucks.
50427501 Plumbing Apprentice 1
...provides the apprentice with the skills to properly design and size the sanitary drain. It introduces the apprentice to various sections of the Wisconsin Administrative Plumbing Code including but not limited to definitions, testing and maintenance, basic plumbing principles, plumbing products, and health care facilities.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427502 Plumbing Apprentice 2
...provides the apprentice with the skills to properly design and size the sanitary drain system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427503 Plumbing Apprentice 3
...provides the apprentice with the skills to properly design and size the potable water distribution system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427504 Plumbing Apprentice 4
...provides the apprentice with the skills to properly identify, prevent, and correct cross connections in the potable water supply system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427505 Plumbing Apprentice 5
...provides the apprentice with the skills to properly design and size privately owned wastewater treatment systems (POWTS).
CONDITION: 504273 Plumbing Apprentice requirements met.

50427506 Plumbing Apprentice 6
...provides the apprentice with the skills to properly design and install plumbing systems, including trap and fixture connections, indirect and local wastes, wastewater treatment components, cleanouts, storm and clear-water waste piping, and pipe hangers.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427507 Plumbing Apprentice 7
...provides the apprentice a review of the previous six semesters of training. Advanced projects of the previous semesters are also covered. This semester prepares the apprentice to complete their apprenticeship and write the state required exam.
CONDITION: 504273 Plumbing Apprentice requirements met.
### Practical Nursing

**Program No:** 31-543-1  
**Technical Diploma**

**Degree Completion Time:** Two Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

#### 2012-2013

<table>
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<tr>
<th>Catalog No.</th>
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### About the Career

If you’re ill or injured, it’s comforting to know you’re in the care of highly skilled, well-educated healthcare professionals. If you work well under pressure, like math, science, communications, and problem solving; are independent; and have a strong desire to work with and help people—a career as a practical nurse may be the choice for you.

### Careers

Upon successful completion of the first year of the program, graduates are prepared to write the NCLEX-PN exam and, upon passing that exam, may be employed as licensed practical nurses at:

- Clinics
- Hospitals
- Nursing Homes

### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Health/TB/Tetanus Form
- Nursing Program Handbook
- Health Occupations Entrance Assessment (HESI)
- Chemistry Requirement
- Program Advising Session
- Functional Abilities Statement of Understanding Form

### Program Outcomes

- Adhere to standards of practice within legal, ethical, and regulatory frameworks of the licensed practical nurse.
- Use effective communication skills recognizing lifespan considerations.
- Provide safe caring interventions with diverse populations across the lifespan.
- Assist with health assessment of individuals, families, and groups across the lifespan.
- Participate in clinical decision-making within the LPN scope of practice.
- Use principles of teaching and learning processes to reinforce teaching plans recognizing lifespan considerations.
- Work cooperatively with others to provide holistic care.
- Under supervision, manage and direct care within and across health care setting according to established protocols.

### Other Program Expectations

You’ll need to:

- Have CPR professional certification (one- and two-person, adult, child and infant AED) required prior to starting clinicals.
- CNA competency must be met within 6 months of beginning nursing clinical.
- Talk, see, and hear.
- Stand, twist and bend.
- Lift up to 50 pounds up to 8 times per 4- to 8-hour clinical period.
- Tolerate environment containing products made with latex.
- See counselor for complete requirements.

### Approximate Costs

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Special Note

Students need to complete the program classes within two years. Graduates may be eligible for entry into the second-year of the Nursing—Associate Degree program. See counselor for details.

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

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**Functional Abilities Statement of Understanding Form**

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**Entrance Assessment Scores**

- Accuplacer
- ACT

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</table>
10543101 Nursing Fundamentals...focusses on basic nursing concepts that the beginning nurse will need to provide care to diverse patients across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid electrolyte balance.

10543102 Nursing Skills...focusses on development of clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheostomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. Student must be admitted to the Nursing program and complete this course with a minimum grade of "C" or better. Do not register for this class until you are assigned a clinical slot in 543-104 in the current or next semester.

10543103 Nursing Pharmacology...elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. Student must have completed all first semester core courses. Course requires a minimum grade of "C" or better.

10543105 Nursing Health Alterations...elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. Student must have completed all first semester core courses. Course requires a minimum grade of "C" or better.

10543106 Nursing Health Promotion...focusses on topics related to health promotion in individuals and families throughout the lifespan. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. Recognizing the spectrum of healthy families we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Course requires a minimum grade of "C" or better.

10543107 Nsg: Clin Care Across Lifespan...applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized.

10543108 Nsg: Intro Clinical Care Mgt...applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. It also provides an introduction to leadership, management, and team building.

10543109 Written Communication...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.

10801196 Oral/Interpersonal Comm...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
Quality Assurance Technician

Program No: 10-623-2

Associate Degree in Applied Science

Degree Completion Time: Four Terms

Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

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Total 16.00

Term 2:

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<tr>
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<tbody>
<tr>
<td>10623123</td>
<td>Blueprint Reading, Metrology, and Calibration</td>
<td>3.00</td>
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<tr>
<td>10623131</td>
<td>Planning for Six Sigma</td>
<td>3.00</td>
</tr>
<tr>
<td>10806112</td>
<td>Principles of Sustainability</td>
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<tr>
<td>10801198</td>
<td>Speech OR 10801196</td>
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<tr>
<td>10804123</td>
<td>Math w/Business Applications</td>
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<tr>
<td>10809195</td>
<td>Economics</td>
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Total 18.00

Term 3:

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<tr>
<td>10105128</td>
<td>Career Exploration</td>
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<tr>
<td>10182106</td>
<td>Strategic Resource Management</td>
<td>3.00</td>
</tr>
<tr>
<td>10623110</td>
<td>Six Sigma Tools for Green Belts</td>
<td>3.00</td>
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<tr>
<td>10623111</td>
<td>Six Sigma Tools for Green Belts : Measure &amp; Analyze</td>
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<td>10809196</td>
<td>Sociology : Introduction to OR</td>
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<td>Introduction to American Government</td>
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Total 15.00

Term 4:

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<tr>
<td>10101155</td>
<td>Accounting for Professionals</td>
<td>3.00</td>
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<tr>
<td>10623115</td>
<td>Portfolio Assessment-Quality</td>
<td>1.00</td>
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<tr>
<td>10623112</td>
<td>Six Sigma Tools for Green Belts: Implementation</td>
<td>3.00</td>
</tr>
<tr>
<td>10623118</td>
<td>Lean Manufacturing and Execution Control</td>
<td>3.00</td>
</tr>
<tr>
<td>10623193</td>
<td>ISO 9001:2008</td>
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<tr>
<td>10623114</td>
<td>Six Sigma Black Belt</td>
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Total 16.00

Supplement:

Program Total 65.00

Note: Program start dates vary; check with your counselor for details. Curriculum and program acceptance requirements are subject to change.

About the Career:
Quality assurance is a program for the systematic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that standards of quality are being met. In simple business terms, quality assurance is the difference between success and failure. If you believe in the idea of "quality in, quality out," and you want to play a vital role in helping an organization achieve success through quality, LTC's Quality Assurance Technician program is the way to realize your goal.

Special Note:
The majority of these classes are offered in an evening delivery format with a few classes available days and evenings.

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Admissions Steps:
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Entrance Assessment Scores

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<th>Subject</th>
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<td>Arithmetic</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Reading</td>
<td>74</td>
</tr>
<tr>
<td>English</td>
<td>18</td>
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</tbody>
</table>

Program Outcomes:
You'll learn to:
- Understand total quality control concepts, inspection methods, data collection, application of sampling plans, quality cost, and quality audits.
- Utilize mathematical calculations, including metric conversions, geometry, trigonometry, and basic and advanced statistical process control techniques.
- Understand and apply Six Sigma concepts of continuous improvement.
- Understand quality systems used currently in industry. These systems include, ISO 9000, Malcolm Baldridge, and Deming Prize.
- Plan quality audits to assure quality systems are working and take corrective action through continuous improvement.

Approximate Costs:
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
10101155 Accounting for Professionals
   ...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.
   COREQUISITE: Microsoft Excel skills or equivalent.

10105124 Portfolio Introduction
   ...preparing 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.

10105128 Career Exploration
   ...preparing the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work in the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.
   PREREQUISITE: 10105124 Portfolio Introduction.

10182102 Service Operations Management
   ...introduces the student to the basic coverage of the concepts and current issues in service operations 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.

10182106 Strategic Resource Management
   ...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.

10182131 Supply Chain Management
   ...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.
   COREQUISITE: Microsoft Word, Excel or equivalent.

10623101 Quality Concepts
   ...provides an overview of quality systems, methods and analysis in operations software. Basic quality philosophies such as Deming’s principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The component of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minutab software will be taught and utilized to collect and analyze data. Techniques include: 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.
   COREQUISITE: Microsoft Word and PowerPoint skills or equivalent.

10623110 Six Sigma Tools for Green Belts - Measure and Analyze
   ...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. Will accept: 10623119 Six Sigma Tools for Supply Chain Managers in place of this class.
   COREQUISITES: Microsoft Excel skills or equivalent.

10623111 Six Sigma Tools for Green Belts - Improve & Control
   ...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 Pareto charts to implement solutions. Statistical techniques emphasized will be correlation, regression, statistical process control, control plan development, and mistake proofing.
   COREQUISITE: 10623110 Six Sigma Tools for Green Belts - Measure & Analyze or 10623119 Six Sigma Tools for Mts Mgmt and Microsoft Excel skills or equivalent.

10623112 Six Sigma Tools for Green Belts - Implementation
   ...introduces students to the implementation of a six sigma project. Students will select 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. Students will develop their project charter, time management, and constraint management.
   COREQUISITE: 10623111 Six Sigma Tools for Green Belts - Improve & Control.

10623114 Six Sigma Black Belt Supplement
   ...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 develop and implement the techniques involved in project charter, time management, and constraint management.
   PREREQUISITES: 10623119 Six Sigma Tools-Supply Chain or 10623111 Six Sigma-Meas/Anlyse and 10623111 Six Sigma-Improve/Cntrl or 10623111C3: Six Sigma-Improve/Cntrl and 10623112 Six Sigma-Impl Prj or Eqiv Six Sigma Green Belt Cert involving a Project.

10623115 Portfolio Assessment-Quality
   ...provides the student to identify what they have learned throughout the quality assurance process, 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.

10623118 Lean Manufacturing and Execution Control
   ...explores the learner’s ability 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.

10623123 Blueprint Reading, Metrology and Calibration
   ...provides knowledge and skill in the understanding of measurement, quality measurement devices and their proper application. Quality measurement devices include precision, accuracy, control of variation, gage R&R, calibration techniques, and blueprint specification reading. The quality measurement devices provided in this course will review and test the test equipment. The information shown applies how measurement and test equipment is used to ensure useful results in practical situations.

10623131 Planning for Six Sigma
   ...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 other industries, are presented and applied to the course materials.

10623193 ISO 9001:2008
   ...is designed to introduce participants to the QMS ISO 9001: 2008 standard. The course is structured to teach the QMS ISO 9001:2008 standards, how to develop procedures, and how to maintain audits. All of the QMS automotive standards will be introduced.

10801195 Written Communication
   ...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will learn to 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: 10831193 Intro to College Wrtg or COREQ: Students with Trntn Comm Prepared Learner (Accelerator: Wrtg min grade of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accelerator min grade of 74 or equivalent.

10804123 Math w Business Apps
   ...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 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading Accelerator min grade of 74 or equivalent.

10806112 Principles of Sustainability
   ...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.

10809195 Economics
   ...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.
   COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809196 Introduction to Sociology
   ...introduces students to the basic concepts of sociology - culture, socialization, social stratification, multiculturalism, 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.

10809198 Intro to Psychology
   ...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, decision-making, 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.
   COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809199 Intro to Psychology
   ...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, decision-making, 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.
   COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.
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<tr>
<th>Catalog No.</th>
<th>Class Title</th>
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<tbody>
<tr>
<td>10806177</td>
<td>General Anatomy and Physiology</td>
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**Term 1:**

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<td>10526149</td>
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<tr>
<td>10526158</td>
<td>Introduction to Radiography</td>
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<td>10526159</td>
<td>Radiographic Imaging</td>
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**Term 2 Summer**

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**Term 4:**

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<td>Modalities</td>
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<td>10526199</td>
<td>Radiographic Clinical</td>
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</tr>
<tr>
<td>10809198</td>
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<td>10809172</td>
<td>Race, Ethnic &amp; Diversity</td>
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**Term 5 Summer**

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<td>10526189</td>
<td>Radiographic Pathology</td>
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<td>10526195</td>
<td>Radiographic Quality Analysis</td>
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<td>10526197</td>
<td>Radiation Protection &amp; Biology</td>
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<td>Radiography Clinical</td>
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<td>10809196</td>
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**Prerequisites:**

- HS or College Level Algebra
- Chemistry
- Medical Terminology
- Computer Proficiency/Testing

**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

**About Shared Programs:**

LTC offers its Radiography program in cooperation with Nicolet Technical College. As a radiography student, you'll:

- Attend live or interactive TV classes.
- Take general studies classes at your local technical college.

**About the Career:**

Diagnosing certain medical conditions or injuries often requires physicians to go beyond a routine physical examination; they need to see inside the body, so an x-ray of the affected area is ordered. Radiographers work with patients to acquire the necessary diagnostic images. If you're detail-oriented, caring, interested in anatomy and physiology, able to work under pressure, and inclined to work with technology and people, a career as a radiographer may be a satisfying choice for you.

**Careers:**

Upon successful completion of the program, graduates are eligible to take the entry-level certification examination administered by the American Registry of Radiologic Technologists (ARRT) and are employed as radiographers in:

- Clinics
- Diagnostic Imaging Centers
- Radiology and Imaging Departments of Hospitals

**Admissions Steps:**

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Algebra Requirement
- Background Check
- Chemistry Requirement
- Clinical Observation
- Computer Proficiency Assessment
- Program Advising Session
- Health/TB/Tetanus Form
- Medical Terminology Requirement
- Functional Abilities Statement of Understanding

**Program Outcomes:**

You'll learn to:

- Carry out the production and evaluation of radiographic images.
- Apply computer skills in the radiographic clinical setting.
- Practice radiation safety principles.
- Provide quality patient care.
- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics.
- Apply critical thinking and problem-solving skills in the practice of diagnostic radiography.

**Approximate Costs:**

- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

**Graduation Requirements:**

Students must attain a “C” or better in all required program classes and maintain a grade point average of 2.0 or above to be eligible for graduation.

**Special Note:**

- The clinical portion of the program starts in January and has required evening, weekend, and summer hours.
- 100806177 General Anatomy and Physiology must be completed prior to beginning the occupational portion of the program.
- Postsecondary general education math course required for completion of the program by the American Society of Radiologic Technologists.
- CNA competency must be met within 12 months of starting the program.

**Accreditation:**

LTC’s Radiography program is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. Phone: 1.312.704.5300.

**Functional Abilities:**

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

**Entrance Assessment Scores**

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<th>SAT</th>
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<tr>
<td>Arithmetic - 83</td>
<td>Mathematics - 18</td>
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<tr>
<td>Reading - 79</td>
<td>Reading - 18</td>
</tr>
<tr>
<td>Sentence Skills - 86</td>
<td>English - 18</td>
</tr>
</tbody>
</table>

**Communications**

gotoltc.edu info@gotoltc.edu

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015

1.888.GO TO LTC
(1.888.468.6582)
10526148 Radiographic Procedures 1:...prepares radiography students to perform routine radiologic procedures on various parts of the body including the upper body, hip, pelvis, and ankle, to develop the knowledge and human anatomy to position the patient correctly to achieve the desired result.

CONDITION: 105261 Radiography Admissions
Requirements Met
PREREQUISITES: 10526199 Radiographic Clinical 4

10526192 Radiography Clinical 2:...is the second level clinical course that prepares radiography students to perform radiologic procedures in patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

COREQUISITE: 10526168 Radiographic Clinical 1:

10526193 Radiography Clinical 3:...is the third level clinical course which prepares radiography students to perform radiologic procedures in patients with supervision and direction. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.

PREREQUISITE: 10526162 Radiographic Clinical 2:

10526194 Imaging Equipment Operation:...introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the correction actions necessary for common equipment malfunctions. CONDITION: 105261 Radiography Admissions Requirements Met and:

COREQUISITE: 10526199 Radiographic Clinical 4:

10526195 Radiographic Quality Analysis:...prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

CONDITION: 105261 Radiography Admissions
Requirements Met and PREREQUISITES: 10526194 Imaging Equipment Operation:

10526196 Modalities:...introduces radiography students to other types of imaging including ultrasound, MRI, computed tomography, and bone density scans. Students analyze the role of various imaging technologies in health care.

PREREQUISITE: 10526191 Radiographic Procedures 2 and CONDITION: 105261 Radiography Admissions
Requirements Met:

10526197 Radiation Protection & Biology:...prepares radiography students to protect themselves and others from the hazards of radiation. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure.

PREREQUISITE: 10526194 Imaging Equipment Operation and CONDITION: 105261 Radiography Admissions
Requirements Met:

10526198 Radiography Clinical 6:...is the final clinical course which requires students to integrate and apply all knowledge learned in previous courses to the production of high quality radiographs in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

PREREQUISITE: 10526190 Radiographic Clinical 5:

10526199 Radiography Clinical 4:...is the fourth level clinical course that prepares radiography students to perform radiologic procedures in patients with supervision and direction. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

PREREQUISITE: 10526193 Radiographic Clinical 3:

10526191 Radiographic Procedures 2:...prepares radiography students to perform routine radiologic procedures on various parts of the body including the skull and spine. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

PREREQUISITE: 10526149 Radiographic Procedures 1:

10526190 Radiography Clinical 5:...is the fifth level clinical course that prepares radiography students to perform radiologic procedures on patients with some supervision. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

COREQUISITE: 10526199 Radiographic Clinical 4:

10526198 Radiography Clinical 6:...is the final clinical course which requires students to integrate and apply all knowledge learned in previous courses to the production of high quality radiographs in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

PREREQUISITE: 10526190 Radiographic Clinical 5:

10081195 Written Communication...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 Wtrg or:
CONDITION: Written Comm Prepared Learner (Accuplacer Wtrg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdrg & Study Skills or CONDITION: Reading Accuplacer minimum score of 74 or equivalent:

10081196 Oral/Interpersonal Comm...prepares students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent:

10804107 College Mathematics...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics.

PREREQUISITE: Accessuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10801195 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent:

10801197 Race, Ethnicity and Diversity Studies...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 expression of these concepts, and the consequences 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 agrarianism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading Score of 74 or equivalent:

10809172 Introduction to Sociology...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading Score of 74 or equivalent:

10809189 Intro to Psychology...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.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading Score of 74 or equivalent:

10840106 General Anatomy and Physiology...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 molecular, cellular, organ and system 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: 10861674 General Chemistry or 10806134 General Chemistry or High School Chemistry Equivalent:

125
# Sheet Metal–Apprentice

**Program No:** 50-432-1  
**Journey-Level Card**  
Work Hours (including day school): 9000  
Day School Hours: 600 • Evening School Hours: 250  
5-Year Contract/Indenture  
2012-2013

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**Note:** Curriculum and program acceptance requirements are subject to change.  
Program start dates vary; check with your counselor for details.

### About Apprenticeship

Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You'll combine on-the-job training with on-campus learning—you'll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you'll earn a paycheck while you learn those skills.

### About the Career

Sheet metal workers plan and lay out work from blueprints and sketches, fabricate parts using hand and power equipment, assemble HVAC (Heating, Ventilation, and Air Conditioning) and architectural units, and install the assembled units in the final structure. The Sheet Metal Apprenticeship program is an employer-sponsored, hands-on training program. If you like to work on projects from start to finish, using a variety of skills, check out a career as a journey-level sheet metal worker.

### Construction Apprentice Application Requirements

- Apprentice Application
- Birth Certificate Copy
- Driver's License Copy
- Entrance Assessment
- Final High School Transcripts
- Advisory Committee Interview

### Program Outcomes

You'll learn to:

- Work safely in a variety of work situations.
- Demonstrate proficiency in welding.
- Install sheet metal components according to industry standards.
- Lay out sheet metal components according to specifications.
- Fabricate sheet metal components using a variety of metal fabricating machinery.
- Interpret trade-related documents.
- Demonstrate proficiency using acetylene and hand plasma cutting.

### Approximate Costs

Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

### Entrance Assessment Scores

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<td>Elem. Algebra</td>
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### Special Notes

You must have a sponsoring employer before receiving an indenture and being invited to school.

Upon completion of the apprentice requirements, you'll be issued a Letter of Introduction, which states your requirements have been met. You'll use this letter of introduction to apply for work in the trade.
Sheet Metal Apprentice 1
...introduces the apprentice to the sheet metal industry; learn craftsmanship, use drafting equipment and materials. They will learn trade overview and history; learn hand tools and their proper use; begin drafting tools and materials; learn lines and lettering; develop orthographic projections; begin layout techniques; learn layout tools and terms and principles; and begin fabricating fittings with metal.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 2
...introduces the apprentice to parallel line, radial line, and triangulation pattern development. The apprentice will learn the following layout principles: Ogee offsets, parallel line layout, radial line layout, triangulation layout, and soldering.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 3
...introduces the apprentice to the basics of organizing time, introduction to computers, the use of scientific calculators for trigonometry and everyday equations. The apprentice will revisit orthographic drawing development; learn pattern development and fabrication of the following round tee’s, round elbows, round tapers, roof jacks, square to rounds, and transitions.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 4
...expands the apprentice’s ability to read and interpret plans and specifications as well as understanding the symbols, abbreviations, and details in blueprints. It also introduces the apprentice to OSHA safety. Included is the continuation of pattern development for duct change elbows, Ogee offsets, round Y-branch’s, and gutters and ventilators.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 5
...provides the apprentice with skills to understand the concepts of HVAC systems. The apprentice will learn how to understand the different systems and components, heat transfer theories, refrigeration theories, electrical theories, automatic controls, and field installation roles and responsibilities.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 6
...provides the apprentice with skills to understand the concepts of HVAC systems and reading plans and specs. Apprentices will interpret load calculations and sizing ductwork; understand test and balance (TAB) procedures, understand commissioning duties, become an effective project manager, interpret plans and specs, and create CAD drawings.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 7
...introduces the apprentice to Industrial Sheet Metal skills. The apprentice will be able to identify types of materials used in industrial sheet metal work, understand the weldability of each of the types of materials used in industrial work, identify the primary steps of stock metal used in industrial sheet metal applications—plates, angles, bars, beams and channels, calculate the weight of stock metal components represented in a drawing, calculate the cost of stock metal components represented in a drawing, identify the welding and drawing symbols used in industrial sheet metal, understand where pipe welding is used, understand how to safely operate power equipment that is used for industrial work, and know the appropriate PPE to use for any given situation and how to use the equipment correctly.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

Sheet Metal Apprentice 8
...teaches the apprentice to become familiar with layout principles for sheet metal items commonly found in industrial environments. The apprentice will understand the difference between plan view and elevation view, understand how to lay out a project using a combination of two of the three methods of an industrial project, become familiar with the technical aspects related to cutting heavy metals, become familiar with common shop workflow procedures, become familiar with the types of job sites where industrial work might be performed, identify and describe the six steps used for field installation, become familiar with the challenges of scheduling an industrial job, understand the importance of communicating and cooperating with other trades, understand the overall purpose and function of an industrial ventilation/exhaust system, understand the principles of airflow and how it impacts industrial ventilation/exhaust system design, be familiar with basic rigging principles, and be familiar with hand signals used during hoisting operations.
CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.
Supervisory Management
Program No: 10-196-1
Associate Degree in Applied Science
Degree Completion Time: Nine Terms
Degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No. Class Title Credit(s)

Term 1:
10105124 Portfolio Introduction 1.00
10196164 Personal Skills for Supervisors 3.00
10196191 Supervision 3.00
10196190 Leadership Development 3.00
10801195 Written Communication 3.00
10801198 Speech 3.00
Total 16.00

Term 2:
10196189 Teambuilding and Problem Solving 3.00
10196193 Human Resource Management 3.00
10105128 Career Exploration 2.00
10804123 Math with Business Applications 3.00
10809195 Economics 3.00
10809198 Introduction to Psychology 3.00
Total 17.00

Term 3:
10101155 Accounting for Professionals 3.00
10102182 Business Operations 3.00
10196134 Labor Relations and Negotiations 3.00
10196192 Managing for Quality 3.00
10809196 Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies 3.00
Total 18.00

Term 4:
10196168 Organizational Development 3.00
10196188 Project Management 3.00
10196177 Portfolio Assessment-Supervisory Management 1.00
10196136 Safety in the Workplace 3.00
10809122 Intro to American Government 3.00
OR 10806112 Principles of Sustainability 3.00
Total 13.00
Program Total 64.00

Note: Classes run year-round; check with your program counselor for details.
Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.

About the Career:
The Supervisory Management program is designed to upgrade current supervisors through mid-managers and aspiring individuals who desire to successfully meet the challenges of change and the ever-increasing demands for proficient leadership in today’s workplace. This program addresses skills to improve work morale and productivity and introduces business management concepts. Courses are offered in an evening flexible delivery format for working adults.

Careers:
- Management
- Supervisory Positions
- Team Leader
- Various Business and Industry Careers

Admissions Steps:
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

Program Outcomes:
You'll learn to:
- Effectively manage time and resources to ensure success in meeting personal and organizational goals.
- Minimize the stress on oneself and employee conflict to increase overall productivity.
- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Develop and manage teams to enhance work productivity.
- Negotiate internal problems and work relationships between groups of employees.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Delegate appropriately to responsible, capable workers to motivate people and enhance work morale and productivity.
- Understand the impact of ethical and legal aspects and the functions of HRM.

Approximate Costs:
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note:
This program is only offered in an evening delivery format or on a request basis with secured enrollment.

Functional Abilities:
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Entrance Assessment Scores:

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gotoltc.edu
info@gotoltc.edu
Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015
1.888.GO TO LTC
(1.888.468.6582)
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Marian College
- MSOE Rader School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Green Bay
- UW-Oshkosh
- UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer

10101155 Accounting for Professionals
- 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.
- COREQUISITE: Microsoft Excel skills or equivalent

10102182 Business Operations
- assesses the role of management and 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.

10105124 Portfolio Introduction
- 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.

10105128 Career Exploration
- 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: 10101254 Portfolio Introduction

10106104 Labor Relations and Negotiations
- introduces the participant to the history of the labor movement and includes the legal collective bargaining process while applying the learned skills with case studies, and not neglecting the topic of labor contract, and the simulation of a grievance arbitration.

10106117 Portfolio Assessment-Supervisory Management
- 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.
- PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Career Exploration

10106134 Legal Issues for Supervisors
- 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 effectively function in today's legal work environment. Learners will demonstrate the application of legal practices in effectively function in today's legal work environment.
- PREREQUISITE: 10105124 Portfolio Introduction

10106136 Safety in the Workplace
- 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.

10106146 Personal Skills for Supervisors
- 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 of stress are analyzed and a strategy and a strategy for coping is designed.

10106168 Organizational Development
- 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.
- CONDITION: Verification of student having completed at least 14 credits of 196 courses prior to take this class.

10106188 Project Management
- will explore the role of projects and the importance of project management in business environments. Learners will create and develop successful proposals. They will also plan, schedule, and budget for a project.
- COREQUISITE: Microsoft Excel skills or equivalent and PREREQUISITE: 10103124 Intro to MS Project - Level 1

10106189 Teambuilding and Problem Solving
- 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.
- COREQUISITE: Microsoft Excel skills or equivalent

10106190 Leadership Development
- allows the learner to apply the skills and tools necessary to fulfill his or her role as a modern leader. Each learner will demonstrate the application of 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.
- COREQUISITE: Microsoft PowerPoint skills or equivalent

10106191 Supervision
- 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 by including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.
- COREQUISITE: Microsoft Word skills or equivalent or CONDITION: 10561 R1 Pharm Mgmt or 315361 Pharm Tech: requirements met

10106192 Managing for Quality
- is designed to determine 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.

10106193 Human Resource Management
- applies the skills/tools necessary to effectively value and apply employees' abilities and needs to an organization goal.
- 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 and development, and effective use of compensation and benefit strategies.

101081195 Written Communication
- 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 Writng or CONDITION: Written Comm Prepared Learner

10801198 Speech
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

10804123 Math w Business Apps
- 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 10834109 Pre-Algebra and CONDITION: Reading accuplacer minimum score of 74 or equivalent

10809122 Introduction to American Government
- introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the processes 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology
- 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology
- introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical frameworks 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.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10838105 Intro Reading and Study Skills
About the Career
It is exciting to be part of the materials/supply management field. New technology, use of the internet, and the business-to-business e-commerce explosion have made great advances in the materials/supply management field. If you like working with people, computers, and data and are interested in working in an ever-changing logistics, manufacturing, service, or health care field, a career in materials/supply chain management is for you.

Careers
- Vendor-Managed Inventory Specialist
- Buyer
- Material Controller/Coordinator
- Buyer Planner/Scheduler
- Entry-level Project Coordinator
- Global Sourcing Supply Specialist
- Logician

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

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<tr>
<td>Sentence Skills = 86</td>
<td>English = 18</td>
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Program Outcomes
You’ll learn to:
- Provide an uninterrupted flow of materials, supplies, and services required to operate the organization.
- Manage inventory levels.
- Manage customer inventory levels.
- Maintain quality control.
- Develop productive working relationships with external constituents (such as vendors and retailers) and internal departments (such as the Marketing, Accounting, Engineering, and MIS departments).
- Analyze and negotiate contracts with suppliers, manufacturers, and/or distributors.
- Develop solutions regarding capacity and production planning, resource allocation, and facility location.
- Integrate technology into the supply chain to improve profitability; for example, utilize e-business.
- Schedule the transportation and logistics of product/service to its final destination.
- Coordinate a simple project.

Catalog No. Class Title Credit(s)

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Note: Program starts dates vary; check with your counselor for details. Curriculum and program acceptance requirements are subject to change.
Transfer agreements are available with the following institutions:

- Capella University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Herzing University
- Lakeland College
- Marian College
- MSOE Rader School of Business
- Ottawa University
- Silver Lake College
- University of Phoenix
- Upper Iowa University
- UW-Stout
- UW-Oshkosh
- UW-Green Bay

IMPORTANT: For more information on these agreements, visit gotolc.edu/transfer.

10101155 Accounting for Professionals
- ...the student to develop analytical reasoning skills.
- COREQUISITE: Microsoft Excel skills or equivalent.

10103175 Excel 2007 + Level 2
- ...prepare the learner to create special effects in a worksheet.
- PREREQUISITE: Microsoft Excel 2007 + Level 1 or 10103141 Excel 2002 + Level 1 or 10103158MS Intro to Microsoft Software.

10104128 Leadership and Professionalism
- ...prepare the student to accept a leadership role in their chosen occupation and provides opportunities to demonstrate business etiquette and professionalism in a variety of settings.

10105124 Portfolio Introduction
- ...prepare the student to develop their personal and professional portfolio.
- COREQUISITE: Microsoft Word, Excel or equivalent.

101082102 Service Operations Management
- ...introduce the student to the basic concepts of service and current issues in service operation management.
- PREREQUISITE: 10105124 Portfolio Introduction.

101082106 Strategic Resource Management
- ...introduces the student to the basic concepts of resource and emerging processes and technologies to manufacturing strategy and supply chain-related functions.
- PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Exploration.

101082107 Portfolio Assessment-Supply Chain
- ...prepare the student to identify what they have learned through the supply chain program, write a career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.
- PREREQUISITE: 10105124 Portfolio Assessment and 10105126 Career Assessment or 10105128 Career Exploration.

101082108 Purchasing
- ...introduce 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.

101082110 Negotiations
- ...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 excel in business.

101082114 Enterprise Resource Planning and Control
- ...prepare the participant to interpret market requirements.
- PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 1083105 Pre-Algebra and 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent.

10806112 Principles of Sustainability
- ...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy.

10809195 Economics
- ...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, development, and the five institutions, including family, government, economics, religion, and education.
- Core topics include demography, deviance, technology, environment, social issues, social structure, social organization, and workplace issues.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809198 Intro to Psychology
- ...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, development, and the five institutions, including family, government, economics, religion, and education.
- Core topics include demography, deviance, technology, environment, social issues, social structure, social organization, and workplace issues.
- COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent.

10809199 Written Communication
- ...teaches the writing process, which includes prewriting, drafting, revising, and editing.
- Through a variety of writing assignments, the student develops the knowledge and skills to draft, revise, and edit a variety of written documents.
- PREREQUISITE: 10831103 Intro to College Writing or CONDITION: Written Comm Required Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent.

10809207 Oral/Interpersonal Comm
- ...provides the participant with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
- COREQUISITE: 10839105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent.
- 10804123 Math w Business Apps.
About Apprenticeship

Apprenticeships are employer-sponsored training programs. You must have a contract or indenture before being invited to school. A special application process is used for these programs. Please contact the Apprenticeship Office for the proper forms.

Apprenticeship—to put it simply—you earn while you learn. If you want a career in a skilled trade, apprenticeship is the best way to get there. You'll combine on-the-job training with on-campus learning—you'll have the best of both worlds when it comes to learning the skills you need to get ahead. And even better, you'll earn a paycheck while you learn those skills.

About the Career

Tool and die makers are vital to the metalworking industry because they produce the tools, dies, and special grinding and holding devices used in mass production. The Tool and Die Apprenticeship program is an employer-sponsored, hands-on training program. If you like working with mechanical technology and manufacturing processes and you value and can work with exacting precision, your talents fit perfectly with a career as a journey-level tool and die maker.

Careers

Graduates of LTC's Tool and Die Apprenticeship program work as journey-level tool and die makers in a variety of manufacturing/industrial settings.

Entrance Assessment Scores

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<tr>
<th>Accuplacer</th>
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<td>Sentence Skills</td>
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<tr>
<td>English</td>
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</table>

Program Outcomes

You'll learn to:
- Apply basic safety practices in the machine shop.
- Interpret industrial/engineering drawings.
- Apply precision measuring methods to part inspection.
- Perform basic machine tool equipment setup and operation.
- Perform programming, setup, and operation of CNC machine tools.

Approximate Costs

Contact the LTC Apprenticeship Office or visit www.gotoltc.edu/apprenticeship for detailed information.

Special Notes

You must have a sponsoring employer before receiving an indenture and being invited to school.
50439501 Tool and Die Apprentice 1
...introduces the apprentice to the basic information necessary to become a machinist, including precision measuring instruments; set up and operate sawing and drilling machines; application of fractions, mixed numbers, decimals, roots and powers, and percentages with the use of electronic calculator; and basic print reading skills.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439502 Tool and Die Apprentice 2
...prepares the apprentice with the skills to set up and operate turning and milling machines and apply English and metric linear measurement, basic algebra, and intermediate and advanced print reading skills.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439503 Tool and Die Apprentice 3
...prepares the apprentice to interpret positions in coordinate systems, prepare a sequence of machining operations, use G&M programming codes, and prepare G&M part programs; advances skills in geometry and interpreting complex drawings.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439504 Tool and Die Apprentice 4
...prepares the apprentice to navigate "AUTOCAD" software, creating 2-D geometry, dimensioning, and saving in multiple formats; and apply equations, ratios, proportions, cutting speeds and feeds; and spur gear calculations to machining operations with the use of the Machinery's Handbook.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439505 Tool and Die Apprentice 5
...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principles, "Mastercam" computer software environment, construct 2-D geometry, and create 2-D toolpaths.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439506 Tool and Die Apprentice 6
...prepares the apprentice to use "Mastercam" to construct 3-D wire frame geometry, construct surface geometry, create rough and finish machining toolpaths using surface geometry, and geometric dimensioning and tolerancing applications.
CONDITION: 504393 Tool and Die Apprentice or 504202 Machinist Apprentice requirements met.

50439507 Tool and Die Apprentice 7
...introduces the apprentice to the principles of blanking, forming, and piercing die operations; determining stock strip layout; and applying wire and sinker EDM processes.
CONDITION: 504393 Tool and Die Apprentice requirements met.

50439508 Tool and Die Apprentice 8
...enhances the apprentice's skills in advanced die making applications in progressive dies; calculation of draw blank requirements; design and construction of principles of plastic injection, compression, and die-cast molds; and applying wire and sinker EDM processes and compound angle applications, heat treatment, and polishing methods.
CONDITION: 504393 Tool and Die Apprentice requirements met.
# Welding–Industrial

**Program No:** 31-442-1  
**Technical Diploma**  
**Degree Completion Time:** One Term (Five Months)  
**2012-2013**

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### About the Career
Evidence of welders’ work is all around us—everything from battleships, cars, and piping to the amazing dome on the U.S. Capitol Building. If you like hands-on work, have solid math and reading skills, are dedicated to accuracy, and have an eye for detail, welding is the perfect career for you.

### Careers
- Sales/Service Representative
- Production Welder-Fabricator, Maintenance and Repair Welder, Weld Inspector
- Pipe Fitter
- Structural Fitter

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding From

### Program Outcomes
You’ll learn to:
- Apply safety practices while using welding machines and metal working machines that are used in today’s industry.
- Recognize the safety hazards that are in a weld shop setting (grinders, hand tools, etc.).
- Interpret blueprints and AWS welding symbols.
- Apply basic math, algebra, and geometry concepts to the field of welding.
- Apply welding terminology used in industry.
- Troubleshoot problems with welding equipment.
- Analyze weld quality in mild steel, stainless steel, and aluminum using various welding inspection techniques.
- Perform welding in all positions using SMAW, GMAW, GTAW, and FCAW welding process.
- Perform procedures using submerged arc welding process.
- Perform procedures using oxyfuel, plasma arc cutting, and carbon arc cutting processes.
- Recognize ferrous and nonferrous materials and how they are affected by heat.

### Other Program Expectations
You’ll need to:
- Have normal or corrected vision.
- Have steady hands.
- Wear leather, cotton pants, and shirts and must supply your own safety glasses and welding gloves.

### Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.).

### Special Notes
- This program is available in a part-time, evening and full-time day offering.
- All classes meet the American Welding Society requirements.

### Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

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<td>Sentence Skills</td>
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Note: Program start dates vary; check with your counselor for details.
Curriculum and program acceptance requirements are subject to change.
Welding/Maintenance and Fabrication

Program No: 30-442-2
Technical Diploma

Degree Completion Time: Varies (Evening) 2012-2013

Catalog No. | Class Title | Credit(s)
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31442300 | Welding Introduction | 1.00
31442304 | Welding Submerged Arc (SAW) | 1.00
31442310 | Welding Shielded Metal Arc IA (Stick) | 1.00
31442312 | Welding Shielded Metal Arc IB (Stick) | 1.00
31442314 | Welding Shielded Metal Arc IIA | 1.00
31442316 | Welding Shielded Metal Arc IIB | 1.00
31442320 | Welding Gas Metal Arc IA | 1.00
31442324 | Welding Gas Metal Arc IIA | 1.00
31442326 | Welding Gas Metal Arc IIB | 1.00
31442330 | Welding Gas Tungsten Arc IA | 1.00
31442332 | Welding Gas Tungsten Arc IB | 1.00
31442334 | Welding Gas Tungsten Arc IIA | 1.00
31442336 | Welding Gas Tungsten Arc IIB | 1.00
31442340 | Welding Advance Process IA | 1.00
31442342 | Welding Advance Process IB | 1.00
31442357 | Welding Fabrication Introduction | 2.00
31442308 | Welding Metallurgy | 1.00
31442330 | Welding Fabrication Introduction | 2.00
31442387 | Welding Print Reading | 1.00

Program Total | 20.00

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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Careers
- Sales/Service Representative
- Production: Welder-Fabricator, Maintenance and Repair: Welder, Weld Inspector
- Pipe Fitter
- Structural Welder

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding From Program Outcomes

Program Outcomes
You’ll learn to:
- Apply safety practices while using welding machines and metal working machines that are used in today’s industry.
- Recognize the safety hazards that are in a weld shop setting (grinders, hand tools, etc.).
- Interpret blueprints and AWS welding symbols.
- Apply basic math, algebra, and geometry concepts to the field of welding.
- Apply welding terminology used in industry.
- Troubleshoot problems with welding equipment.
- Analyze weld quality in mild steel, stainless steel, and aluminum using various weld inspection techniques.
- Perform welding in all positions using SMAW, GMAW, GTAW, and FCAW welding process.
- Perform procedures using submerged arc welding process.
- Perform procedures using oxyfuel, plasma arc cutting, and carbon arc cutting processes.
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<td>English</td>
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</table>

136 gotoltc.edu Lakeshore Technical College 1.888.GO TO LTC info@gotoltc.edu 1290 North Avenue • Cleveland WI 53015 (1.888.468.6582)
...is an introduction to the welding field. The necessary practices, setup and shut down of SAW equipment, SMAW, GMAW and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.

31442304 Welding Submerged Arc (SMAW) welding is a common arc welding process. It requires a continuously fed consumable electrode. The molten weld bead and the arc zone are protected from atmospheric contamination by being “submerged” under a blanket of granular fusible flux. The learner will interpret SAW terminology, setup, and shut down of SAW equipment, SMAW weld safety, and perform SAW welds in the flat position.

PREREQUISITE: 30442300IN Welding Intro or 30442300 Ind Mnc Welding or 31404314 Welding Auto Svcg or Welding Intro Hands-on Exam.

31442308 Welding Metallurgy
...prepares the learner to interpret properties of ferrous materials, heat treat ferrous metals, and test the hardness of ferrous materials. The learner will interpret weld discontinuities and how heat of the weld affects base metal properties.

31442310 Welding Shielded Metal Arc IA 
...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; perform a groove weld in the flat position on mild steel plate; weld joints will be performed with E7011 and E7018 stick electrodes.

COREQUISITE: 31442300 Welding Intro or 30442300 IN Welding Intro or 31462301 Ind Mnc Welding or 31404314 Welding Auto Svcg or Welding Intro Hands-on Exam.

31442312 Welding Shielded Metal Arc IB 
...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; and make groove welds in horizontal 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: 30442305S1 SMAWI.

31442314 Welding Shielded Metal Arc IC 
...prepares the learner to use safe shop work practices; learners will experience the art of welding in the vertical and overhead position. To gain an understanding of the vertical and overhead positions, learners will perform padding plate welds on mild steel with E7018 electrode; perform fillet welds in the vertical, overhead and 5F positions; and groove and fillet welds will also be performed in the vertical and overhead position. Groove welds will be with and without backing.

COREQUISITE: 31442312 Welding Shielded Metal Arc IB (Stick) or 30442312 Welding Shielded Metal Arc IB (Stick). PREREQUISITE: 30442305S2 SMAWI.

31442316 Welding Shielded Metal Arc ID 
...prepares the learner to demonstrate safe shop work practices while making multi pass groove welds in single bevel plate in the 1G, 3G, and 4G positions using E7018 electrode. You will make multi pass fillet welds to pipe to plate in the 2F and 5F positions. You will be introduced to pipe welding in the 1G and 2G positions.

COREQUISITE: 31442314 Welding Shielded Metal Arc IA (Stick) or 31442314 Welding Shielded Metal Arc IA (Stick). PREREQUISITE: 30442308S2 SMAWI or 30442308S1 SMAWI.
### About the Career

The wind energy industry is the fastest-growing segment of renewable energy production. U.S. and Canadian commercial wind farms are experiencing annual growth of 25%. Employers seek skilled technicians for operation and maintenance activities in local wind farm settings. There is also a demand for advanced technicians with U.S. and international wind turbine manufacturers; these include installation, operation, and maintenance technicians.

Operation and maintenance positions generally remain with a given wind farm location; other technicians travel extensively with the development of new wind farms and repair/retrofitting of wind farms around the world.

**Careers**
- Wind Turbine Technician/ Mechanic/ Tower Climber
- Installation Technician
- Operation and Maintenance Technician
- Wind Farm Maintenance Manager

### Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Functional Abilities Statement of Understanding Form

### Program Outcomes

You’ll learn to:
- Install, test, service, and repair wind turbine components.
- Troubleshoot and maintain control and PLC systems.
- Wear PPE for climbing and identify safety practices for climbing.
- Practice safe wind turbine tower climbing skills.

### Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, and health-related exams)

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Please see the program website for specific functional abilities.

### Entrance Assessment Scores

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<tr>
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### Notes

- Internships—students are responsible for securing an internship and are encouraged to apply for positions well in advance of the summer term.
- Internship positions are generally paid and often are out of state.
- Class dates and times may be rescheduled due to inclement weather.

### Program Total

69.00

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**Catalog No.  Class Title  Credit(s)**

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**Note:** Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.
10482114 Excel 2007 - Level 1
introduces the learner to the following basic techniques: creating, modifying, and formatting workbooks; creating, entering, editing, and formatting tables; working with functions; inserting, formatting, and deleting charts; developing and modifying a worksheet. This course is offered in a self-paced format.

10482116 Energy Introduction to
provides an overview of the science of electrical energy generation and distribution. Topics include electricity from: the following systems: photovoltaic, wind, diesel, and natural gas. This course is offered in a self-paced format.

10464913 Wind Technician Health and Safety:
small-scale wind energy systems and wind energy-related Health and Safety (OSHA) related to the wind energy industry. It introduces the student to proper methods and procedures to control and eliminate hazards related to potential energy in the industry. Students will receive training in First Aid, CPR, rigging, and confined space and will receive a 30-hour OSHA for General Industry certification upon completion of the course.

PREREQUISITE: 10492101 Wind Systems Introduction to:

10428201 Introduction to Wind Systems
will allow students to develop skill portfolios through hands-on training in the installation, maintenance and/or troubleshooting of wind energy systems. Students will work with the hands-on aspects of small scale wind turbines that will introduce the student to proper methods and procedures to control and eliminate hazards related to potential energy in the industry. Students will receive training in First Aid, CPR, rigging, and confined space and will receive a 30-hour OSHA for General Industry certification upon completion of the course.

PREREQUISITE: 10492101 Wind Systems Introduction to:

10448213 Wind Farm Internship
will allow students to develop skill portfolios through hands-on training in the installation, maintenance and/or troubleshooting of wind energy systems. Students will work with the hands-on aspects of small scale wind turbines that will introduce the student to proper methods and procedures to control and eliminate hazards related to potential energy in the industry. Students will receive training in First Aid, CPR, rigging, and confined space and will receive a 30-hour OSHA for General Industry certification upon completion of the course.

PREREQUISITE: 10492101 Wind Systems Introduction to:

10492106 Blair 6
will allow the learner to obtain S.A.F.E. certification in tower access and rigging, and confined space awareness. The learner will review legislation and best practices for work at height; complete risk assessment; demonstrate proper tower access techniques; perform a ladder rescue; and learn air and tower access. The course is offered in a self-paced format.

COREQUISITE: 10482122 Wind Technician 1 Lab:

10494913 Wind Technician 2 Lab:
will allow the learner to obtain S.A.F.E. certification in tower access and rigging, and confined space awareness. The learner will review legislation and best practices for work at height; complete risk assessment; demonstrate proper tower access techniques; perform a ladder rescue; and learn air and tower access. The course is offered in a self-paced format.

COREQUISITE: 10482122 Wind Technician 1 Lab:

10499213 Wind System Technician 3 Lab:
will allow the learner to obtain S.A.F.E. certification in tower access and rigging, and confined space awareness. The learner will review legislation and best practices for work at height; complete risk assessment; demonstrate proper tower access techniques; perform a ladder rescue; and learn air and tower access. The course is offered in a self-paced format.

COREQUISITE: 10482122 Wind Technician 1 Lab:

10482106 Blair 6
will allow the learner to obtain S.A.F.E. certification in tower access and rigging, and confined space awareness. The learner will review legislation and best practices for work at height; complete risk assessment; demonstrate proper tower access techniques; perform a ladder rescue; and learn air and tower access. The course is offered in a self-paced format.

COREQUISITE: 10482122 Wind Technician 1 Lab:

10482126 Wind Technician 4 (2 cr) and 10620161 Pneumatics 2 or 10620162 Pneumatics or 10482124 Wind Technician 3 Lab:
will allow the student to apply safe and proper techniques with use of a click-type torque wrench, slotted torque wrench, torque wrench, torque wrench scale and torque wrench scale extension, verify appropriate torque wrench techniques in a best practice wrench lab, apply correct torque techniques in a non-destructive manner, and complete a confined space permit, assemble and test a torque wrench, and use an air and electric torque wrench.

COREQUISITE: 10482122 Wind Technician 1:

10482126 Wind Technician 4
will allow the learner to develop skill portfolios through hands-on training in the installation, maintenance and/or troubleshooting of wind energy systems. Students will work with the hands-on aspects of small scale wind turbines that will introduce the student to proper methods and procedures to control and eliminate hazards related to potential energy in the industry. Students will receive training in First Aid, CPR, rigging, and confined space and will receive a 30-hour OSHA for General Industry certification upon completion of the course.

PREREQUISITE: 10492101 Wind Systems Introduction to:

10482115 Industrial Controls Troubleshooting and Frequency Drive Procedures
will allow the learner to conduct effective machine control troubleshooting: techniques, apply proper methods and specifications to install or replace a motor and control panel, and apply the NEC and ANSI standards 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 use.

PREREQUISITE: 104619 Motor Operation Control or:

10461411 Control (3 cr):
Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. 

Note: Catalog numbers assigned to “elective” classes are for administrative use only. Consult with your counselor regarding your elective selection.

Program: start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

LTC is an equal opportunity/access employer and educator.
19-182-4 Transportation, Distribution, and Logistics (24 credits)
The Transportation, Distribution, and Logistics certificate is designed for those who wish to pursue a career in the traffic and logistics field. The transportation, distribution, and logistics career field enables individuals to work with business logistics, which includes the efficient and effective flow of goods, services, and related information from the point of origin to the point of consumption, providing a summary of the role and importance of transportation and an overview of carriers, carrier management, and technology, and strategies in logistics. Students will develop skills in the concepts and current issues in services operations management and supply chain management and learn to prioritize and sequence work, execute work plans, and implement controls. These classes may be offered during the day in a traditional format or scheduled on various evenings in an accelerated format.

19-307-4 Wisconsin Model Early Learning Standards (1 credit)
Children are our future. Nurturing and caring for them takes place in homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified child care providers to ensure the safety, well-being, and development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, earning the certificate will teach you the skills necessary for greater disaster awareness by understanding how the participant’s interpersonal skills relating to management skills in the human resources area as well as to increase understanding of business operations through role playing and class discussions. Issues of safety in the workplace will be discussed to provide a safe and secure work environment. Students will learn project management skills and how to deal with changes taking place in the workplace as well as how managers contribute to the success of the organization. Students will develop a career plan in preparing a resume to meet the employer’s requirements and regulations necessary to work effectively as a human resources specialist or as a manager with broad human resources responsibilities. Each class is scheduled for eight weeks on various evenings from 5:30 to 9:30 p.m.

19-307-2 Child Care Professional (12 credits)
Children are our future. Nurturing and caring for them takes place in homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified child care providers to ensure the safety, well-being, and development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, earning the certificate will teach you the skills necessary for greater awareness of how the incident command system is utilized during natural, technological, and intentional disasters involving an emergency response.

19-307-3 Inclusive Child Care (12 credits)
Children are our future. All children, with and without disabilities or special care needs, are entitled to the same nurturing and caring homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified child care providers to ensure the safety, well-being, and development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, earning the certificate will teach you the skills necessary for greater awareness of how the incident command system is utilized during natural, technological, and intentional disasters involving an emergency response.

19-623-1 Employment Pharmacy Technician (17 credits)
This certificate uses a planned, sequenced course progression to deliver the knowledge and skills necessary for greater awareness of how the incident command system is utilized during natural, technological, and intentional disasters involving an emergency response. The certificate offers broad information in key areas that will help you understand and perform better in your work role. Completion of the certificate offers confidence when taking the national certification exam. Classes are completed online, so you can complete them when convenient for you. Take one or all six courses. Start dates vary.

19-540-2 Emergency Management Specialist (12 credits)
Students will develop a career plan in preparing a resume to meet the employer’s requirements and regulations necessary to work effectively as a human resources specialist or as a manager with broad human resources responsibilities. Each class is scheduled for eight weeks on various evenings from 5:30 to 9:30 p.m.

19-307-1 Child Care Professional (12 credits)
Children are our future. Nurturing and caring for them takes place in homes, in schools, and in various child care facilities. Parents and guardians put their trust in qualified child care providers to ensure the safety, well-being, and development of their children—our future. If you love being with young children and want to be a part of their positive growth and development, a career in early childhood education may be a rewarding choice for you. You’ll learn to cultivate relationships with children, family, and the community; assess child growth and development; use best practices in adapting teaching and learning styles; and integrate strategies that support diversity and an anti-bias perspective.

19-575-4 Community Based Residential Facility (CBRF) Caregiver (6 modules; 2.15 credits)
The Community Based Residential Facility (CBRF) Caregiver certificate program is designed for those who wish to pursue a career in the quality technician field. The ASQC’s body of knowledge was utilized in developing the curriculum. The program is designed to: help ensure that the implementation of the activities is leading the teams, and tracking the progress of a specific project; utilize the Intro to Microsoft Project Management software.

19-606-2 Mechanical Computer-Aided Drafting (25 credits)
This certificate is designed for individuals who already have a degree (technical, associate, or bachelors) and are seeking an additional skill set to enhance their current employment or to pursue new opportunities. Students will work on learning and applying mechanical drafting standards to create working drawings. In addition, students acquire a high level of computer-aided drafting (CAD) software application skills. Mechanical computer-aided drafters work under the direction of engineering staff members to create and revise mechanical working drawings using CAD. Students passing this certificate will learn to prepare detail and assembly drawings for documentation of mechanical parts and machines using computer-aided drafting (CAD) software and are able to function effectively on both self-directed and team-oriented projects.
GENERAL INFORMATION

THE COLLEGE
Lakeshore Technical College (LTC) is a public, coeducational, vocational, technical, and adult education college which provides training for occupational preparation and upgrading.

CAREER TRAINING
Lakeshore Technical College offers more than 70 programs in the career areas of Agriculture, Apprenticeship, Automotive, Business, Computers/Electronics, Environmental, Health/Community Services, Legal, Manufacturing/Industrial as well as a variety of short-term learning opportunities.

TYPES OF EDUCATIONAL PROGRAMS AND OFFERINGS
Offerings include associate degree, technical diploma, apprenticeship, technical certificate, Adult Basic Education (ABE), High School Equivalency Diploma (HSED), General Educational Development (GED), special programs for business and industry and adult education.

Residents of the Lakeshore Technical College district have various educational needs, interests, and abilities. Therefore, LTC provides programs that are diverse and accessible. Learning opportunities are provided at various training levels. Classes are offered during the days, evenings, and some weekends. Many general education and occupational classes are also included in the part-time adult and continuing education offerings.

ASSOCIATE DEGREE PROGRAMS
Applied science associate degree programs consist of classes designed to provide the knowledge, and skills necessary to function at a technician or mid management level. Each program is approved by the Wisconsin Technical College System Board. An associate degree program consists of 60 to 70 credits.

TECHNICAL DIPLOMA PROGRAMS
Technical diploma programs are approved by the Wisconsin Technical College System Board and are focused on skills-type job performance with an emphasis on hands-on experience. Technical diploma programs place major emphasis on the development of skills necessary for job-entry positions in the workplace. A technical program consists of 2 to 70 credits.

TECHNICAL CERTIFICATE PROGRAMS
Technical certificate programs are approved by the Lakeshore Technical College District Board and consist of classes necessary to function in a specific job area.

COMMUNITY EDUCATION
Community education classes are offered at 9 centers in the district. These offerings enable students to:
- Complete some required program courses.
- Improve job related skills.
- Prepare for new and challenging careers.
- Learn new skills to maintain present employment or to advance to a new position.

WORKFORCE SOLUTIONS
Workforce Solutions program are offered to people employed in an occupation who seeks to update skills and improve knowledge relative to their present position. LTC training directors work closely with leaders of business, industry, trade, and labor to develop customized training based on organizational needs.

APPRENTICESHIP PROGRAMS
The apprenticeship training offered by LTC is approved by the Wisconsin Technical College System Board and is under the jurisdiction of the Bureau of Apprenticeship Standards, Department of Workforce Development. All apprentices must be employed and have a training contract under the provisions of the Wisconsin state apprenticeship statutes. Depending on the trade, training will vary from two to five years, which includes attending school for 288 to 1,296 hours of related training. During this time the employer pays the apprentice for the training time. In addition, apprenticeship committees and employers may require the apprentice to take additional classes at night on his or her own time. These classes are specified and are directly related to the trade.

GENERAL EDUCATION CLASSES
General Education classes in communication, behavioral science, social science, mathematics, and science help to develop communication, interaction, and problem-solving skills necessary to deal successfully with ideas, people, and processes. These classes compliment and facilitate occupational preparation and help develop important career and life skills that enable the student to cope productively with inevitable changes throughout life.

LAKESHORE TECHNICAL COLLEGE CREDIT DETERMINATION
A credit is a measure of student effort and learning which is represented by "potential hours of instruction." LTC adheres to the Wisconsin Technical College System definitions and guidelines based on the Carnegie unit of credit.
GENERAL INFORMATION

GUARANTEED RETRAINING GRADUATE-EMPLOYER
A graduate of an associate degree or technical diploma program who is a resident of this state is exempt from the fees for up to six credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for the exemption within six months of graduation and either of the following applies:

• Within 90 days after initial employment, the employer certifies that the graduate lacks entry-level job skills and specifies the deficient areas.

-OR

• The graduate certifies that all of the following apply:
  • Has not secured employment in the occupational field of the degree or diploma.
  • Has actively pursued employment in that occupational field.
  • Has not refused employment in that field or a related field.
  • Has actively sought the assistance of LTC Career Placement Services.

A student development team may be utilized to provide support for the returning graduate, and employer if applicable, to assist in determining the graduate’s instruction and support service requirements. For additional information, contact LTC Career Placement Services.

ADVISORY COMMITTEES
In conjunction with the mission, vision, LTC District Board Ends Statements, and strategic priorities of Lakeshore Technical College, advisory committees:

• Assist the district in setting a vision for the program.
• Maintain relevant instruction.
• Foster adoption of current technology.
• Represent local needs.
• Define the technical knowledge needed by instructors and staff.
• Identify continuing education training needs.
• Represent workers, supervisors, labor, and management of targeted job areas.

ACCREDITATION
Lakeshore Technical College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; ncahlc.org; 312.263.0456.

AFFILIATION
Lakeshore Technical College is one part of the Wisconsin Technical College System.

STUDENT LIFE
A variety of student activities are offered throughout the year, including program-related clubs, special entertainment programs, fitness opportunities, etc. Visit gotoltc.edu/currentstudents/index.php

LOCATION
LTC is located in the village of Cleveland, Wisconsin, halfway between the cities of Manitowoc and Sheboygan near Lake Michigan in east-central Wisconsin. The campus, easily reached by following Interstate-43 (Exit 137), is 60 miles north of Milwaukee and 50 miles south of Green Bay.

CALENDAR
Two 16-week semesters and one 8-week summer session are offered. Selected programs are offered at other dates. A midterm (December) and spring (May) graduation are held on campus.
STUDENT SERVICES

Student Services provides a variety of direct services. These services are organized under the following functional titles: Admissions; Testing Services; Diversity Services; Financial Aid; Personal, Career, and Academic Counseling; Student Billing; Career Placement Services; Student Records; and High School Relations.

ADMISSIONS
If you’re looking to earn an associate degree, technical diploma, or certificate at LTC, apply for Admission in 4 easy steps.

CHOOSE YOUR PROGRAM
LTC offers over 70 programs - each designed to prepare you for your future career. Many of our programs also transfer to advanced degree programs, keeping your options wide open for additional degrees or credentials. Explore our programs online at www.gotoltc.edu/areasofstudy/index.php or attend an upcoming event to find the right program for you.

COMPLETE YOUR APPLICATION
Online
You can submit your application online and pay the $30 program application fee, or $10 certificate application fee with your credit card through the Wisconsin Technical College system (WTCS) secure site. The application will allow you to select your LTC program and our campus for your application information.

Paper
You can submit your paper application in person or through the mail. The application can be found at http://gotoltc.edu/pdf/admsn_app.pdf. Print, complete and return the application form with the $30 program application fee, or $10 certificate application fee to:

Lakeshore Technical College
Attention: Admissions
1290 North Avenue
Cleveland, WI 53015

In-Person
You are welcome to complete your application at our campus locations in Cleveland, Manitowoc or Sheboygan. For campus hours visit http://gotoltc.edu/administration/hours.php.

SUBMIT YOUR TRANSCRIPTS
Request that all transcripts from any academic/military institutions be submitted to LTC’s admissions office. Most institutions will have a transcript request form on their website.

COMPLETE ANY ADDITIONAL REQUIREMENTS
Depending on the program you choose, there may be additional requirements to complete the admissions process. Follow the admissions steps for your program for more information about what’s needed. The information can be found at http://www.gotoltc.edu/registration/programSheets.php.

Once you’ve completed your application and are waiting to take the next steps, the following items can be completed.

- Watch your mailbox for your admissions letter.
- Schedule your ACCUPLACER assessment.
- Schedule your Program Advising session.
- Complete any other requirements for your program.
- Apply for Financial Aid.
- Activate your MyLTC account.
- Learn about transferring any college credit you may have already earned.
- Check your new student email account.
- Join LTC on Facebook.
- Attend orientation events.
- Register for classes.

INTERNATIONAL STUDENTS
LTC is authorized under SEVIS to enroll international students. Potential students should follow the enrollment policies listed below:

Procedure for International Students Who Apply and Request an I-20 for Post-high Programs at LTC:

- Complete and submit the technical college application and pay the $30 application fee (U.S. dollars). This is available on our website at gotoltc.edu.
- Submit a high school transcript and transcripts of post-high school work (English translations must be included).
- Submit proof of English language proficiency for writing, reading, speaking, and listening skills by providing a copy of an official TOEFL (Test of English as a Foreign Language) or by completing this exam at an official test center in the United States or home country. Minimum acceptable score is 550. TOEFL computer-based is 213. TOEFL-IBT is 79-80. TOEFL is not required for applicants whose native language is English.
- After receiving these documents, the student will complete either ACT/SAT, COMPASS/ASSET, or ACCUPLACER to determine eligibility for program admission.
STUDENT SERVICES

• Provide to LTC written proof of adequate financial resources for period of study to pay for tuition, room and board, transportation, and any other financial responsibilities that the student may encounter.
• Submit all other enrollments requirements and forms as required by program to LTC Student Services.
• Pay the $200 processing fee to the Student and Exchange Visitors Program. Students have the option to pay this fee with a check by mail or with a credit card via the internet.
• Direct all correspondence and questions to Don Geiger, 920.693.1206, or Jenny Beltran, 920.693.1127.

TESTING SERVICES
A wide variety of testing is provided including ACCUPLACER-LTC’s placement assessment; GED/HSED testing; test-outs for Microsoft Office products and keyboarding; CLEP (College Level Examination Program) credit by examination; HESI nursing exams; and proctored instructional testing. Students should contact Testing Services at 920.693.1184 for information, testing site options and scheduling.

TESTING PROCEDURES
• MUST have photo ID with full name and picture.
• The number of testing stations is limited at each site.
• Cell phones, electronic devices and personal items are not allowed. Lockers available in Cleveland.
• Scratch paper and pencils are supplied. Calculators are available if allowed. All must be returned to the proctor when finished. Personal calculators must be approved.
• Beverages are allowed in closed containers and kept on the floor. Snacks are not allowed.
• You may not leave for breaks after the test has started.
• Only testers are allowed in the testing areas.
• MUST be finished by closing time. Please plan your time accordingly.
• Computers are reserved for test purposes only and not available for study, internet access or printing.
• If testing on a computer, no other applications or websites are to be open.
• Violations will be reported to your instructor or the Testing Services Manager.

Direct testing procedure questions to 920.693.1184 or karen.winkel@gotoltc.edu.

ADVANCED STANDING BY TEST-OUT
Successful advanced standing by test-out requests receive tuition reimbursement based upon the refund policy. Additional information on refunds is available on the LTC website: http://gotoltc.edu/refunds.

STUDENT SERVICES/STUDENT CENTRAL
Student Services is designed to streamline customer service for a multitude of student transactions. Staff are available from 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. Fridays. Students can visit Student Services for the following items or services:
• Receive general information
• Register for classes
• Make payments
• Submit admission application form and pay admission application fee
• Obtain financial aid forms
• Obtain unofficial transcript
• Schedule appointments with counselors, admissions, Registrar, and Student Services Director
• Obtain student photo ID card
• Rent student lockers
• Sign up for student activities and promotional events and purchase event and movie tickets
• Obtain parking permits
• Obtain emergency cards
• Pick up and drop off club and bookstore items
• Drop off and pick up lost and found items

FEES
The fee structure is established and approved through the Wisconsin Technical College System Administration and Board. Payment of fees is required to complete the admission and preregistration process.
• Application Fee-A $30 nonrefundable payment submitted with completed application.
• Program Fee-A program fee will be charged for all credit classes. Vocational apprenticeship classes will be charged for each credit equivalent. The program fee is to cover registration, class, and lab fees.
• Supplemental Fee-A supplemental fee is charged to part-and full-time students taking credit classes. These monies help support graduation, Student Employment Service, Health Service, Student Government Association, clubs, student leadership and development activities, and student cultural and social events.
• GOAL and 38.14 contracts are exempt from paying the supplemental fee.

Lakeshore Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies: Human Resources Director, Lakeshore Technical College, 1290 North Avenue, Cleveland, WI 53015-1414.
STUDENT SERVICES

• GOAL fee: There is a $15 fee each semester ($10 for summer) to enroll in an unlimited number of Basic Skills courses in the GOAL labs.

• Appointment Fee for Testouts – A student may attempt to test-out of certain classes by taking an examination. The cost is $15/testout. College Level Examination Program (CLEP) test-outs are $102.

• Testout credits – After successfully testing out of a class, a student may purchase the credit(s) to appear on their transcript. The cost is $20/credit.

• ACCUPLACER Fee – Students required to take LTC’s entrance assessment, ACCUPLACER, will be charged $20. Retests are $10. Students can take the test three times in three years.

• HESI Fee – Associate Degree Nursing and Licensed Practical Nursing students are required to take exam and the cost is $32.

• World of Work Career Assessment – This assessment can aid in career selection. The cost of $35 includes the assessment and a follow-up appointment with an LTC counselor to interpretation of the results.

• Malpractice Insurance-This is required of students involved in all health occupations programs and specific home economics and trade and industry programs.

• Background Information Disclosure-This is a $16 fee required of students involved in identified programs.

• Graduation Processing Fee-A one-time $25 graduation processing fee is charged to cover the costs of degree processing.

• Transcript Requests - A $5 fee is charged for transcripts requested in writing, in person, by mail, or by fax. Transcripts are mailed within 48 hours of LTC receiving the request. There will be NO fee for transcripts requested through MyLTC. A $10 fee is charged for transcripts needed immediately.

• GED/HSED Transcript Requests – A $5/copy fee is charged for GED/HSED transcripts in writing, in person, by mail, or by fax. A $10 fee is charged for same/day turnaround requests. This fee is waived if a GED/HSED graduate is attending LTC.

PAYMENT FOR CLASSES
Generally, fees are due at the time of registration. LTC payment methods include cash, check/money order, credit card (Visa or MasterCard), a completed Financial Aid Award, a third-party authorization or by the LTC payment plan. Refer to MyLTC for detailed payment plan options and dates.

Students who expect to have expenses paid by an agency such as the Workforce Investment Act (WIA), Trade Adjustment Act (TAA), Veterans Benefits, or Department of Vocational Rehabilitation should bring a letter of authorization stating the course or courses approved for payment, and which items will be paid when the student registers or complete an Agency Payment Agreement if funding is pending. Students who have not been awarded financial aid from LTC’s Financial Aid Office and elect to sign a payment plan agreement must follow the payment plan guidelines and pay a nonrefundable participation fee at the time of signing up for the payment plan unless the student chooses the auto-withdrawal option for payment.

Any unpaid balance is the responsibility of the student. It is the student’s responsibility to ensure that all applicable financial aid, third-party payments and other outside payments are applied to their account as expected. Balances not paid by the due date are subject to:

- A late payment fee of $24.00 for failure to pay by the due date
- Referral to an outside collection agency and collection costs, and to the Tax Refund Intercept Program
- The witholding of transcripts, grades, diploma, etc.

Students are expected to check their LTC email for important billing information. Paper bills will only be mailed out quarterly.

FULL-TIME STATUS
Students are considered full-time if they are taking 12 or more credits each semester. However, it should be emphasized that in order to complete a degree program in two years, students should take 16 to 18 credits each semester.

FINANCIAL ASSISTANCE

FINANCIAL AID
An extensive program of financial aid is available for students attending LTC. The Financial Aid Office is located in the Student Services area. See the Financial Aid staff for help in applying for financial aid. Most programs are approved for funding by the U.S. Department of Education. Grants, loans, and work-study jobs are available to qualified applicants based on financial need. A Free Application for Federal Student Aid (FAFSA) must be completed.

AGENCY ASSISTANCE
Students who receive financial help through agencies such as the Bay Area Workforce Development, Division of Vocational Rehabilitation, etc., should contact the Student Billing staff in Student Services if they have questions. An authorization to charge from the agency is needed to charge tuition, books, fees, and supplies at the school. No partial charging will be allowed. Some agency regulations require strict and regular attendance.

SATISFACTORY ACADEMIC PROGRESS
The U.S. Department of Education requires Lakeshore Technical College to establish satisfactory progress requirements for financial aid recipients. The department requires standards of progress to measure both qualitative (grade point average process) and pace (number of credits earned).

All courses enrolled in will be figured in the calculation of standards regardless of whether the student received financial
STUDENT SERVICES

aid when enrolled in those courses. Students who withdraw from some or all of their courses will be assessed SAP based on all attempted credits. All credits attempted, including advanced standing, test out, repeated courses, withdrawals, incompletes and remedial courses will be counted towards SAP.

Satisfactory Academic Progress will be calculated at the end of each academic semester. Students are expected to receive a cumulative grade point average (GPA) of at least 2.0 and complete at least 67 percent of their cumulative credits attempted to remain in good standing.

Pace measure is based on the cumulative number of program credits attempted, not to exceed 150 percent of credits required in the student’s program. Also, the student must complete 67 percent of all classes attempted each semester.

Qualitative measure is based on a student’s cumulative grade point average (GPA). Student must maintain a cumulative GPA of 2.0 to remain in good standing.

Financial Aid Warning is when a student fails to meet either the pace or qualitative measure. The student is still eligible to receive financial aid while on warning.

Financial Aid Suspension is when a student fails to meet either the pace or qualitative measure after the warning period. Student is no longer eligible to receive financial aid unless the student submits an appeal or completes an academic plan. If the student fails to appeal or complete an academic plan, they will only regain financial aid eligibility if they pay for the number of classes needed to reach a cumulative minimum 2.0 GPA and 67% cumulative attempted courses.

Financial Aid Probation is when the student has an approved appeal and/or has an academic plan. This allows the student to receive one more semester of financial aid.

LAKE SHORE TECHNICAL COLLEGE FOUNDATION, INC. SCHOLARSHIPS
The LTC Foundation awards scholarships to assist students with the costs of tuition, fees, and books for both fall and spring semesters. Scholarships are available for financial need-based qualifications, merit-based qualifications, program-specific support and general student success. LTC Foundation scholarships are funded by charitable donations from local businesses, friends and alumni who elect to invest in their community by supporting technical education, the college, and its students.

LTC scholarship information can be found in the Advancement Office. Additional information and an online scholarship application form can be found on the LTC website.

NEW STUDENT ORIENTATION
New Student Orientation is recommended for all new program students. The sessions will be held prior to the start of the fall and spring semesters. At orientation, you will:

- Meet LTC staff, learn of their roles and how they can help students through to success.
- Discover the benefits in becoming an LTC student.
- Learn how to make college count.
- Get a student photo ID card, parking permit, and emergency card.
- Be introduced to campus policies, procedures, and the student conduct code.
- Receive information and learn the location of relevant information that students may access for future application.
- Increase comfort level for first day of classes at LTC.

REGISTRATION SCHEDULING SESSIONS
Students will be able to meet with counseling/ academic advising to plan their class schedules for the upcoming semester. These sessions will be held approximately four weeks prior to the end of the current semester. During these sessions, students will also be informed about payment options.

REGISTRATION
Students register online by accessing MyLTC at gotoltc.edu/ MyLTC. User ID and password are required for access. Other registration options include in person, by telephone, by fax, or by mail.

The registration process has been summed up in these six easy steps.

1-IDENTIFY THE CLASSES YOU NEED
If you’re a program student, your program information sheet includes the recommended sequence of courses you should take.

Review course prerequisites and corequisites. To find out if a class you would like to take has a co/prerequisite, visit one of the following on the LTC website:

- Searchable Class Listing
- Course Descriptions from Areas of Study

For assistance choosing classes, we recommend that you speak with your Counselor or Academic Advisor. To meet with a Counselor or Academic Advisor, please call 1.888.468.6582, ext. 1109.
2-GET YOUR CLASS INFORMATION
You’ll need some key information about each course for which you’d like to register including:
• Class Title
• Class Number or Catalog Number
You can easily obtain this information through our online Find A Class search feature, in an advertisement, or on the LTC website. Be sure to note this information on a piece of paper or download and print our Registration Worksheet before going to the next step in the Registration process.

3-REGISTER
After you’ve confirmed your registration dates, there are 3 easy options to register for your LTC class(es):

Online Registration (Preferred)
• You will need to log-in to MyLTC with your student ID number and password. Note: Mailings from Admissions contain your student ID number. Online registration access is available 24/7.
• If you have forgotten your password, you can reset it at MyLTC
• Internet Explorer is recommended for online registration
• View MyLTC informational brochure at http://gotoltc.edu/pdf/registration/myLTC.pdf for additional information about MyLTC

Phone Registration
• Hours: 7:30 a.m. to 6 p.m. Monday-Thursday; 7:30 a.m. to 3:30 p.m. Friday (Note: Waiting times will vary during peak registration times).
• Call: 1.888.468.6582, extension 1366.

In-Person
• Hours: 7:30 a.m. to 6 p.m. Monday-Thursday; 7:30 a.m. to 3:30 p.m. Friday
• The Registration Desk is located in the lower level of the Lakeshore building in Student Central
• For directions to LTC, visit http://gotoltc.edu/campusmap/index.php.

4-PAY YOUR TUITION
Payment Options
• LTC accepts a variety of payment methods:
• Payment Plan
• If you register on or after the stated tuition due date for a semester, payment of tuition and fees are due immediately

PAST DUE FEES
• Past due fees owed to LTC will result in a hold placed on your record prohibiting further services (i.e. enrollment, grades, diploma, certificate, transcript, etc). The hold will remain in effect until the financial obligation has been satisfied. LTC reserves the right to require up-front payment from a student that has had a prior outstanding financial balance.
• To view your account summary, visit MyLTC and click on “Student Center” and “Finances”.
• Send communications to:

Lakeshore Technical College
Attn: Student Billing
1290 North Avenue
Cleveland, WI 53015

5-PRINT YOUR SCHEDULE
Find instructions on how to print your schedule from MyLTC at http://www.gotoltc.edu/registration/print.php.

6-PURCHASE YOUR BOOKS
Purchase your books at the LTC Bookstore or buy them online.

STUDENT PORTAL
MyLTC is a website that provides access to information, tools, and applications you need to participate as a member of the college community. You can do the following and more. . .
• Apply for admission
• View your To Do List items
• Enroll/drop classes
• View your demographic information
• View/print your unofficial transcript
• View and pay your tuition
• Apply/view/accept financial aid
• View/print your grades
• View/print your class schedule
• Request your official transcript
• Search class offerings
• Print your enrollment verification
• Add/update your emergency contacts
• Update your phone numbers
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LTC STUDENT EMAIL
Anyone who completes an LTC admissions application form and all students who take credit classes are automatically provided an LTC email account. This email address will remain active indefinitely beyond graduation.

It is important that you check your LTC email weekly as you will receive essential information in your inbox, like registration dates, graduation information, financial aid, special events, course information and much more. Visit http://gotoltc.edu/email to learn how to access your LTC email account.

MILITARY SERVICES SPECIAL CIRCUMSTANCES READMISSION POLICY
Students who serve in the National Guard and Reserves who are ordered or inducted into active military service in the Armed Forces of the United States or who are requested to work for the federal government during a national emergency or a limited national emergency are provided priority readmission.

VETERANS
Lakeshore Technical College is approved by the State Approving Agency (SAA) at the Wisconsin Department of Veterans Affairs (WDVA) for enrollment of those persons eligible to receive GI Bill education benefits. The SAA approves specific programs offered at specific locations for veterans and other eligible persons to receive federal veterans education benefits under Title 38 of the U.S. Code. Students must initiate the processing of the necessary forms to receive state and/or federal veterans educational benefits for approved programs. See the Financial Aid Office or county veterans service officer for more information.

VETERANS STANDARDS OF PROGRESS POLICY FOR FEDERAL BENEFITS
To obtain federal veterans educational benefits government regulations require you to maintain satisfactory academic progress in the program in which you are enrolled. Academic suspension will be reported to the Veterans Administration, as officials at Lakeshore Technical College are obligated to do so. Failure to meet satisfactory progress requirements will result in:

GPA of 1.0 to 1.99 - veterans academic probation during the next semester of enrollment. During the semester you are on veterans academic probation you must achieve satisfactory progress with a 2.0 GPA or lose eligibility for benefits the following semester.

GPA of .99 or lower - veterans academic suspension. If you earn less than a 1.0 grade point average for any semester, you will lose your eligibility for veterans benefits. If you become ineligible for veterans benefits, you can reestablish eligibility by seeking counseling services through your LTC guidance counselor in order to resolve academic or other problems and to establish a meaningful plan for successful completion of your education or training. A specific request for resumption of veterans benefits following an interruption due to unsatisfactory progress or conduct must be filled out by you and your counselor and submitted to the veterans certifying official at LTC to determine whether further payments of veterans educational assistance allowance should be authorized. This form will be mailed to you with notification of your unsatisfactory progress. You can reestablish eligibility in this manner only one time. If you are suspended a second time, you will need to take six credits in a semester and pass with a 2.0 GPA or greater. You will be able to resume your benefits the semester following this.

The law prohibits any payment for a course from which you withdraw or for a course which is not used in computing graduation requirements unless mitigating or extenuating circumstances are shown. You will have one year to retake the course(s) that is required for graduation that has not been satisfactorily completed.

If you feel there are extenuating circumstances, you should notify the Veterans Administration of the circumstances. The Veterans Administration will then make a decision regarding whether the extenuating circumstances are beyond your control.

If you do write to the Veterans Administration, explain the circumstances in detail in order that a fair and just decision can be made. Be sure to include your Veterans Administration claim number. Any correspondence should be addressed to:

Veterans Administration Regional Office
P.O. Box 66830
St. Louis, MO 63166-6830

CAREER AND PERSONAL COUNSELING SERVICES
Counseling services are available day and evening to assist students with career, educational, and personal concerns. Counselors are available by appointment from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. Walk-in counseling services are also available Monday through Thursday from 9 a.m. to 3 p.m. for current students.

Career counseling may begin before a student is enrolled and continue while a student is attending LTC. The person’s interests, aptitudes, values, goals, and employment experiences are reviewed to assist in making a career decision.

Counseling is provided to assist students in making appropriate career selections considering personal goals.

One exploration opportunity is the World of Work Inventory (WOW). This exploration activity is for individuals interested in making a career change or simply wanting to know more about their general abilities. This comprehensive pencil/paper or internet-based assessment process is designed to help a student learn about career interests, vocational training potentials, general aptitudes, and personal work satisfiers/temperaments.
The WOW will help determine general occupational groupings consistent with the test results. The easy-to-read narrative will identify vocational strengths, sources of additional career information, and occupational clusters to begin the career decision-making process.

This measure is ideal for the self-starter needing very little encouragement. An individual interpretation is available upon request.

The World of Work Inventory may be completed at home, on campus, or on the internet in approximately three hours. There is a nominal fee for completing this process.

Personal, individual counseling is available to assist students in dealing with concerns which may interfere with class success or personal growth. Students may also be referred to agencies within the community with appropriate comprehensive counseling.

EDUCATIONAL SUPPORT SERVICES
Educational service specialists help students develop a plan to achieve their academic and career goals. They assist with career planning, program and course selection, and admissions assistance, including financial aid advising. Targeted services are available to single parents, displaced homemakers, and men and women entering nontraditional occupations.

ACADEMIC SUPPORT CENTER-CLEVELAND
The Academic Support Center provides class assistance for a variety of General Education classes and programs in the areas of reading, math, English, social science, science, and study skills.

- Math: Fractions, decimals, percents, ratios and proportions, basic algebra, measurements, business math, and math logic.
- Chemistry: Scientific notation, significant figures, conversions, and problem-solving.
- English: Grammar and usage, writing skills, composition, and spelling.
- Reading: Comprehension, vocabulary, and speed development.
- Study Skills: Managing time, note taking, test taking, and critical thinking.

DIVERSITY AND MULTICULTURAL STUDENT SERVICES
LTC supports a climate where all students feel welcome by promoting a diverse teaching, learning, and working environment to prepare students to succeed in a global economy and multicultural society. Diversity Services encourages students to explore their heritage and the heritage of others through on-campus activities.

The Diversity Coordinator is an advocate and resource for multicultural students, acting as a single point contact person for accessing academic and support services every step of the way - from admissions to graduation. Diversity Services offers assistance with:

- Assistance in Career Exploration
- Application for Admission to LTC
- Financial Aid Applications
- Grants and Scholarship Money
- Program Readiness and College Prep
- Choosing and Scheduling Classes
- Getting Help in your Classes
- Finding Success in College
- Dealing with College-Related Issues

In addition, the Diversity Coordinator is the EEO, working to ensure that everyone has equal opportunities at LTC.

DISABILITY SUPPORT SERVICES
LTC employs a Disability Services Coordinator. The following services are provided:

- Information and referral to appropriate services for students, staff and faculty.
- Assistance with transition from high school to post-secondary for in-coming students with individual education needs.
- Instructional support services to individuals identified as having physical, emotional or learning disabilities, special needs and academic difficulties.
- Direct and indirect instructional support services and learning strategies for both students and instructors.
- Teaching techniques and/or material to provide necessary accommodations.
- Assistance in evaluating and acquiring equipment to accommodate students having hearing, learning, visual, and/or physical challenges that interfere with their ability to learn.
- Coordination with other LTC support services such as the Academic Skills Support; Peer Tutor Program; LTC Manitowoc and LTC Sheboygan; Admissions, Counseling, Assessment Center, and Career Placement Services; and coordination with high schools, Division of Vocational Rehabilitation, and other community professionals.
- All students requesting accommodations must meet with the Disability Services Coordinator and provide current documentation of disability. A Request for Reasonable Accommodation form and a Release of Information form will be filed. Each semester, the student and Coordinator will complete a Student Accommodation Plan form for each course in
STUDENT SERVICES

which accommodations are requested. All disability information is kept confidential, within the parameters of the release, as directed by the student.

- Referrals may be made by students, high school teachers/counselors, Division of Vocational Rehabilitation staff, Lakeshore Technical College personnel, and parents. Disability Support Services are provided by Lakeshore Technical College at no cost.

For assistance in any of the above areas, contact Student Services at the LTC Cleveland Campus.

TRIO/STUDENT SUPPORT SERVICES
Trio/Student Support Services is federally funded by the U.S. Department of Education and helps low income, first generation, and disabled students achieve their dreams of higher education.

Goals of the TRIO/Student Support Services program:

- Improve student graduation by supplementing financial assistance for low income participants with unmet financial aid needs
- Improve GPA and academic success by providing academic support services, advising and counseling
- Provide support for participants who are actively using TRIO/Student Support Services resources to facilitate their academic success
- Increase the percentage of students who obtain an associate degree and/or transfer to a four-year college available from the staff in Student Records and must be returned to Student Records for processing.

Refunds of fees paid to LTC are in accordance with the Wisconsin Technical College System policy.

- Application Fee-The application fee is nonrefundable unless the program is canceled or if no openings are available for applicants on the waiting list.
- If students withdraw on or before the first day of class, they are entitled to a fee refund equal to 100 percent of the fees.
- If students withdraw before or at the time 10 percent of the course’s potential hours of instruction have been completed, they are entitled to a fee refund equal to 80 percent of the fees.
- If students withdraw after 10 percent but before more than 20 percent of the course’s potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees.
- If students withdraw after 20 percent of the course’s potential hours of instruction have been completed, they are not entitled to a fee refund.
- No refunds will be considered for advanced standing and testout fees.

If students are receiving financial aid, the Title IV refund policy will be used.

Refund Appeals

- All refund appeals must be initiated by sending the completed LTC Request for Refund/Drop Appeal with proper documentation to the Registrar no later than 90 calendar days after the class start date.
- A refund request made after the 90 day grace period will not be accepted and you will be responsible for payment.
- Refunds for extenuating circumstances (situations outside of your control) will be made at LTC’s discretion.

DISPUTED FEE ASSESSMENT
Disputes regarding registration, withdrawals, and related fee assessments or refunds MUST be brought to the attention of Student Billing and/or the Registrar during the semester in which the registration and related fee assessment occurred. LTC’s obligation to follow-up on such disputes does not extend beyond the term the disputed charges took place.

REFUNDS
Students must request a refund in writing or drop a class online via My LTC within the refund period in order to get either a partial or full refund. The amount of refund received is based on a number of factors, including when the withdrawal occurred and class meeting time which has lapsed. Refund request forms are

CAREER PLACEMENT SERVICES
LTC’s Career Placement Services (CPS) coordinates resources and services that help facilitate student transition from college to work. Learning and networking opportunities through various student success initiatives, including employment development seminars, workshops, and consultation, as well as resources on the college website such as online graduate placement information and links to job search and labor market information. Visit gotoltc.edu/careerplacement.
Wisconsin TechConnect is the Wisconsin Technical College System official employment link for Wisconsin technical college students and graduates find job openings and internships posted by employers. All LTC students have full access to TechConnect jobs from college computers on campus that have Internet connectivity through the LTC network. Contact techconnectservices@gotoltc.edu with all questions and inquiries relating to Wisconsin TechConnect.

To be eligible for off-campus web access/service from Wisconsin TechConnect, you must:

• Be an LTC student in your last semester of an Associate Degree or Technical Diploma program and must have submitted your Application for Graduation Form to the Registrar’s Office. -or-
• Already be an official LTC graduate of an Associate Degree or Technical Diploma program.
• Your LTC Student ID, last name, and graduated(ing) program must match the validation file in the Wisconsin TechConnect database system.
• Service will remain active for one year. Access can be renewed at the end of one year by contacting techconnectservices@gotoltc.edu; please include your LTC Student ID number in your request.

LTC MANITOWOC AND LTC SHEBOYGAN
As a partner in the Manitowoc and Sheboygan County Job Centers, LTC offers an open-entry, self-paced program designed to upgrade individual skills to attain a high school credential, enter an associate degree or technical diploma program, enter employment, or upgrade employment. Adults may choose structured classes, independent activities, and/or computerized instruction.

Instruction is provided in the areas of writing, reading, mathematics, social studies, science, career education, and instruction for English Language Learners. The course of study is determined on an individual basis as identified by student needs.

Specific classes available through LTC’s Basic Skills program include:

• Adult Basic Education (ABE) is instruction designed for individuals who want to review, learn, or improve basic academic skills in reading, math, writing, and social and physical sciences. The curricula offer students the opportunity to meet personal needs for additional education, training, and/or employment.
• The General Educational Development (GED) and the High School Equivalency Diploma (HSED) are options available for adults who have not graduated from high school.
• Certificate of General Educational Development (GED) requires successful completion of Career Awareness and five academic tests:
  o Writing Skills
  o Reading
  o Social Studies
  o Math
  o Science
• The High School Equivalency Diploma (HSED) requires successful completion of the Certificate of General Educational Development (GED) PLUS the following requirements:
  o Civic Literacy
  o Health
  o Employability Skills
• English Language Learners (ELL) program is designed to give non-English and limited-English speaking students proficiency in oral communication and pronunciation. Other subjects include reading, writing, grammar, computer literacy, and citizenship preparation.
• Program preparation is instruction for students who plan to enter a post-high school class or training program and need to review and/or develop skills in math, writing, reading, and study skills.
• Career/Personal Development is designed to enhance an individual’s life skills in preparation for initial and continued employment. A series of classes designed to assist adults as they plan for their future are offered.
• Education Support Specialists are available to assist with career planning, program and class selection, admission for single parents, displaced homemakers, and men and women entering nontraditional programs/occupations.

There is a $15 fee each semester ($10 in summer) to enroll in an unlimited amount of Basic Skills courses. There is no fee for class assistance services.

To participate in any of these classes/activities, contact one of the following locations:

LTC Manitowoc
3733 Dewey Street
Manitowoc, WI 54220
920.683.2846
(TTY: 920.683.1776)
LTC Sheboygan
3620 Wilgus Avenue
Sheboygan, WI 53081
920.208.5888
(TTY: 920.208.5877)

Special services are available for single parents, displaced homemakers, and economically and academically disadvantaged adults.

LTC also offers general education classes and adult classes at LTC Manitowoc and LTC Sheboygan. Enrollment is open to all individuals.
COLLEGE SERVICES AND PROCEDURES

HEALTH SERVICE

COLLEGE HEALTH NURSE
A nurse is available August through May, Monday through Thursday 8 a.m. to 4 p.m. and Friday from 8:30 a.m. to 3 p.m.; June/July, Monday/Wednesday from 8 a.m. to 2 p.m. The nurse is located in the Health Office, Lakeshore Building of the LTC Cleveland Campus. First aid, emergency health care, health and wellness information, and health counseling are available. A rest area is available in the Health Office, and emergency ambulance services are arranged by the nurse on duty.

ACCIDENTS/FIRST AID/EMERGENCY CARE
All accidents occurring on college property are to be reported immediately to the staff member in charge or the college health nurse for first aid treatment. Accident report forms are to be completed within 24 hours and are available from the college nurse during the day or the Evening Operations Manager designate during the evening.

STUDENT HEALTH INSURANCE
A student health insurance plan is made available at a nominal cost. Forms for the policy (covering accident and hospitalization) are available at Orientation or at the Health Office. Students are strongly urged to consider the student insurance plan if they do not have other health insurance. (Doctor and hospital bills incurred as a result of an accident, illness, or injury on campus or while participating in program-related clinical assignments are students’ responsibility.)

CHILD CARE CENTER
The center is designed for children of full- and part-time staff and students enrolled at LTC. Parents may register their children, ages two to six years, throughout the school year. Information and health forms are available in the Child Care Center and at gotoltc.edu. For more information, call 920.693.1243.

FIRE DRILLS
Fire drills will be conducted periodically during the school year by the Crisis Leadership Team. Anytime the fire bell is sounded, it should be treated as a real fire. Each classroom has emergency evacuation instructions and routes posted. Students should become familiar with this information to ensure a swift but safe evacuation from the building. All persons are required to leave the building, stand clear of all exits, and remain outside until notified by safety/security personnel that it is safe to reenter the building.

SEVERE WEATHER
In the event of a thunderstorm, high winds, tornadoes, etc., an announcement will be made over the PA system. All persons will be informed that this is a watch or a warning. A watch indicates conditions are favorable for severe weather to develop. A warning indicates severe weather has been sighted. Updates will be provided as necessary. Students should become familiar with the shelter instructions posted in each classroom. Once you are in the designated shelter area, you are to remain there until the severe weather has passed. Students are encouraged not to leave the campus while these conditions exist.

SCHOOL CLOSING GUIDELINES
The safety of the staff and students at LTC is our priority. Please use your judgment when deciding to drive during inclement weather conditions. Below are general guidelines that will be followed when deciding to close or delay school.

The following announcement options will be used.
• Open at 10:00 a.m.
• Day and evening classes are cancelled
• Evening classes are cancelled

If school is cancelled for the day, all campuses will be closed. Students and staff should not report. To the best of our ability, the following announcement timeline will be followed.
• Daytime classes
  • Decision is made by 6 a.m. and announced by 6:30 a.m.
  • If day classes are cancelled, evening classes are cancelled too.
  • The minimum delay is 2 hours. If a 2-hr delay is announced, LTC will open at 10am.

Scheduled class time before 10am is cancelled. Multi-hour classes scheduled to be in session at 10am will resume when LTC opens at 10am.
• Evening classes
  • Decision is made by 2:30 p.m. and announced by 3 p.m. The campus will close at 4 p.m.
  • If weather conditions warrant early dismissal, Evening Operations staff will make a PA announcement to close.

• Weekend classes
  • Decision is made by 6 a.m. and announced by 6:30 a.m.
COLLEGE SERVICES AND PROCEDURES

LAKEShORE TECHNICAL COLLEGE

LTC Alert System
LTC Cancellation Hotline  (920) 693.1825
(888) 468.6582
LTC Web Site www.gotoltc.edu

RADIO
Cleveland WLKN 98.1 FM
Manitowoc Area WHBY 1150 AM
WCUB 980 AM
WKSZ (KISS-FM) 95.9 FM
Sheboygan Area WHBL 1330 AM
WBFM 93.7 FM
Green Bay WIXX 101.1 FM
Milwaukee WTMJ 620 AM
WKTI 94.5 FM

TV
Green Bay WBay-TV Channel 2
WFRV-TV Channel 5
WLUK-TV Channel 11
WGBA-TV Channel 26
Milwaukee WTMJ-TV Channel 4
WITI-TV Channel 6
WISN-TV Channel 12

Questions can be directed to the Executive Assistant, 920.693.1631 allison.weber@gotoltc.edu

INSTRUCTOR ABSENCE/CLASS CANCELLATION
Instructor absences and subsequent class cancellations will be announced daily on a recorded message. Students may access this message by dialing 920.693.1825. Any reported class cancellations due to the absence of the instructor will be announced. This message will be updated as often as necessary throughout the day. School closings are also posted on the website at gotoltc.edu.

TELEPHONES
Calls may be made from a courtesy phone near the Switchboard.

MESSAGES
Messages for students will be received by Student Services and the Switchboard Operator. Messages are also carried on the closed-circuit TV system. Due to the difficulty of locating students on campus, no effort will be made to find students except in the cases of extreme emergency. Students are asked to explain this procedure to friends and relatives who may call.

BULLETIN BOARDS
Bulletin boards are located throughout the campus upon which announcements of interest to students will be posted. Occasionally, announcements will be read in class or listed on the TV, but students should check bulletin boards regularly. All items posted need to be approved and stamped and will be removed after 30 days.

BATTERY RECHARGING UNIT
A Jump 'n Start portable power station is available for student use. This unit is stored at Student Services located in the central lobby of the Lakeshore Building, LTC Cleveland Campus. Students will be asked to leave their driver’s license with the customer service associate until the power station is returned. The following local service station may be contacted:
Dassler Sales & Service 693.8201

LOCKERS
Lockers to store college-related materials are available on a first-come, first-served basis at Student Services. Student Services should be made aware of any special needs so accommodations can be made.

A $5 fee is charged, which will rent the locker until the end of the academic year. LTC will not be held responsible for theft or damage done to property secured in lockers.

All lockers must be cleaned out at the end of the spring semester. All lockers are opened, cleaned, and combinations changed after spring graduation. All items left in lockers after the spring semester are removed.

HOUSING
Although LTC doesn’t offer on-campus housing facilities, we provide links to local resources to assist students in locating accommodations. All student housing is privately owned and all housing payments and contracts are between the student and their landlords. LTC does not contract with any housing facilities. Please visit gotoltc.edu/housing for more information.

TRANSPORTATION
Public transportation via community transit services is available to the LTC Manitowoc and LTC Sheboygan locations. For transportation to the Cleveland campus, the college has a carpool program, “It's Cool to Pool.” Preferential parking is available for carpool participants. Visit gotoltc.edu/carpool to register. Students can also ride the LTC Shuttle that serves both Manitowoc and Sheboygan. Visit gotoltc.edu/carpool/shuttle.php for complete details.

LOST AND FOUND
Lost and found items may be claimed at Student Services upon proper identification by the owner. Valuables will be secured by Campus Police.
COLLEGE SERVICES AND PROCEDURES

CAFETERIA
The vending machine food service and LTC Cafeteria are located on the second floor of the Lakeshore Building, LTC Cleveland Campus. The LTC Cafeteria is open from 7:15 a.m. to 1:15 p.m. Monday through Friday when classes are in session. The LTC Cafeteria provides a menu consisting of plate lunches, soups, sandwiches, salad bar, and beverages. The vending machines are supplied daily with fresh foods and are available for use during the entire school day/evening. Microwave ovens are available to heat food items.

THE STUDENT LOUNGE
The Student Lounge is located next to the Multipurpose Room and is a place where students can gather for small group discussion, use computers to access the Internet, or watch TV. Soft drinks and snacks are available from vending machines.

LTC BOOKSTORE
The LTC Bookstore is located on the second floor of the Lakeshore Building, LTC Cleveland Campus. Regular bookstore hours are 8 a.m. to 6:30 p.m. Monday through Thursday and 8 a.m. to 3:30 p.m. on Friday. Changes in hours for holidays and summer will be announced.

The bookstore offers a mix of new, used and rental textbooks. The bookstore, if meeting the required criteria, will buy back your purchased books every day at wholesale value (up to 35% of selling price). At the end of the fall and spring semesters, adopted class books, if meeting the required criteria, will be bought back at up to half of the retail value. Other products available are general trade books, school supplies, class-specific safety supplies, snacks, calculators, computer supplies, greeting cards, LTC logo clothing, printed sportswear, gift items, and more. Accepted forms of payment are cash, check, MasterCard, Visa, Discover, and American Express.
ACADEMIC INFORMATION

PLACEMENT ASSESSMENT
ACCUPLACER is a placement assessment that LTC administers to determine academic preparedness in arithmetic, reading and sentence skills. LTC uses ACCUPLACER results as a tool to place students into courses most appropriate for their skill level to ensure student success. Services are available for anyone needing to brush up or build skills in any area. ACT or completed college courses may waive the need for taking the ACCUPLACER.

TRANSFER CREDITS TO LTC
LTC embraces opportunities to provide advanced standing to students with credible learning experiences occurring outside of our classrooms. Credit for prior learning, or advanced standing, may be granted for the following situations:

• Credits earned at other colleges
• Credits earned by high school students
• Credits earned by completing a registered apprenticeship
• Subject area competency demonstrated by passing a district or national examination (test out)
• Previous work experience, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

GENERAL GUIDELINES

• Credit for prior learning must be applied toward a specific program at the College. Non-program students are not eligible for advanced standing.
• The student must have earned a grade of 2.0 or better in the course being considered on a 4.0 scale.
• The course being transferred is generally equivalent in content and meets or exceeds the credit value of the LTC course.
• Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit by portfolio may be awarded for us to 25% of the total program credits.
• The college reserves the right to place time limits on prior learning for which credit may be granted based on technological changes specific to that field.
• Original transcripts from awarding institutions are required when transferring in college credits.

For more information, contact Janette Gaedtke, Student Records Team Leader at 920.693.1115.

TRANSCRIPT CREDIT FOR APPRENTICESHIP
Students may request transfer credit for apprenticeship credits (500-level) and/or apprenticeship work experience. Instructional departments may set a maximum number of credits granted. There is no fee for transferring of apprenticeship credits; however, performance examination testing fees are charged, when applicable. Evaluation of the apprenticeship credits may be done in the following way:

• The instructional division reviews the apprenticeship program in which the student participated and evaluates the related class work and work experience documentation provided by the Bureau of Apprenticeship Standards (BAS), Department of Workforce Development (DWD) pertaining to the specific apprenticeship served.

ADVANCED STANDING/HIGH SCHOOL ARTICULATION AGREEMENTS
Students requesting advanced standing for articulated classes from high schools will find these records on file with the Student Records Office. Following program admission, the classes appear on the individual student transcript.

Advanced-level high school classes may be considered for advanced standing and are recommended on the basis of advanced sequential class completion. (Advanced sequential class completion means that the succeeding class has been taken and has been successfully completed; the preceding class was not taken and will receive advanced standing when the credit award fees are paid.)

LTC will accept high school advanced placement credits for selected advanced placement classes. Students wishing to apply for advanced placement credit must submit a transcript with the exam score, have a score of 3 or higher, and pay the credit award fees.

Youth Apprenticeship classes are generally part of a high school articulation agreement or a statewide Wisconsin Technical College System approved agreement.

PERFORMANCE EXAMINATION
Students may receive credit for life experiences, including work experience, military training, workshops, and seminars, by the demonstration of a skill against curriculum standards or class objectives.

Students attempting performance examinations will be assessed an appointment fee for each class, payable at the time of the request. A credit award fee for the advanced standing credits earned through the performance exam will be charged on a per-credit basis.

Students wishing to attempt a performance examination must meet with the class instructor prior to the time of examination request.
ACADEMIC INFORMATION

CLEP/DSST OR DIVISION/DEPARTMENT EXAM
Students may be able to earn college credit by examination. LTC administers the College Level Examination Program (CLEP) and the DSST testing process for specific subject areas. Testing fees are applicable.

The CLEP/DSST exams must be taken and scored prior to the start of the LTC-equivalent class.

LTC administers CLEP/DSST subject exams by appointment. Students should contact the Testing Services at 920.693.1184 for additional information.

Students failing CLEP/DSST exams may retest after six (6) months from the original examination date. A fee will be charged for retests. Students may earn up to 75 percent of the program credits by examination. Students completing and meeting the CLEP minimum passing scores at another postsecondary Wisconsin institution may have the credits transferred.

Division/department examinations are available for some classes. Information regarding types of exams, prerequisites, and fees can be obtained by contacting Testing Services at 920.693.1184.

CAREER PROGRESSION AND CAREER LADDER PROGRAMS FOR ADVANCED PLACEMENT
Career Progression-Career Ladder programs within the Wisconsin Technical College System apply previously learned competencies from short-term programs or one-year programs to associate degree programs. Students contact the career counselor for information on availability, work verification, and standards of career progression programs in their areas of study.

SHARED PROGRAMS
Shared programs exist between Lakeshore Technical College and other Wisconsin Technical Colleges, where LTC has the program degree-granting authority issued by the Wisconsin Technical College System Board. Students take classes at both locations towards graduation requirements at LTC. Students are subject to the same grade and grade point average requirements for class progression.

All program classes in the shared program carry grades and are computed in the program grade point average, whether taken at LTC or the student's shared program college. In effect, students take an LTC-approved shared program at multiple alternative locations. Note: This provision does not generally apply to transfer classes, except those classes in specific approved shared programs.

OPEN LAB
In open-lab classes, students may be admitted at any time—classes do not have a fixed time schedule. Regular attendance in open-lab classes is required unless the student is ahead of the schedule for completing the class. If the student enrolled is not meeting the schedule for completion, the student will be required to attend a minimum number of class sessions weekly until he or she has completed or met the schedule for completion of the class work.

OPEN-ADMISSIONS CLASSES
Attendance in open-admissions classes for the scheduled hours is required unless the student is ahead of the posted schedule for the class. If the student is not meeting the schedule for completion, the student will be required to attend all class sessions until the work is completed or the schedule is met.

In Software Learning Center classes, students are encouraged to work at their registered location to obtain assistance from instructors. However, students are not required to meet at a designated time or location. If a student is registered at LTC Manitowoc or LTC Sheboygan, the student may also work at LTC Cleveland. Students are expected to stay on task and complete the course in 8 weeks or the end of the semester, whichever comes first.

AUDITING A CLASS
Students may enroll in a class without desiring a grade. This is called “auditing.” An auditing student must register and pay the same fees and meet the same course/program entrance requirements and prerequisites as students enrolled for credit. The usual withdrawal/refund policy will apply.

No credit is given for a class which is audited. Therefore, the audited class does not count towards credit load or for financial aid. When auditing a class, students may not change enrollment status at a later date to receive credit for that class. Students may, however, retake the class as a regular student and receive credit upon successful completion of the class.

To audit a class, the student must obtain written approval from the instructor of the class before the end of the second week of that class. A Course Audit/Drop/Swap form with the instructor’s signature indicating the audit status must be returned to Student Records for processing.

The LTC district reserves the right to restrict the auditing of certain classes.

ATTENDANCE
It is important that all students enrolled at LTC attend classes regularly to receive the maximum benefit from the educational opportunities provided. However, there are a number of ways in which students might gain the attitudes, knowledge, and skills. Therefore, it is the responsibility of the instructor to establish an attendance policy for the class he/she teaches.

If a student does not attend class sessions in accordance with the class attendance policy and/or if irregular attendance is negatively affecting achievement that student may be withdrawn from the class.
ACADEMIC INFORMATION

If referral is made to counseling, the counselor will contact the student regarding consequences of poor attendance and notify the instructor of an improvement plan. An instructor may withdraw the student if poor attendance continues by initiating a drop on the referral form and forwarding it to Student Services. This date of contact is the date used to determine the refund amount and grade.

If withdrawn from a class, the student may reenroll in the class in accordance with regular class enrollment procedures.

PREREQUISITES
Prerequisites for classes are designated on the Program Curriculum Sheet or the “Find a Class” link on the college website. Registration in a class requiring a prerequisite is permitted by satisfying the prerequisite requirements or with permission of the instructor. Information is available in the Student Services Office. Classes have a specified minimum achievement level (e.g., minimum score of “C” or higher, P, or TR) required in the prerequisite class.

CLASS ADDITIONS, TRANSFERS, AND WITHDRAWALS
During the first week of the term, a student can be enrolled into a class without approval from the division representative, as long as there are openings in the class. Beginning with the second week of classes, written approval from the division representative is required to swap to a class that has already started. Unapproved student enrollments and transfers must be sent to Student Records on a Course Audit/Drop/Swap form.

Students withdrawing/transferring from classes need to either:
- Obtain a Course Audit/Drop/Swap form and return the form to Student Records for processing.
- Drop/Add a class online via MyLTC.

MAKE-UP EXAMS
Any student who misses class on a scheduled examination must receive the permission of the instructor to take a make-up examination. The instructor reserves the right to reject student applications for a make-up examination if the student cannot show responsible cause for failure to take the test at the scheduled time. All students are required to take final examinations at the times they are scheduled. Failure to take a final examination without reasonable cause will result in a grade of incomplete “IC.”

CREDIT FOR PRIOR LEARNING
LTC is as committed to the process of granting credit for prior learning as we are to ensuring that the knowledge, competence, and skills required of the course exist. As we evaluate prior learning experiences, our goal is to transition each learner to the workplace and/or a next educational level with the base knowledge and skills required to succeed.

Lakeshore Technical College (LTC) recognizes its responsibility to provide advanced placement status to those students with valid and credible learning experiences that have occurred outside of our college classrooms. Credit for prior learning, sometimes called Advanced Standing, may be granted for the following situations:
1) Postsecondary credits earned at other WTCS colleges;
2) Postsecondary credits earned at other non-WTCS college;
3) Credits earned by high school students;
4) Credits earned by completing a registered apprenticeship;
5) Subject area competency demonstrated by passing a district or national examination;
6) Previous work experience, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

GRADING
Grading communicates the student’s level of competence and/or proficiency at the end of each class. The Lakeshore Technical College grades are A, B, C, D, IC, IP, F, LF, N, P, TR, AU, W, WF, and R. The definition and grade point value of each is as follows:

GRADE A
- Superior
- Awarded 4 grade points per credit
- Included in GPA

GRADE B
- Above Average
- Awarded 3 grade points per credit
- Included in GPA

GRADE C
- Average
- Awarded 2 grade points per credit
- Included in GPA

GRADE D
- Below Average
- Awarded 1 grade point per credit
- Included in GPA

GRADE F
- Failure
- Awarded 0 grade points per credit
- Included in GPA
ACADEMIC INFORMATION

GRADE IC
• Incomplete
• Awarded 0 grade points per credit
• Not included in GPA
• Student has received additional weeks, at the discretion of the instructor, to complete all the requirements for a grade. The IC grade changes to an LF grade at the end of the succeeding term if there is no other grade given or extension granted (extenuating circumstances excluded).

GRADE IP
• In Progress
• Awarded 0 grade points per credit
• Not included in GPA
• Student has time remaining in the next term to complete the class requirements and/or competencies when the class extends past the end of a defined term.

GRADE P
• Pass
• Awarded 0 grade points per credit
• Not included in GPA
• Student achieved the competencies for the class at the required proficiency level.

GRADE N
• Nongraded
• Awarded 0 grade points per credit
• Not included in GPA
• The class is not a graded/credit class.

GRADE LF
• Lapsed F
• Awarded 0 grade points per credit
• Included in GPA
• An IC grade has not been changed to another grade by the end of the succeeding term.

GRADE WF
• Withdrawal F
• Awarded 0 grade points per credit
• Included in GPA
• Student withdrew from the class at the time when more than 60 percent of the class hours had elapsed.

GRADE W
• Withdrawal
• Awarded 0 grade points per credit
• Not included in GPA
• Student withdrew from the class at the time when, or before, 60 percent of the class hours had elapsed.

GRADE R
• Retake
• Awarded 0 grade points per credit
• Not included in GPA
• Student has retaken a class and replaces the lowest grade earned for the class.

GRADE TR
• Transfer
• Awarded 0 grade points per credit
• Not included in GPA
• Student achieved the competencies by some other approach than completion of the specific class at LTC and has received advanced standing.

GRADE AU
• Audit
• Awarded 0 grade points per credit
• Student is enrolled in the class on an "audit" basis. LTC reserves the right to restrict the auditing of certain classes. An auditing student must register and pay the same fees as students enrolled for credit. Written approval must be obtained from the instructor.

A complete grading policy may be obtained in Student Services.

INCOMPLETES
Students receiving an “IC” in classes may have additional weeks, at the discretion of the instructor, to complete all the requirements for a valid grade found on the grading scale. The “IC” grade changes to an “LF” grade at the end of the succeeding term if there is no other grade given or extension granted.

RETAKE CLASS
Students can retake a class for a higher grade. After the class has been retaken at LTC and graded, students can request, by contacting Student Records, that the original class be changed to a grade of “R” (retake). The retake class carries no grade value and cannot be used for graduation requirements. Transcripts will show “R” but will not show previous grade.

GRADUATION REQUIREMENTS
The LTC District Board will confer an associate degree or technical diploma to students that meet the following graduation requirements:

- Submit an Application for Graduation to Student Records prior to the last semester’s program registration.
- Pay the one-time only $25 graduation-processing fee.
- The fee is nonrefundable
- The fee is not required for the following:
- Any program requiring only one course for completion; i.e., Nursing Assistant
ACADEMIC INFORMATION

- Farm Business and Production Management program
- Apprenticeship programs
- Aid code 18 and 19 programs
- Complete program of study with at least a program grade point average (GPA) of 2.0.
- Complete technical studies courses with a grade of C or higher, P, or TR. Students and staff are to refer to program handbooks, course prerequisites or program curriculum for variations.
- Complete at least 25 percent of the program requirements at LTC.

To calculate your own GPA, divide the total grade points received for one term by the number of credits completed. Example: You completed 12 credits this term and you were awarded 4 credits of “A,” 4 credits of “B,” and 4 credits of “C.” Your total grade points are (4x4) + (4x3) + (4x2) = 36 total grade points. Your GPA for the semester is 36 graded points divided by 12 credits = 3.000 grade points per credit / GPA = 3.000.

TRANSFER OF CREDITS AND TRANSCRIPTS TO OTHER POST-SECONDARY INSTITUTIONS

Lakeshore Technical College students and graduates have the ability to transfer credits through signed articulation agreements with two-year and four-year colleges and universities. To transfer to another postsecondary institution, students need to contact Student Records for information and assistance. Transfer of credits is determined by the receiving institution. Transcripts will be sent out upon your written request. Student records are confidential and are not released from the college, except by a signed or MyLTC request.

UW/WTCS UNIFORM POLICY STATEMENT OF CREDIT TRANSFER

Students enrolled in the Wisconsin Technical College System (WTCS) who wish to continue their education in the UW system may be eligible to transfer credits toward their bachelor’s degree in the following ways:
- A maximum of 30 credits from approved WTCS general education courses in communications, social sciences, behavioral sciences, mathematics, and natural science may transfer.
- In some cases, UW campuses will accept in transfer occupational/technical courses from WTCS applied associate degree programs.
- UW and WTCS campuses have over 500 transfer (or articulation) agreements that permit WTCS students enrolled in specific associate degree programs to transfer additional occupational credit.
- Students transferring from the Wisconsin Technical College System may earn credit by earning appropriate scores on national standardized examinations (e.g., college-level examination program) or examinations developed by the UW system transfer institution.

For more information about these transfer opportunities, students should consult with the admissions office at a UW System institution or visit the UWWTCS Transfer Information System website at http://www.uwsa.edu/tis/.

HONORS RECOGNITION

LTC has academic honors recognition for continuing and graduating students.

HONORS GRADUATE

To receive Graduate Honors at the time of graduation, a student needs to:
- Earn a program grade point average (GPA) of 3.400 or higher.
- Complete at least 25 percent of earned graded credits at LTC.

Honors designations will appear on the student’s transcript once he/she has graduated from a selected program.

PRESIDENTIAL HONORS GRADUATE

To receive Presidential Honors at the time of graduation, a student needs to:
- Earn a program grade point average (GPA) of 4.000.
- Complete at least 25 percent of earned graded credits at LTC.

Honors designations will appear on the student’s transcript once he/she has graduated from a selected program.

DEAN’S LIST

Students that have 6 or more term credits and at least a term GPA of 3.400 will qualify. Student names will be sent to the area newspapers for publication at the end of the fall and spring semesters.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY

Phi Theta Kappa is an international honor society for two-year institutions, which recognizes and encourages fellowship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for developing leadership and service skills, exchanging ideas and ideals in an intellectual climate, developing lively friendships between scholars, and stimulating interest in continuing academic excellence. To be eligible for induction to this honor society, a student must have an overall 3.60 cumulative GPA having completed 12 or more credits in an associate degree program.
FLEXIBLE LEARNING OPTIONS

Are you a student challenged by a hectic schedule of job, community, and family commitments? Online, video, blended, and print-based classes are flexible options for earning college credit.

Flexible Learning Options improves accessibility and affordability to many of the same courses offered in a traditional on-campus classroom.

- Accessibility-options to fit your schedule, location, and pace needs.
- Affordability-reduce cost of travel, daycare, and the time away from work.
- Same courses-the course outcomes do not change, only the delivery.

ONLINE COURSES
Online courses are taught using the Internet and technology to deliver all course content. Typically the course has no face-to-face meeting.

What you'll need for online courses:

- Access to a computer with internet service.
- Strong motivation to achieve your goal.
- About 3 hours per credit each week for class work.
- Good time management skills.
- Computer skills in email, internet, and basic computer operations.

Classes usually begin at the start of the semester and are completed by the end of semester. Assignments are posted on the web. Communication between the instructor and students takes place via online discussion, email or telephone.

BLENDDED COURSES
Most blended courses use online learning activities to aid in learning the course material and reduce face-to-face instructional time. For example, a course that normally meets twice a week as a traditional course may only meet once a week or every other week. The course schedules show the times the course will meet in a face-to-face format. You may need access to a computer with Internet service.

PRINT-BASED INTERACTIVE TELEVISION AND TELECOURSE/VIDEO BASED COURSES
These courses are designed to offer you greater convenience and learning options.

- Print-based classes are delievered using print-based correspondence
- Interactive Television courses are delivery via network or broadcast technology or web conferencing
- Telecourse/Video Bases are courses with pre-produce video lessons
LIBRARY

HOURS
Monday - Thursday  7:30 a.m. – 6 p.m.
Friday                7:30 a.m. – 3:30 p.m.
Closed Saturdays, Sundays, and holidays. Hours are posted near the library door and subject to change without notice. The library is located on the first floor of the Lakeshore Building, room L160, at the LTC Cleveland Campus.

CIRCULATION
Students and staff must present an LTC identification card to borrow library materials. Borrowers are responsible for all materials checked out to them.

INTERLIBRARY LOAN
Students and staff have virtually unlimited access to the collections of other libraries through the interlibrary loan service. If area libraries are not able to fill a request, the nationwide database is searched in order to locate and obtain the material.

ORIENTATIONS
Orientation to the Library’s resources and services is available upon request. This includes a demonstration of the online catalog and available online databases. Group orientations require advance notice.

OVERDUES
Responsibility for the prompt return of materials is placed on the borrower.

Materials not renewed or returned by the date due are considered overdue and subject to an overdue service charge as listed. Materials returned damaged are subject to a replacement fee. A hold will be placed on student records if materials have not been returned and/or fees and fines have not been paid in accordance with Library policies. If student records have a hold placed on them, the student will not be allowed to register or receive transcripts, grades, or financial aid. Holds may be cleared by settling obligations with the Library staff.

<table>
<thead>
<tr>
<th>Type</th>
<th>Loan Period</th>
<th>Overdue Services Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Magazines, AV Materials</td>
<td>2 weeks</td>
<td>$.25/day</td>
</tr>
<tr>
<td>Interlibrary Loan Material, Reference, Reserves</td>
<td>As designated</td>
<td>$1.00/day</td>
</tr>
<tr>
<td>Lost or Damaged Materials</td>
<td></td>
<td>Cost of materials plus accumulated fines</td>
</tr>
</tbody>
</table>

RESERVES
Heavily used material may be placed on reserve by instructors for limited checkout periods. Instructors will inform students of any materials they have placed on reserve. Request these materials by title at the circulation desk.

COMPUTER LAB
A computer lab is available for students with internet access and most of the software that is needed for LTC classes. A username and password are required and will be provided before or at the general college orientation. Printing cost is $.05 per page, with $10.00 provided to you at the beginning of each semester. If your printing account is depleted, you may add monies in $5.00 increments in Students Services or the Library.

ONLINE CARD CATALOG
Our card catalog is available via the internet at http://ltclib.wctc.edu. Patrons with a valid student ID card may also access their personal library account, enabling them to see their checked out items, due dates, and accrued fines. Most items can be renewed online, provided there is no hold on the item and the patron has no overdue books and/or fines.

ONLINE DATABASES & E-REFERENCE
Our electronic collection contains a growing number of books and reference books. On-and off-campus accessibility is available from the Lakeshore Technical College Library homepage: http://www.gotoltc.edu/library. Click on “Online Databases & eReference” log in with your LTC Student ID user name and password.

RENEWALS
Most Library materials may be renewed for one additional loan period. Renewals are not permitted on reserve items, materials requested by another person, or if patron has overdue materials and/or library fines.

Renewals Options
• In person
• Phone: 920.693.1130
• Email: library@gotoltc.edu
• Web access: http://ltclib.wctc.edu/vwebv/login or http://ltclib.wctc.edu, click on “Review Your Account/RENEW Items.”
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT CODE
Lakeshore Technical College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, LTC monitors student conduct, encourages positive behaviors and requires academic integrity in support of a positive teaching and learning environment.

The College will take action to prevent and stop any behavior that inhibits learning as a result of:

• Not complying with all LTC policies.
• Not complying with civil and criminal laws.
• Interfering with the educational process in any manner.
• Conduct that endangers the safety and well-being of self or others.
• Engaging in violent or threatening behavior toward any student or employee of the College at any time and at any location.
• Conduct which disrupts the operations of the college and/or classroom.
• Unethical, inappropriate, or illegal use of electronic communication.
• Using, possessing, or distributing drugs, alcohol, explosives, dangerous chemicals and/or other weapons.
• Engaging in violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence and stalking.
• Academic dishonesty
• Misrepresentation of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to Lakeshore Technical College (e.g., forging a change of grade slip, tampering with computer records or falsifying academic information on one’s resume).
• Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material, or study aids (e.g., using a cheat sheet on a quiz or exam or altering a graded exam and resubmitting it for a better grade).
• Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgement (e.g., copying another person’s paper, article, or computer work and submitting it for an assignment; cloning someone else’s ideas without attribution or failing to use quotation marks where appropriate).
• Fabrication: Deliberately falsifying or inventing any information or citation in any academic work (e.g., making up data for an experiment, falsifying data, citing nonexistent articles, or contriving sources).
• Multiple submissions: Submitting, without prior permission, any work submitted to fulfill another academic requirement.
• Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
• Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one’s own use).
• Theft of or damage to College property or personal property.
• Failing to comply with a reasonable request or directive from an employee of the College.
• Additional provisions from accrediting bodies may supplement this Student Conduct Code.

Sanctions include, but are not limited to:

• Loss of credit for a specific assignment
• Failing grade
• Written letter of reprimand
• Probation
• Suspension from class/classes or program (length to be determined by infraction)
• Expulsion from the College

In addition to the formal discipline, described above, the Division Dean/Manager or the Student Services Director may determine to impose one or more of the following:

• A letter of apology from the student to any relevant party, including the College.
• A meeting with a college official to discuss the student’s behavior and potential corrective strategies.
• Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.

VIOLATION PROCEDURES
Violations shall be referred to the Division Dean/Manager and/or Student Services Director. If an imminent threat of harm or damage is presented through the conduct of a student, the Campus Police or local police will be immediately contacted.
STUDENT RIGHTS AND RESPONSIBILITIES

Step 1- Investigation
• The Division Dean/Manager and/or Student Services Director will conduct an investigation of the alleged conduct within five (5) school days of the incident to determine the facts surrounding the alleged violation.
• Interviews will be conducted with the student(s) involved and appropriate staff, as necessary.

Step 2 – Sanctions
• At the conclusion of the investigation, but no later than five (5) school days after conducting the investigation, the Division Dean/Manager and Student Services Director will prepare a written report, to include copies of any statements which may have been obtained, together with relevant documents, such as photographs and references to electronic documents.
• If the student(s) admits to engaging in the misconduct or the Division Dean/Manager and Student Services Director or designee concludes that the student is guilty of the alleged misconduct, they will impose appropriate discipline, ranging from written letter of reprimand to suspension.
• The Division Dean/Manager and Student Services Director or designee will provide a written notice of disciplinary action to the student, describing the discipline administered and the right of the student to appeal the decision.
• If the Division Dean/Manager and Student Services Director or designee concludes that a student should be expelled from the College, they will within five calendar days forward a written recommendation for expulsion to the Vice President of Instruction.
• The Vice President of Instruction in consult with legal counsel will act upon the recommendation.

Step 3- Disciplinary Hearing
• If the student(s) denies responsibility for the alleged misconduct or objects to the discipline imposed, the student may present a written request for hearing to the Student Services Director.
• A disciplinary hearing will be conducted before the Code of Conduct Committee within ten (10) school days following receipt of a written request.

When conducting a disciplinary hearing, the following procedure will be used:
• At least three (3) days before the hearing, the student will be given written notice of the hearing date and the alleged violations of the Student Conduct Code.
• If more than one student has been accused of a violation of the code, separate disciplinary hearings will be held with the Code of Conduct Committee.

• The student can seek advice from a College Counselor and/or request his/her presence at the hearing.
• The disciplinary hearing will provide the student the opportunity to present all pertinent information. The student may also present statements from persons who witnessed, or who have direct knowledge of the alleged conduct at issue.
• The disciplinary hearing will not be open to the public, nor shall appearances by legal counsel be part of the hearing process.
• The Code of Conduct Committee will consist of three members appointed by the Vice President of Instruction to include one representative from the division/department as deemed appropriate.
• The Student Services Director will serve as Committee chair to conduct the hearing.

Step 4 - Disciplinary Hearing Decision
• At the conclusion of the disciplinary hearing, the Code of Conduct Committee will review all relevant documentation and render a decision.
• The Student Services Director will prepare a written decision on behalf of the Code of Conduct Committee.
• The decision will be issued to the student within five (5) school days of the hearing.

Step 5 – Student Appeal of Disciplinary Hearing Decision
• The student(s) may only appeal the decision of the Code of Conduct Committee on the basis that the disciplinary hearing process was not followed.
• He/she must submit a written appeal to the Vice President of Instruction within five (5) school days after receipt of the decision.
• The appeal request must include documentation that the process was not followed.

Step 6 – Appeal Conference & Final Decision
• The Vice President of Instruction will meet with the student(s) to review the documentation that substantiates the process was not followed.
• Following the appeal conference, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the Vice President of Instruction is considered final.

The Vice President of Instruction may extend any time limit under the Student Conduct Code for good cause, upon the request of a member involved in the disciplinary action.

When the appeals process timeline prevents a decision to be made prior to the next scheduled class(es), an administrative
decision will be made by the Vice President of Instruction to allow or not allow the student to start his/her next class(es) until a final decision is made.

Note: Copies of all documents related to student violation(s) of the Student Conduct Code and penalties imposed will be placed in the student’s file. The Student Services Director will inform the appropriate employees of the result of each step of the process.

In the absence of the Division Dean/Manager, Vice President of Instruction, or Student Services Director a designee will be assigned.

STUDENT FINAL GRADE APPEALS
Students attending Lakeshore Technical College may appeal a final course grade.

All appeals must be initiated via a written appeal request to the Student Services Office no later than twenty-one (21) school days following the submission of the final course grade. However, before any appeal is filed with the Student Services Office, evidence of compliance with Step 1 must be shown. The student is encouraged to communicate with the instructor who assigned the final grade to resolve the dispute, however if this is not feasible the following steps must be followed.

Step 1
The student must contact the Division Dean or Associate Dean within ten (10) school days and may proceed to Step 2.

Step 2
Should efforts of resolution at Steps 1 fail, a student shall submit his/her written appeal, along with any appropriate documentation, to the Student Services Office. The Student Services Director will then review the appeal to determine if it merits further consideration. If further review is not warranted, all students and staff involved will be notified within ten (10) school days following the receipt of the written appeal. If, however, the matter requires further clarification or information, the Student Services Director may:

(a) direct the appeal back to the appropriate Division Dean for further consideration or
(b) convene an Internal Investigative Committee.

The committee will be comprised of one Division Dean, one LEA faculty member who is not a member of the instructional department from which the dispute arises, and two students Student Government Association officers. Alternates shall be identified in each of these groups in the event that one or more members of the committee need to excuse him or herself to ensure impartiality. The Committee will be convened within ten (10) school days to review the appeal.

Step 3
The Committee will conduct a hearing to review the appeal. The student, instructor, and other appropriate staff will present and submit pertinent documentation. The committee will make a decision and provide written notice to the student within ten (10) school days.

Step 4
Any final appeal of the committee’s decision must be submitted, in writing, by the student to the Vice President of Instruction within ten (10) school days of receipt of the committee’s decision.

The student(s) may only appeal the decision of the Internal Investigative Committee on the basis that the process was not followed.

The appeal request must include documentation that the process was not followed.

Step 5
The Vice President of Instruction will meet with the student(s) to review the documentation that the process was not followed.

Following the appeal conference, the vice president of instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the vice president of instruction is considered final.

The vice president of instruction may extend any time limit under the student conduct code for good cause, upon the request of any concerned person.

When the appeals process timeline prevents a decision to be made prior to the next scheduled classes, an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start their next classes until a final decision is made.

STUDENT ACCESS TO RECORDS-FERPA
Student Records Confidentiality Notice
The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s educational records within 45 days from the day the college receives a request for access. You should submit written requests that identify the record(s) you wish to inspect to Student Records or the Registrar.

- The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. You should write to the Registrar and clearly identify the part of the record you want changed and specify why it is inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
STUDENT RIGHTS AND RESPONSIBILITIES

• The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as directory information which is not subject to restrictions on disclosure.

The college has designated the following information about you as directory information: name, address and telephone number, student email address, date of birth, field(s) of study, current enrollment status, dates of attendance, degrees received, most recent previous educational institution attended, honors and awards received, including selection to a dean’s list or honorary organization, and photos and videos of students for use in college presentations/displays, news releases, publications, and websites.

If you do not wish to have your information designated as directory information and disclosed to members of the college community and to requesters from outside of the college, you must inform Student Records in writing. A form for Authorization to Release Non-directory Information is also available from Student Records.

Under sections 99.31(a) and 99.34 of Title 34 of the Code of Federal Regulations, applying the Family Educational Rights and Privacy Act, should an LTC student seek to enroll in another college or university to complete a course or degree, LTC may share personally identifiable data with that college or university’s education officials without the student’s prior approval. LTC may also share personally identifiable information with college officials who have a legitimate educational interest.

Officials of the college are defined as:
• Persons employed by the school in an administrative, supervisory, academic, research, or staff position
• Persons serving on school governing bodies
• Persons employed or serving under contract to the college to perform a specific task, such as an attorney or auditor

An official has legitimate educational interest if they need to:
• Perform duties specified in their job description or under terms of contractual agreement
• Provide campus services related to a student such as advising, financial aid and counseling
• Conduct tasks related to a student’s education or campus discipline

LTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the Registrar at 920.693.1221.

Questions concerning FERPA may be directed to Student Records at 1.888.468.6582, Ext. 1888.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605

For more information on FERPA, please visit the website for the Department of Education at http://www.ed.gov.

SOLOMON ACT
Congress in 1996 enacted a series of laws that address Military Recruiting and Reserve Officers’ Training Corp (ROTC) Program Access to Students of Higher Education (commonly referred to as the “Solomon Amendment”). Under these laws, colleges must give recruiters access to their campuses and provide them with lists containing “student recruiting information” in order to help military recruiters meet congressionally-mandated recruitment numbers. The Solomon Amendment overrides FERPA and gives the military the right to receive data designated as “student recruiting information.” If an institution or its subelements does not comply, the entire institution risks losing certain federal funds.

CHILDREN ON CAMPUS
Lakeshore Technical College supports a safe and positive educational environment. Therefore, it is the policy of LTC that children under the age of 16 shall not be left unattended in any of LTC’s facilities (including parking lots).

Parents need to make adequate arrangements for the care of their children. The Student Services Director or the Evening Operations Manager may make exceptions to this policy for children who are here for legitimate purposes (such as when the children are involved in an instructional activity).

LTC staff members are responsible for enforcement of this policy. If a staff member is unsuccessful in dealing with a problem, he or she should contact his or her supervisor. Campus Police and/or the Evening Operations Manager should be called to deal with enforcement only when ongoing or serious problems occur. The Campus Police may become involved during their routine monitoring of the campus.

CHILDREN IN THE CLASSROOM
In order to preserve the integrity of the educational environment, students may not bring their children to classes, labs, or shops, except when the children are part of the instructional activities. Children are defined as persons under the age of 16 and not enrolled in LTC classes or programs. Individual instructors may make exceptions for emergencies with the consent of all students in the class.
STUDENT RIGHTS AND RESPONSIBILITIES

TOBACCO/SMOKE-FREE
The Lakeshore Technical College District Board supports the concept of wellness, the U.S. Surgeon General’s mandate for a smoke-free America, and the spirit of Wisconsin’s Clean Indoor Air Bill. The college has taken positive steps to promote a healthier environment for students, employees, and visitors at LTC.

Therefore, the following ban on the use of tobacco/smoking products has been instituted:

- The use of tobacco/smoking products is prohibited in all buildings owned or leased by Lakeshore Technical College. Outside smoking is allowed in designated areas only on campus grounds.
- All students and staff will be informed of this policy during orientations, in student and staff handbooks, and in college signage.
- The Student Conduct Code and Employee Disciplinary Policy will be followed when violations occur.

LTC and the Wisconsin Technical College System Board policy forbid the expenditure of student activity fees for alcoholic beverages. These expenditures include the activity fee transfers that are allocated to student organizations each semester.

All college-sponsored activities (using tax dollars and/or activity fees) must be open to all students regardless of age. Alcoholic beverages are also forbidden at off-campus college-sponsored activities. The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. The advertising of alcoholic beverages is prohibited on college property and in college publications. The use of alcohol is prohibited in all buildings owned or leased by Lakeshore Technical College.

HAZARDOUS WASTE AND CHEMICAL EXPOSURE
Some classes, such as chemistry and physics, may present the possibility for exposure to substances which have the potential for health hazards. Faculty teaching such a class will include in the class syllabus specific information pertaining to potential exposure, and appropriate safety information will be presented to reduce the risk.

Any persons present near chemicals (including hazardous waste) should realize that they are voluntarily exposing themselves to these substances. Precautions, such as changing routes so as not to pass near the hazardous exposure areas or delaying enrolling or not enrolling in a class, may be necessary. These precautions are especially important for people with sensitive medical conditions which could make exposure to the substance mentioned above especially dangerous. In particular, women who are in their first trimester of pregnancy should avoid exposure.

Any time the potential exists for exposure to substances, protective clothing will be required.

EQUAL OPPORTUNITY/EQUAL EDUCATION/AFFIRMATIVE ACTION
Lakeshore Technical College assures compliance with all federal and state laws through the administration and enforcement of LTC District Board Policies and Procedures. Employment, programs, classes, and services are provided in a nondiscriminatory manner to all employees, students, and the public requesting use of or using college facilities without regard to race, creed, religion, national origin, ancestry, sex, sexual orientation, age, parental status, marital status, pregnancy, disability, political affiliation, genetic testing, veteran status, service in the armed forces, and the use or nonuse of lawful products off the college’s premises during nonworking/nonacademic hours.

HARASSMENT/DISCRIMINATION
Harassment of or by employees, students, and the public using college facilities or conducting business in college facilities on the basis of sex, race, religion, national origin, age, disability, or
STUDENT RIGHTS AND RESPONSIBILITIES

other protected status is a form of discrimination that is unlawful and prohibited. Any action, policy, or practice, including bias, stereotyping, harassment, and retaliation, which is detrimental to a person or groups of people is discrimination.

Harassment means behavior that substantially interferes with a person’s work or performance or creates an intimidating, hostile, or offensive work or academic environment. Information requests, questions, concerns, and complaints should be directed to the Human Resources Department/Affirmative Action Officer or Diversity Services/Equal Education Opportunity Officer for employee or student complaints, respectively.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES
Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 standards.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS
In compliance with Wisconsin law, reasonable accommodations (only applies to required religious activities) will be made of a student’s or employee’s sincerely held religious beliefs.

Students may request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student/employee will submit a request in writing to the instructor/employee’s manager five school/working days prior to the date or dates of the anticipated absence. The request will be kept confidential. Instructors/managers will provide a means by which make-up work is completed in a timely manner without any prejudicial effect.

COMPLAINT PROCEDURE
Procedures within the college have been established to handle complaints alleging harassment, assault, or discrimination against staff, students, and the public in employment/education matters as noted in the introduction section of this policy. A formal and informal process exists and is administered by the college Human Resources Department.

Any person having a concern about or alleging discrimination, harassment, assault, and/or retaliation who needs assistance in obtaining detailed procedural information, information on rights and responsibilities, advice, and/or complaint forms may contact Kathy Kotajarvi, Human Resource Department, Affirmative Action Director, and/or Nicole Yang, Diversity Services Coordinator, Equal Opportunity Officer.

BEHAVIOR INTERVENTION TEAM
The Behavior Intervention Team exists to provide a means of communication, assessment, and intervention for behaviors exhibited by student members of the college community which, if left unaddressed, could impact the safety, security, and required conditions of the teaching-learning environment. The role of the Behavior Intervention Team is to balance the educational needs of students and the mission of Lakeshore Technical College by intervening early and providing behavior support and response to students displaying varying levels of disruptive, disturbed, distressed, and/or emotionally dysregulated behaviors. This cross-functional team utilizes threat assessment tools to help determine appropriate courses of action when confronted with reports of such behavior.

CRIME AWARENESS AND CAMPUS SECURITY ACT
Lakeshore Technical College is committed to maintaining a safe and secure environment on campus. As part of the Crime Awareness and Campus Security Act of 1990, the college does provide complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies. This information is made available through the Students’ and Employees’ Right to Know and Campus Security Information flyer that is communicated annually to students and staff.

LTC CAMPUS POLICE AND SECURITY
LTC Campus Police is comprised of police officers and county sheriffs from Manitowoc County law enforcement agencies. Campus Police are available to handle campus security and parking problems during campus hours. LTC has an excellent relationship with the Cleveland First Responders and Firefighters, the Manitowoc County Sheriff’s Department, Cleveland Police Department, and the Manitowoc County Emergency Medical Services. LTC employs trained security officers to provide coverage while the campus is closed. The police and security office is housed of the General Education Office (L180).

REPORTING OF CRIMINAL ACTIONS
Contact the Switchboard at Extension “0” from 7:30 a.m. to 5 p.m., Monday through Thursday and 7:30 a.m. to 12 noon Friday. The operator will contact the proper authorities. The LTC Campus Police can be reached at 946.6310 (cell) or Ext. 1155 if unable to contact the Switchboard.

Individuals should dial 9-911 from LTC in-house phones in an emergency situation and then contact the Switchboard by dialing “0”.

SEXUAL ASSAULT AND RELATED STATUTES*
Wisconsin Statutes recognize that sexual assault, sexual exploitation by a therapist and harassment are serious criminal offenses. It is important for all students and staff of Lakeshore Technical College to understand how the statement of policy and offenses are defined in the law and to be aware of the penalties.

*Excerpted in the Students’ and Employees’ Right to Know and Campus Security Information brochure are the definitions and penalties of these offenses. This brochure is available to all students and staff members annually.

*According to 1991 Wisconsin Act No. 112.
STUDENT RIGHTS AND RESPONSIBILITIES

MOTOR VEHICLE REGULATIONS

1. LTC has three parking permits:
   A. Permits for student parking.
   B. Permits for staff parking.
   C. Permits for temporary parking.

2. All students are required to register vehicles at Student Services in the Lakeshore Building. The permit is good for the current school year attending. All staff are required to register their vehicle(s) with Human Resources. The parking permit is to be displayed from the rearview mirror. The permit is not transferable.

3. LTC assumes no responsibility for vehicles or their contents while parked on campus. The person whose name is registered is responsible for all violations incurred by the registered vehicle.

4. The enforced speed limit for vehicles operated on campus is fifteen (15) miles per hour.

5. Parking Regulations and Violations:
   A. All roadways and building approaches are considered lanes. Parking in these areas is prohibited.
   B. Student parking on the north side of the Lakeshore Building and in the east parking lot behind the Lakeshore Building is prohibited between 7 a.m. and 5:30 p.m. After 5:30 p.m., the east parking lot is open to student parking.
   C. Parking on lawns and/or sidewalks is prohibited.

6. Student vehicles should use the first entrance from Interstate-43 marked “Campus Entrance”.

7. Bicycle parking racks are available in the south parking lot, and the east side and north side of the Lakeshore Building.

8. Handicapped parking is allowed in designated areas by permit only. Permits are available only through the State of Wisconsin.

ENFORCEMENT

Parking regulations are enforced under Village of Cleveland Ordinance and the State of Wisconsin Statute.

PENALTIES

Persons violating posted parking regulations may be required to pay a fine in accordance with the Village of Cleveland or the State of Wisconsin traffic deposit schedule.
STUDENT RIGHTS AND RESPONSIBILITIES

COMPUTER-USE POLICY—FOR COLLEGE STUDENTS

I. INTRODUCTION
The computing and telecommunicating networks, computing equipment and computing resources of Lakeshore Technical College (hereinafter “College”) are owned by the College and are provided primarily to support the academic, administrative, and business functions of the College. The use of this equipment and technologies is governed by federal and state law, and College policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs.

Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

II. REGULATORY LIMITATIONS

A. Without prior notice, the College may monitor use of the equipment and networking structures and all systems for legitimate academic, administrative, and business reasons, including:
   1. To ensure the security and operating performance of systems and networks.
   2. To ensure appropriate academic, administrative, business and incidental personal use of equipment/materials.
   3. To enforce College policies.

Monitoring includes the right of the College to access messages and files which have been deleted, but not fully erased from systems. Legitimate academic, administrative, or business reasons include, but are not limited to, the right to inspect the contents of electronic messages or files in the course of an investigation prompted by evidence of violation of a College policy or as necessary to locate substantive information which is not readily available through other means. The contents of electronic communications files and records obtained for legitimate academic, administrative or business needs may be disclosed within the College District, without the permission of student, to those with an essential need to know, as well as to law enforcement and regulatory agencies.

Notwithstanding the right of the College to view, retrieve, and read any and all electronic messages, records, or files within College systems; electronic messages, records and files must otherwise be treated as confidential by students and accessed only by the author or intended recipient. Students may not attempt to gain access to another person’s electronic messages, records, or files without authorization or the permission of the person.

B. The College reserves the right to limit access to all equipment, networks, and resources when federal or state laws or College policies are violated, or when College contractual obligations or College operations may be impeded.

C. The College may authorize confidential passwords or other secure entry identification; however, students are to have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will ordinarily not be undertaken, monitoring of this material may occur for the reasons specified above.

Computer passwords are not, and are not intended as a guarantee of confidentiality or privacy. Students may not use a password, access a file, or retrieve any stored information unless authorized to do so.

Each individual user is responsible for the proper use of his/her assigned account, including password security. Users must not share computer accounts or disclose access information to unauthorized persons.

D. The College generally does not monitor or restrict material located in College computers housed within a private domicile or on non-college computers, whether or not such computers are attached or able to connect to campus networks.

E. All material prepared and used for purposes and posted to or sent over College computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the author and receiver.

F. No person shall make illegal copies of software. Illegal copies of software may not be run on any District computer. The Information Technology staff will take the necessary action to prevent violations of this requirement. Students are responsible for any and all liability resulting from violation of this prohibition.

G. The College is not responsible for the loss of data or interference with files which may occur in the course of maintenance of networks or equipment.

H. The College is not responsible for lost or deleted files which have been saved on disks.

III. PERMISSIBLE USE
Students are required to adhere to this policy and any related College rules, regulations and procedures for work produced on computing equipment, systems and networks. Students may access these technologies for academic, administrative, business and incidental personal uses, if the following restrictions are followed:

A. The use is lawful under federal or state law.
B. The use is not prohibited by Lakeshore Technical College District Board, College, or institutional policies.
C. The use does not damage or overload College computing equipment or systems, or otherwise harm or negatively impact the systems' performance.

D. The use does not contravene copyright or trademark law.

E. The use does not result in commercial gain or private profit (other than as allowable under College intellectual property policies).

F. The use does not state or imply College sponsorship or endorsement.

G. The use does not violate state or federal laws or College policies against race or sex discrimination, including, but not limited to, racial slurs, gender specific comments, comments on sexual orientation or sexual harassment.

H. The use does not involve unauthorized passwords, identifying data, or any other action that attempts to circumvent, disable or overload system security, or in any way attempts to gain unauthorized access.

I. The use does not involve activities which interfere with or disrupt network users, services or equipment, to include, but not limited to:
   1. Distribution of unsolicited advertising or mass mailings;
   2. Propagation of computer worms or viruses; and
   3. Downloading and/or running any destructive or disruptive programs on College Computer systems.

J. The use does not involve accessing or attempting to access by “hacking” or any other unauthorized entry, materials, information, resources, communication devices, or the files of other users, which the student reasonably understands to be restricted to persons other than the student. Intentional interception of any electronic communication is considered unauthorized access and may violate the Electronic Communications Privacy Act.

K. The use does not involve in any manner disabling or inactivating virus scanning software or restrictive filters.

IV. SOCIAL NETWORKS

A. Students must understand that certain expectations for professional conduct extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of LTC, or members of the LTC community. Violations of college policy (e.g., harassing language, possible drug policy violations, etc.) are subject to investigation and sanction via the LTC Computer Use Policy, Student Conduct Code, and other relevant college policies.

B. Lakeshore Technical College is not responsible for the privacy practices or the content of external web sites and online social networks. Participation in online social networks is strictly voluntary.

C. Students should be careful about how much and what kind of identifying information is posted online. It is unwise to put information like date of birth, social security number, and phone number online because it could leave students open to identity theft or stalking. Networks like Facebook provide numerous privacy settings for information contained in its pages; students should use these settings to protect private information.

D. Some students may be interested in establishing a LTC-related (using the Lakeshore Technical College name, LTC acronym, LTC program name, or any other identifying element of the college) social network presence in order to connect and/or disseminate information related to college life or activities. The establishment of such pages or sites shall be coordinated through the office of Student Success.

E. LTC reserves the right to change or amend the Social Network Regulatory Limitations at any time.

V. ILLEGAL ACTIVITY

A. Any illegal use of the network, or its use in support of such activities, is strictly prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws.

B. The submission, publication or transmission of information or data of any type for the purpose of planning, preparing or engaging in criminal activity of any type is strictly prohibited.

C. College officials will report actual or suspected criminal conduct to law enforcement authorities.

VI. VIEWING OR DISTRIBUTING OBSCENE OR PORNOGRAPHIC MATERIALS

A. Students may not intentionally access, download, store, or transmit obscene or pornographic sites, materials, files or messages through the College District Information Systems or using any College District computing and telecommunicating networks, equipment or computing resources to include, but not limited to, any sites, materials, messages, or files, which:
   1. Contain adult oriented or pornographic images, written materials, or discussions;
   2. Are restricted to adults or persons age 21 or over because of adult oriented sexual or violent content;
   3. Contain sexually explicit images or materials of any type, to include images of the human body which depict nudity or sexual excitement, as well as actual or simulated sexual acts.

Conduct of this character is not, and will not be recognized as appropriate or authorized use of College computing equipment, information systems and networks for personal, academic, administrative, or business purposes.

B. Violation of the foregoing section IV., A., of this policy will result in disciplinary action under section VI., below.
VII. SUSPENSION OF PRIVILEGES BY STUDENT SERVICES DIRECTOR
A. The College’s Student Services Director may suspend a student’s access privileges for as long as necessary to protect the College’s computing resources. As soon as practicable following the suspension, the Manager of Student Services must take the following actions:

1. The student must be provided with notice of the computing resources suspension and the reasons for it.
2. The student must be given an opportunity to meet with the Student Services Director to discuss the suspension if the student requests it.
3. Following the meeting, the student must be notified that the student may appeal to the Student Services Director immediate supervisor if the student is dissatisfied with the outcome of the meeting.

B. The Student Services Director may refer the matter for action under the student code of conduct.

VIII. VIOLATION OF POLICY
A. Any violation of this policy will be considered unethical, inappropriate or illegal use of electronic communication under the College student conduct code and the offending student will be subject to the process as outlined. Violations should be reported as provided under the code.

B. Sanctions for violation of this policy may include revocation or suspension of access privileges in addition to the sanction provided under the student conduct code.

C. Violations of federal or state law may be referred for criminal or civil prosecution.

D. Disciplinary decisions will be based upon, but will not be limited to, the following:

1. The nature of the misconduct, to include the character of materials, files, messages or sites, created, accessed, sent, viewed, or damaged.
2. The frequency with which unauthorized materials, files, sites or messages were accessed, downloaded, stored, transmitted, or damaged.
3. The time of day during which the conduct occurred.
4. Whether other persons were involved in any way, either voluntarily or involuntarily.
5. Whether the conduct is subject to criminal prosecution.
6. Whether the conduct has resulted in a complaint by another person.
7. Impact upon other students.
8. Prior disciplinary record.
9. Cost incurred by the College.

E. Unauthorized or improper use of a student account, password, or access information will not excuse the student from disciplinary action, if the student failed to comply with the requirements of this policy regarding network security.

IX. APPLICATION OF PUBLIC RECORDS LAW
All information created or received for work purposes and contained in College computing equipment files, servers, or electronic mail (email) depositories are public records and are available to the public unless an exception to the Wisconsin Public Records Law applies. This information may be purged and destroyed only in accordance with the College records retention schedule.
STUDENT LIFE

The Student Life program at Lakeshore Technical College is viewed as an integral part of the total educational experience of the student body. It is dedicated to providing experiences that will broaden your cultural horizons and outlets for self-expression as well as provide opportunities and have some fun.

Monies from the supplemental fee contribute to outstanding student awards, and club assistance and support all Student Government Association (SGA) activities and services (in general).

WELLNESS CENTER
The Wellness Center is an unsupervised exercise center that is open to students, staff, family members of staff, and members of the Cleveland community free of charge. Participants need to review the Wellness Center Policy which includes guidelines, dress code, and a release-of-all claims form that the participants need to sign in the College Health Nurse’s office before use. This area has a variety of equipment, such as two treadmills, weight machines, elliptical trainers, stationary bikes, and locker rooms with showers.

STUDENT GOVERNMENT ASSOCIATION (SGA)
The Lakeshore Technical College Student Government Association (SGA) is an organization of student representatives whose officers are elected by the student body from the various programs. SGA provides students with the opportunity to participate in democratic self-government. The SGA provides liaison between the administration, faculty, and students; promotes citizenship/leadership; operates as the students' official voice in school government; and acquires information for dissemination to the student body. The SGA operates according to a constitution with the assistance of the Student Government Advisor. Meetings are held once a month during the school year.

LTC A-TEAM (STUDENT AMBASSADORS)
The LTC A-Team (A stands for Ambassador) is made up of an incredible group of current students (selected by LTC staff through an application process) who share their knowledge of, belief in, and passion for LTC with the student body, prospective students, faculty and staff, as well as the community at large. LTC A-Team members are paid an hourly rate for their services.

LTC A-Team Mission:
- Promote LTC to prospective students and the community through campus events/activities.
- Convey a positive image of LTC at all times.
- Assume student body leadership roles.

WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) STATE AMBASSADOR PROGRAM
The LTC Ambassador Program recognizes and rewards outstanding student achievement in the Wisconsin Technical College System. The State Ambassador represents LTC and WTCS at campus, community, and WTCS events including a two-day training event in Madison each April.

State Ambassador nominations come from LTC staff, or students may self-nominate. Student nominees undergo district-level screening and interviewing from which a district winner is selected based on traits such as character, attitude, attendance, leadership, and extracurricular activities. The State Ambassador enjoys prestige and yearlong visibility as a champion for technical education. Everybody wins with this award program-the student, LTC, employers, WTCS, and the general public.
LTC OFFICIAL STUDENT CLUBS

The Student Government Association (SGA) approves and supports many student clubs/associations. All LTC students are welcome to join SGA clubs/associations. Active involvement outside the classroom promotes beneficial learning experiences that further develop and enrich students’ interpersonal and professional skills.

Descriptions of clubs/associations are available online at the Current Students page of the LTC Website at gotoltc.edu.

- Auto Collision Club
- Auto Tech Club
- Business Professionals of America
- Criminal Justice Student Association
- Dairy Club
- Dental Assistant Club
- Dental Hygiene Club
- Disc Golf Club
- Emergency Medical Services (EMS) Student Association (Inactive 2010-11)
- Farm Business & Production Management Club
- Future Teachers Club
- Gay-Straight Alliance (Inactive 2010-11)
- Hospitality Sales and Marketing Association International (HSMAI) Collegiate Chapter
- Industrial Maintenance Club (Inactive 2010-11)
- Information Technology (IT) Club
- International Bridges Club
- LCSNA (Lakeshore Chapter of the Student Nurses Association)
- Machine Tool Club (Inactive 2010-11)
- Mechanical Design Club
- Medical Assistant Club
- Medical Administrative Specialist/Transcriptionist (MAST) Club
- Nontraditional Occupations Club (Inactive 2010-11)
- Paralegal Student Association
- Phi Theta Kappa Honor Society—Beta Lambda Sigma Chapter
- Society of Human Resource Management (SHRM) Student Chapter
- Student Impact Club
- Students for Diversity Club (Inactive 2010-11)
- Student Veterans Association
- Supply Chain Management Club (Student APICS Chapter)
- Sustainability Club
- Weld Club
- Wisconsin Marketing & Management Association (WMMA/Marketing Club) (Inactive 2010-11)
APPRENTICESHIP

Apprenticeship is an employer-sponsored training program with hands-on training provided by the employer and related training provided at Lakeshore Technical College. Apprentices train for skilled trades in one of three broad categories: Construction, Industrial and Service. The apprentice contract will require attendance at classes where the employer pays working wages while the apprentice is in class, (Paid Related Instruction / Day School) and the contract may require attendance at classes where the employer does not pay working wages while the apprentice is in class, (Non-Paid Related Instruction / Evening / Night School). It is required that a Bureau of Apprenticeship Standards (BAS) contract be issued to the apprentice from the State of Wisconsin Bureau of Apprenticeship Standards Division before he or she can be invited to school for the paid related training.

REGISTRATION

Several weeks prior to the start of class, the apprentice and her or his employer will be sent information for the semester. Some employers choose to pay for tuition, books, and/or supplies, which is over and above the mandated requirements of the apprentice contract. Please discuss with the employer the apprentice’s responsibilities for payment prior to the first day of class. Apprentices who are paying their own fees are encouraged to pay by personal check or credit card.

New apprentices registering for the first time will complete their registration and pay fees on the first day of class in the classroom. Returning apprentices will be registered online for the coming semester near the end of the semester in which they are currently attending. Failure to register or pay fees in a timely manner will result in the apprentice being dropped from the paid related instruction course, and may be cause for the cancellation of the individual by the state.

ATTENDANCE

Because apprentices are paid their working wage to attend related instruction, and in order to progress in the related instruction portion of the apprenticeship, attendance is required. Therefore it is the apprentice’s responsibility to make certain that he or she attends scheduled classes. Should there be difficulties in being released from work, apprentices should contact their Bureau of Apprenticeship Standards (BAS) representative and the Apprenticeship Office located at Lakeshore Technical College.

Notification of every absence from the related instruction (excused or unexcused) is sent to the employer and the BAS. Pay is deducted for the time absent from the paid related instruction. For paid related instruction that is scheduled for a full day, a ten-minute break is provided in the morning and in the afternoon.

APPRENTICE RECORDKEEPING

An apprentice should have a copy of their contract, or know where to find it, and review it periodically. Apprentices are required to keep accurate records of work processes and school attendance. In construction trades, a job book is created from the information in the apprentice’s contract that lists the various work processes. Each week the apprentice is to record activities under the proper category in this job book. For industrial and service trades the apprentice and employer determine how work hours are recorded. When the Bureau of Apprenticeship Standards (BAS) district representative or the joint apprenticeship committee reviews apprentice training progress, they will want to see those records. Lakeshore Technical College is not responsible for maintaining the currency of work records.

NON-PAID RELATED INSTRUCTION / EVENING / NIGHT SCHOOL

The apprentice should check the terms of his or her contract to establish what non-paid related instruction he or she is required to complete on his or her own time and at his or her own expense. Apprentices are required to complete a minimum number of non-paid related classes as outlined for the specific trade.

It is advised that apprentices consult with the joint apprenticeship committee for the specific construction trade, or their employer apprenticeship committee for industrial or service trades, if it is not clear what is required in their non-paid related instruction. Lakeshore Technical College operates an evening schedule for non-paid related instruction in cooperation with other Wisconsin Technical Colleges when scheduling courses in the fall, winter, and spring.

FIRST AID

All apprentices are required to complete a Standard First Aid CPR class early on in the term of their contract and are required to keep this certification current throughout the term of their contract. The apprentice may contact the Red Cross Office in Manitowoc or Sheboygan or register in a class offered by LTC. When the Bureau of Apprenticeship Standards (BAS) district representative or the joint apprenticeship committee reviews apprentice training progress, they will want to see current Standard First Aid CPR certification.

STUDENT RECORDS

A permanent student record will be maintained for all students enrolled at Lakeshore Technical College. It is to be understood that this is the only official record of progress and attendance for paid or unpaid related instruction as outlined in the apprentice contract. Copies of grade reports and classroom performance evaluations will be mailed to the apprentice’s employer as they are a co-educator in the apprenticeship process. Apprentices will be able to access their academic records online. In that way, both the employer and the apprentice are aware of the educational progress of the apprentice during each term.
APPRENTICESHIP

JOINT APPRENTICESHIP COMMITTEE – CONSTRUCTION TRADES
Each apprentice can expect to be evaluated at least once, and usually twice, per year concerning progress on the job and in school. The committee will inform the apprentice of her or his evaluation one to three weeks prior to the committee meeting. This meeting is a good time to discuss any problems or difficulties with the training program, paid or unpaid related instruction, or on the job.

If an apprentice would like to discuss a problem or issue with his or her Joint Apprenticeship Advisory Committee, he or she may request to appear before the committee by contacting the Apprenticeship Office at Lakeshore Technical College. The apprentice will be placed on the agenda for the next meeting and informed through the mail of the meeting time and place.

EMPLOYER APPRENTICESHIP COMMITTEE – INDUSTRIAL AND SERVICE TRADES
Each apprentice can expect to be evaluated periodically by their employer apprenticeship committee concerning progress on the job and in school. This meeting is a good time to discuss any problems or difficulties with the training program, paid or unpaid related instruction, or on the job.

GRADUATION BANQUET
Each year, Lakeshore Technical College holds an Apprentice Completion Banquet celebrating those apprentices who have successfully completed the paid related instruction portion of their apprenticeship contract. Apprentices successfully completing all of their paid related instruction requirements by the end of the spring semester are eligible for attendance at the banquet in May of that spring.
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