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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) or dial our telecommunications device for the hearing impaired TTY: 920.693.8956.

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.

WELCOME



LETTER FROM THE PRESIDENT

At LTC we call ourselves futuremakers. That means it's our priority to make a difference in the future of our students. Whether you're a student who's right out of high school, a student looking to change careers completely, or a student who just wants a taste of college, LTC is the right place to start your future.

When it comes to helping people find their career passions or add new skills to their resume, we are ready with real-world learning, industry-savvy faculty, and a knowledgeable, caring, and supportive staff. We're proud to say that 81% of LTC graduates find work in their field and 98% of our graduates are either satisfied or very satisfied with their LTC education and earn a median wage of more than \$33,000 a year.

Not only are we here to help you unleash your potential, we are committed to creating a fostering environment and working each and every day to build 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

BOARD MEMBERS

Roy Kluss	Chair
John Lukas	Vice Chair
Jerry Voechting	Secretary/Treasurer
Nancy Crowley	Member
Jutta Furca	Member
Cindy Huhn	Member
Dr. Joseph Sheehan	Member
Cher Pao Vang	Member
One Vacancy	

MISSION

To enrich lives and strengthen the economy by preparing a work force 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, 30 North LaSalle Street, Suite 2400, IL, 60602-2504; 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.

Catalog No. Class Title Credit(s)

Term 1

10101111	Accounting 1	4.00
10101152	Communication for Accountants	2.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic & Diversity Studies	3.00

Total **16.00**

Term 2

10101113	Accounting 2	4.00
10101180	Spreadsheet Data Management	2.00
10102160	Business Law 1	3.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	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

10101135	Payroll Accounting	3.00
10101117	Accounting 4	4.00
10101126	Accounting Cost 2	2.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10101191	Portfolio Assessment-Accounting	1.00
10809198	Introduction to Psychology	3.00

Total **16.00**

Program Total **67.00**

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)

Program Goals

You'll learn to:

- Analyze, interpret, and communicate financial information in a professional and ethical manner.
- Utilize computer technology, including spreadsheets, word processing, and accounting-related software, for solving business problems, managing information, and making business decisions in local and global environments.
- Effectively communicate information to a diverse population.
- Demonstrate competence in areas of financial accounting, cost accounting, tax accounting, information systems, and business law using appropriate measurement criteria according to recognized professional standards.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Franklin University
Lakeland College
Marian College

MSOE Rader School of Business
Silver Lake College
University of Phoenix
UW-Platteville
UW-Stout

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

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, special journals, and ledgers, accruals and deferrals, depreciation, inventories, the voucher system, payroll, and accounting principles and concepts.

10101113 Accounting 2

...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest; partnerships; corporations; and manufacturing accounting with additional accounting reports for management, creditors, and investors.

PREREQUISITE: 10101111 Accounting I

10101115 Accounting 3

...introduces the learner to intermediate accounting concepts, principles, and applications, including financial statements, temporary investments, receivables, equities, current liabilities, fixed assets, and bonds.

PREREQUISITE: 10101113 Accounting II and Microsoft Word and PowerPoint skills or equivalent

10101117 Accounting 4

...expands the learner's ability to understand intermediate accounting concepts, principles, and applications, including intangible assets, long-term investments, corporate taxes, leases, pensions, and stockholders' equity.

PREREQUISITE: 10101115 Accounting III

10101123 Accounting Income Tax

...introduces the learner to the federal income tax laws and their underlying principles, including such topics as gross income (inclusions and exclusions), deductions and exemptions, tax forms and schedule, and the computation of taxes; and use of tax forms.

10101125 Accounting Cost 1

...provides the learner with the skills to understand cost accounting for manufacturing enterprises, including budgets, concepts, cost reports, job-order costing, process costing, joint products, and byproducts.

PREREQUISITE: 10101111 Accounting I

10101126 Accounting Cost 2

...expands the learner's ability to understand accounting for manufacturing enterprises, including factory overhead, material costs, labor costs, standard costing, direct costing, marketing costs, break-even analysis, differential costs, and capital expenditures.

PREREQUISITE: 10101125 Accounting Cost I

10101130 Accounting Information Systems

...introduces the learner to current accounting information systems theory, procedures, and methods designed to communicate financial data and report financial information; system analysis and design related to manual and computerized systems; internal control; flow charting; form design; and procedure writing.

PREREQUISITE: 10101113 Accounting II

10101135 Payroll Accounting

...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; maintain payroll records; and process payroll in both a manual and computerized setting.

PREREQUISITE: 10101111 Accounting I

10101152 Communication for Accountants

...prepares the learner to meet the specific, rigorous communication demands of accounting professionals for business writing, business presentations, and interpersonal skills, including the ability to develop the ability to organize and present ideas clearly; apply communication strategies; and listen, speak, and write effectively to be a more competent business communicator.

10101180 Spreadsheet Data Management

...provides the learner with the skills to operate an IBM personal computer using Excel spreadsheet software and solve accounting and business problems using spreadsheet-advanced functions on microcomputers.

PREREQUISITES: 10101111 Accounting I and Microsoft Excel skills or equivalent

10101182 Accounting Software Applications

...prepares the learner to perform file maintenance procedures, analyze the differences between manual accounting and computerized accounting, account for expenditure cycle transactions, account for revenue cycle transactions, account for general journal transactions, account for payroll, prepare bank reconciliations, perform end-of-period procedures, design reports, design financial statements, and analyze report information.

PREREQUISITE: 10101111 Accounting I

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: 10105128 Career Exploration 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.

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

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: Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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.

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, 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.

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10106102	Information Management	3.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106164	Information Technology Essentials	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	Total	16.00

Term 2

10101150	Office Accounting	3.00
10106194	Web Page Design	2.00
10106124	eCommunications	3.00
10106134	Keyboard-Speedbuilding 2	1.00
10106166	Microcomputer Business Applications 1	2.00
10106168	Microcomputer Business Applications 2	2.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
	Total	16.00

Term 3

10106179	Professional & Career Development	3.00
10106167	Microcomputer Business Applications 3	3.00
10106174	Desktop Publishing	2.00
10106178	PDF Integration	2.00
10809195	Economics	3.00
10809198	Introduction to Psychology	3.00
	Total	16.00

Term 4

10106169	Microcomputer Business Applications 4	4.00
10106160	Internship--Administrative Assistant	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 OR 10806112 Principles of Sustainability	3.00
10106103	Portfolio Assessment-Administrative	1.00
	Total	16.00
	Program Total	64.00

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

Curriculum and program acceptance requirements are subject to change.

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 10106100, Keyboarding, or by advanced placement testing--cannot be used as elective credit

Program Goals

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.
- Demonstrate 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.
- Integrate word processing, spreadsheet, database, presentation, and desktop publishing documents.
- Plan independently and proactively to accomplish goals.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch
Franklin University
Lakeland College
Marian College

MSOE Rader School of Business
Silver Lake College
University of Phoenix
UW-Stout

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

10101150 Office Accounting

...introduces the learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations.

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.

10106102 Information Management

...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence 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

10106124 eCommunications

...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 e-mail as attachments; and operate voice recognition software.

PREREQUISITE: 10106131 Document Formatting; 101060164 Info Technology Essentials

10106131 Document Formatting

...prepares the learner to keyboard and format a business memorandum; to edit a memorandum; to keyboard and format a business letter; to enhance business documents; to keyboard and format tabulated columns; to keyboard and format tables; to keyboard and format reports; and develop proofreading and editing skills for business correspondence.

PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

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 I

10106160 Internship--Administrative Assistant

...enhances the student's ability to apply technical skills, to work productively, to communicate effectively, and to demonstrate appropriate ethics and behavior in a professional workplace environment.

10106164 Information Technology Essentials

...prepares the learner with the skills to design and present effective PowerPoint presentations; manage e-mail and calendaring functions using MS Outlook; internet research; and manage multiple file operations using Windows operating system. Emphasis in this class is on teamwork, presentation skills, and exhibiting a professional attitude.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word to create tables; format text in multiple columns; format multiple-page documents with headers, footers, footnotes, and end notes; perform merge operations for correspondence and labels; prepare flyers in the graphic elements; and use special features to incorporate efficiency in document production.

PREREQUISITE: 10106131 Document Formatting

10106167 Microcomputer Business Applications 3

...prepares the learner to use Microsoft Office components at intermediate and advanced levels. Projects include integrating Word, Excel, PowerPoint, and Access. Learners will prepare a final project for each application as well as an integrated project using all of the applications. Emphasis will be on Microsoft Access.

PREREQUISITE: 10106166 Microcomputer Business Applications 1; 10106102 Info Management, 10106164 Info Technology Essentials, 10106168 Microcomputer Business Applications 2

10106168 Microcomputer Business Applications 2

...prepares the learner to create worksheets, 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

10106169 Microcomputer Business Applications 4

...introduces students to professionalism in the office setting and prepares students to work with the advanced features of the Microsoft Office Suite. Through an office simulation, students will work in teams as part of a fictitious company as well as complete a final individual project that integrates skills learned throughout the program. Also included are self-management skills; telephone and customer service techniques; and processing mail.

PREREQUISITE: 10106167 Microcomputer Business Applications 3

10106174 Desktop Publishing

...prepares the learner with the basic skills to use page layout software to create professional publications with InDesign and Photoshop.

PREREQUISITE: 10106166 Microcomputer Business Applications I

10106178 PDF Integration

...prepares the student to analyze document publishing needs, combine documents into a single PDF, bookmark insertion, collaborate projects, integrate table of contents, create forms, implement security and encryption to protect documents and add digital signatures.

PREREQUISITE: 10106166 Microcomputer Business Applications I and 10106168 Microcomputer Business Applications II, and **CONDITION:** 101066 Administrative Assistant admissions requirements met

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.

10106192 Training Techniques

...develops the skills necessary to present and provide support for training sessions, including organization of materials, procedures, and techniques.

PREREQUISITE: 10106167 Microcomputer Business Applications III

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 **CONDITION:** 101043 Marketing Admissions Requirements Met or 191091 Meeting and Event Planning Certificate Admissions Requirements Met

10106194 Web Page Design

...prepares the learner to create web pages with HTML, optimize graphics for use in web pages, and create and maintain sites.

PREREQUISITE: 10106174 Desktop Publishing

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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.

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.

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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

31405304	Auto Collision Electrical Mechanical	3.00
31405320	Auto Collision Orientation and Safety	1.00
31405322	Auto Collision Panel Repair	3.00
31405324	Auto Collision Plastic and Composite Panel Repair	1.00
31405326	Auto Collision Panel Replacement and Alignment	4.00
31405328	Auto Collision Structural Analysis	3.00
31405332	Auto Collision Wire Welding	2.00
31809363	Challenging Issues	1.00
Total		18.00

Term 2

31405340	Auto Painting Orientation/Safety	1.00
31405342	Auto Painting Preparation for Refinishing	2.00
31405344	Auto Painting Refinishing Applications-Complete	5.00
31405346	Auto Painting Refinishing Appl. for Tint/Blend	45.00
31801359	Communication Skills for the Workplace	2.00
Total		15.00
Program Total		33.00

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. If you like working with cars and trucks, enjoy the challenge of fixing things, have an eye for color and details, and have a desire to help people solve problems, a career as an auto collision repair and refinish technician could really pay off for you!

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

Program Goals

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, tinting, and blending.
- Diagnose electrical circuits using a digital volt/ohm meter.
- Troubleshoot and repair automotive air conditioning systems (can become EPA and Wisconsin State certified (ATCP 136) for air conditioning).

Other Program Expectations

You'll need to:

- Lift a minimum of 50 pounds.
- Kneel, bend and reach frequently.
- Have normal or corrected vision.
- Distinguish color visually and see three dimensionally.
- Pass a respirator fit test for positive ventilation (administered at LTC).

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	55
Write	18	60

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.

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

...provides the learner with hands-on activities to gain the skills necessary for metal finishing, panel straightening, application of body fillers, and use of hydraulics to straighten panels and make body panel adjustments.

COREQUISITE: 31405320 Auto Collision Orientation & Safety; and CONDITION: 314051 Auto Collision Repair & Finish Technician Admission Requirements Met

31405324 Auto Collision Plastic and Composite 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: 31405322 Auto Collision Panel Repair and 31405320 Auto Collision Orientation & Safety

31405326 Auto Collision Panel Replacement and Alignment

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

COREQUISITE: 31405324 Auto Collision Plastic Composite Panel Repair, 31405320 Auto Collision Orientation & Safety and 31405332 Auto Collision Wire Welding

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 Orientation & Safety

31405332 Auto Collision Wire Welding

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

31405340 Auto Painting 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 Painting Preparation for Refinishing

...enhances the learner's ability to understand automotive finishes and the equipment, paint area, and refinish area and to develop a thorough understanding of surface preparation as it relates to vehicle refinishing.

COREQUISITE: 31405340 Auto Painting Orientation/Safety

31405344 Auto Painting Refinishing Applications-Complete

...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 Painting Preparation for Refinishing and 31405340 Auto Painting Orientation/Safety

31405346 Auto Painting Refinishing Appl. for Tint/Blend

...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 Painting and Refinishing Applications-Complete and 31405340 Auto Painting Orientation/Safety

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.



Automotive Maintenance Technician

Program No: 31-404-3

Technical Diploma

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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

31404301	Auto Orientation & Safety	1.00
31442345	Auto Servicing Welding	1.00
31404372	Auto Suspension and Steering	3.00
31404315	Automatic Transmissions	4.00
31404316	Differential & Manual Transmissions	3.00
Total		12.00

Term 2

31404348	Automotive Air Conditioning and Certification	3.00
31404370	Auto Brakes	3.00
31404376	Auto Engine Repair	4.00
31809362	Psychology for Life	1.00
31809363	Challenging Issues	1.00
Total		12.00

Term 3

31404317	Auto Electricity I	2.00
31404318	Auto Electricity II	2.00
31404319	Auto Electricity III	2.00
31404320	Auto Electricity IV	3.00
31801359	Communication Skills for the Workplace	2.00
Total		11.00

Term 4

31404382	Auto Engine Performance I	5.00
31404384	Auto Engine Performance II	5.00
Total		10.00
Program Total		45.00

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

Curriculum and program acceptance requirements are subject to change.

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
- Students are required to take the Bennett Mechanical Aptitude Test and the Minnesota Paper Form Board Test for advisement purposes.

Program Goals

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:

- Have manual dexterity.
- Lift a minimum of 25 pounds.
- Drive standard transmission.
- Have a valid driver's license.
- Learn from reading.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	55
Write	18	60

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.

31404301 Auto Orientation and Safety

...prepares the learner to work effectively and efficiently in the automotive lab. Shop safety and proper procedures are emphasized.

CONDITION: Automotive Maintenance Technician

31404315 Automatic Transmission

...prepares the learner to develop skills in the operation and servicing of automatic transmissions. The learner will disassemble, inspect, repair and reassemble various automatic transmissions and learn proper procedures for diagnosis of these assemblies.

COREQUISITE: 31404301 Auto Orientation & Safety

31404316 Differentials and Manual Transmissions

...prepares the learner with a thorough knowledge of the operation, diagnosis, and repair procedures of differential assemblies and manual transmissions. The learner will disassemble, inspect and reassemble differentials and various manual transmissions.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

COREQUISITE: 31404317 Auto Electricity I

31404319 Auto Electricity III

...prepares the learner to diagnose and repair automotive starting and charging systems, lighting systems, conductors, connectors, and motors. Learners will test starters, alternators, solenoids and cables.

COREQUISITE: 31404318 Auto Electricity II

31404320 Auto Electricity IV

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

COREQUISITE: 31404319 Auto Electricity III

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.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

COREQUISITE: 31404301 Auto Orientation & Safety

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.

PREREQUISITE: 31404320 Auto Electrical Systems and 31404319 Auto Basic Electrical or 31404380 Auto Electrical Systems I

31404384 Auto Engine Performance II

...prepares the student to diagnose and repair driveability concerns, emission test failures, and check engine lights using engine diagnostic equipment.

COREQUISITE: 31404382 Auto Engine Performance I

31442345 Auto Servicing Welding

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

COREQUISITE: 31404301 Auto Orientation & Safety

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.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10106104	Realtime Reporting I	5.00
10106144	Realtime Reporting Orientation	1.00
10106159	Legal Terminology	1.00
10106184	English for Realtime Reporters	1.00
10106804	Realtime Reporting I Lab	1.00
10801195	Written Communication	3.00
10809198	Introduction to Psychology	3.00
Total		15.00

Term 2

10106105	Realtime Reporting II	5.00
10106158	Realtime Reporting Technology	2.00
10106805	Realtime Reporting II Lab	1.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10809122	Introduction To American Government OR 10809172 Race, Ethnic and Diversity Studies	3.00
10809196	Introduction to Sociology	3.00
Total		17.00

Term 3 (Summer)

10106108	Realtime Reporting Speed Development	2.00
Total		2.00

Term 4

10106109	Literary I	2.00
10106128	Jury Charge I	2.00
10106143	Judicial Reporting Internship	1.00
10106156	Testimony I	3.00
10106809	Literary I Lab	1.00
10106828	Jury Charge I Lab	1.00
10106859	Testimony I Lab	1.00
10804123	Math with Business Applications OR 10804106 Intro to College Math OR 10806112 Principles of Sustainability	3.00
10809195	Economics	3.00
Total		17.00

Term 5

10106111	Literary II	2.00
10106129	Jury Charge II	2.00
10106142	Judicial Reporting Procedures	2.00
10106157	Testimony II	3.00
10106171	Medical Reporting & Terminology	2.00
10106811	Literary II Lab	1.00
10106829	Jury Charge II Lab	1.00
10106857	Testimony II Lab	1.00
Total		14.00

Term 6 (Summer)

10170101	Captioning/CART	4.00
10170143	Internship in Broadcast Captioning/CART	1.00
Total		5.00
Program Total		70.00

Note: Curriculum and program acceptance requirements are subject to change.

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 (NWTTC) - Green Bay.

About the Career

You've read the scrolling captions for the hearing-impaired on your TV screen. The person providing 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

Program Goals

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 professional 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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

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

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

10106104 Realtime Reporting I

...prepares the learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I Lab is required.
CONDITION: 101071 Broadcast Captioning or 101061 Judicial Reporting or 321071 Broadcast Captioning or 321061 Judicial Reporting

10106105 Realtime Reporting II

...prepares the learner to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory at a minimum speed of 110 wpm. Concurrent registration in Realtime Reporting II Lab is required.
PREREQUISITE: 10106104 Realtime Reporting I and 10106804 Realtime Reporting I Lab

10106108 Realtime Reporting Speed Development

...further develops skills acquired in Realtime Reporting II on literary, jury charge, and testimony material beginning at 120 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute.
PREREQUISITE: 10106105 Realtime Reporting II

10106109 Literary I

...prepares the learner to write literary material at 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106111 Literary II

...expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary II Lab is required.
PREREQUISITE: 10106109 Literary I

10106128 Jury Charge I

...prepares the student to write jury charge material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Jury Charge I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106129 Jury Charge II

...expands the student's ability to write jury charge material dictated at a minimum speed of 200 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Jury Charge II Lab is required.
PREREQUISITE: 10106128 Jury Charge I

10106142 Judicial Reporting Procedures

...introduces the student to reporting procedures for which reporters are responsible in the courtroom, deposition, and real-time reporting environments, including preparing salable transcripts, researching legal citations, and developing professional development plans.

10106143 Judicial Reporting Internship

...prepares the student to write machine shorthand verbatim for a minimum of 40 hours of actual writing time in the courtroom, classroom, and deposition environment under the supervision of a working reporter; prepare a 40-page transcript, and summarize the internship experience in a narrative report.
PREREQUISITE: 10106108 Realtime Reporting Speed Development and **COREQUISITES:** 10106128 Jury Charge I and 10106109 Literary I and 10106156 Testimony I

10106144 Realtime Reporting Orientation

...prepares the student to use computer-assisted, real-time transcription software, Windows, e-mail, a steno machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework.
CONDITION: 101071 Broadcast Captioning program requirements met or 101061 Judicial Reporting program requirements met

10106156 Testimony I

...prepares the student to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe with a minimum of 95 percent accuracy. Concurrent registration in Testimony I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106157 Testimony II

...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR exam. Concurrent registration in Testimony II lab is required.
PREREQUISITE: 10106156 Testimony I

10106158 Realtime Reporting Technology

...prepares the student to use CAT (Computer-Assisted Transcription) and real-time software; build personal dictionaries; and read, translate, and edit transcripts. Students are introduced to real-time translation procedures in court, depositions, captioning, and educational environments.

10106159 Legal Terminology

...provides the student with the ability to spell, pronounce, and define legal terms.

10106171 Medical Reporting and Terminology

...prepares the student to write medical terminology in machine shorthand using appropriate medical terminology from material dictated at a minimum speed of 150 wpm for 5 minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings.
PREREQUISITE: 10106156 Testimony I

10106184 English for Realtime Reporters

...enhances the student's ability to use proper English grammar, spelling, punctuation, capitalization, and vocabulary techniques in the transcription of the spoken word.

10106804 Realtime Reporting I Lab

...prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I is required.
COREQUISITE: 10106104 Real Time Reporting I and **CONDITION:** 101701 Broadcast Captioning or 101061 Judicial Reporting or 321701 Broadcast Captioning or 321061 Judicial Reporting

10106805 Realtime Reporting II Lab

...expands the learner's ability to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory. Concurrent registration in Realtime Reporting II is required.
COREQUISITE: 10106105 Realtime Reporting II

10106809 Literary I Lab

...expands the student's ability to write literary material dictated at a speed of 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106109 Literary I

10106811 Literary II Lab

...expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Literary II is required.
COREQUISITE: 10106111 Literary II

10106828 Jury Charge I Lab

...prepares the student to write jury charge material dictated at a speed of 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106128 Jury Charge I

10106829 Jury Charge II Lab

...expands the student's ability to write jury charge material at 200 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Jury Charge II is required.
COREQUISITE: 10106129 Jury Charge II

10106857 Testimony II Lab

...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three, 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR Exam. Concurrent registration in Testimony II is required.
COREQUISITE: 10106157 Testimony II

10106859 Testimony I Lab

...expands the student's ability to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106156 Testimony I

10170101 Captioning/CART

...prepares the learner to write dictation at 180 wpm, broadcast 10 minutes non-stop, write new punctuation and symbols, new flagged alphabet characters, environmental sounds, web/Internet addresses, common proper names, common female and male first names, governmental/political terms, terms applicable to food, the names of animals, finger-spell words, increase vocabulary, use terms applicable to criminology, and manage dictionaries. Concurrent registration in Captioning/CART I Lab at student's campus is required.
PREREQUISITE: 10106129 Jury Charge II, 10106111 Literary II, 10106157 Testimony II and **CONDITION:** 101701 Broadcast Captioning or 101061 Judicial Reporting or 321701 Broadcast Captioning or 321061 Judicial Reporting

10170143 Internship in Broadcast Captioning/CART

...prepares the learner to caption live broadcast, use television broadcast terminology, describe television broadcast operations, and provide CART services to a hearing-impaired person. Students must be writing at 180 words per minute literary prior to enrolling in this course.
COREQUISITE: 10170101 Captioning/CART

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10102182	Business Operations	3.00
10104102	Marketing, Principles of	3.00
10105124	Portfolio Introduction	1.00
10196193	Human Resource Management	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
Total		16.00

Term 2

10101131	Business Accounting	4.00
10104109	Customer Service Techniques	2.00
10196191	Supervision	3.00
10801198	Speech	3.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10182131	Supply Chain Management	3.00
Total		18.00

Term 3

10101106	Payroll Applications	2.00
10105128	Career Exploration	2.00
10182108	Purchasing	3.00
10809195	Economics	3.00
10196105	Recruitment and Retention of Employees	3.00
10809198	Introduction to Psychology	3.00
Total		16.00

Term 4

10101127	Managerial Accounting	3.00
10102107	Internship - Business Management OR 10102106 Business Applications OR 10140101 Introduction to International Business	3.00
10102127	Portfolio Assessment-Business Management	1.00
10196134	Legal Issues for Supervisors	3.00
10196189	Team Building and Problem Solving	3.00
10809172	Race, Ethnic and Diversity Studies	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.

About the Career

General business managers are found in nearly all work settings in virtually every sector of the economy. Business management salaries vary by company and position. Most graduates will either start their own business or begin in entry-level positions and will advance through the ranks of the organization.

About the Program

This program provides learners with a broad background in business management, training students for a career as an operations assistant or entry-level manager in a variety of business and industry organizations. It also broadens opportunities for those seeking a job change or advancement and provides the tools needed for students to successfully manage their own business.

Careers

- Manager
- Entrepreneur
- Operations Manager
- Office Administrator
- Office Coordinator

Admissions Steps

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

Program Goals

You'll learn to:

- Take a leadership role in today's team-oriented workplace culture.
- Utilize skills in human relations.
- Plan, organize, and control management job functions.
- Resolve conflicts and use problem solving strategies.
- Multi-task and develop time management skills.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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 program counselor regarding your elective selection.

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

Lakeland College
Silver Lake College
University of Phoenix
UW-Stout

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; and maintain payroll records.

10101127 Managerial Accounting

...prepares the learner to analyze financial performance; prepare and evaluate budgets; and compare and manage capital. (Accounting students will require the Accounting I prerequisite requirement for this course.)

PREREQUISITE: 10101111 Accounting I or 10101131 Business Accounting

10101131 Business Accounting

...introduces Business Management students to the core concepts of accounting and how a manager uses accounting in running a business. The students 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.

CONDITION: 101023 Business Management program requirements met

10102107 Internship-Business Management

...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Business Management program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. **PREREQUISITE:** 10105124 Portfolio Introduction and 10105126 Career Assessment and **CONDITION:** Verification of eligibility by instructor coordinator of Business Management program (student needs 45 credits of Business Management program)

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.

PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment

10102182 Business Operations

...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

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 10103109 Pharmacy Word 2000-Intro or **CONDITION:** Admn Asst requirements met or 105361 Pharm Svcs 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, healing 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 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

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

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

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.

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.

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.

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 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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 global and comparative perspectives.

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.

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.

Catalog No.	Class Title	Credit(s)
Term 1		
50410501	Carpentry Apprentice I	2.00
	Total	2.00
Term 2		
50410502	Carpentry Apprentice II	2.00
	Total	2.00
Term 3		
50410503	Carpentry Apprentice III	2.00
	Total	2.00
Term 4		
50410504	Carpentry Apprentice IV	2.00
	Total	2.00
Term 5		
50410505	Carpentry Apprentice V	2.00
	Total	2.00
Term 6		
50410506	Carpentry Apprentice VI	2.00
	Total	2.00
	Program Total	12.00

Note: Individual classes are offered on a five-year rotation. Students may enter at any time.

Program 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

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 Goals

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.

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.

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

Seventy (70) percent or better on Carpenter Entrance Assessment.

50410501 Carpentry Apprentice I

...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: Carpentry Apprentice requirements met.

50410502 Carpentry Apprentice II

...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: Carpentry Apprentice requirements met.

50410503 Carpentry Apprentice III

...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: Carpentry Apprentice requirements met.

50410504 Carpentry Apprentice IV

...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: Carpentry Apprentice requirements met.

50410505 Carpentry Apprentice V

...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: Carpentry Apprentice requirements met.

50410506 Carpentry Apprentice VI

...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: Carpentry Apprentice requirements met.



Child Care Development Specialist Apprentice

Program No: 50-307-1
Journey-Level Card

Work Hours (including day school): 4324
Day Hours: 400 • Evening Hours: 120

Catalog No. Class Title Credit(s)

Term 1

10307148	Foundations of ECE	3.00
10307151	Infant and Toddler Development	3.00
Total		6.00

Term 2

10307167	Health, Safety, Nutrition	3.00
Total		3.00

Term 3

10307178	Art, Music, Language Arts	3.00
10307179	Child Development	3.00
Total		6.00

Term 4

10307188	Guiding Children's Behavior	3.00
Total		3.00
Program Total		18.00

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

Curriculum and program acceptance requirements are subject to change.

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.

Careers

Companies in the Manitowoc/Sheboygan area that have employed Child Care Development Specialists include Precious Memories Child Care, Head Start Manitowoc, Lakeshore Day Care Center, and Head Start Sheboygan.

Apprentice Application Steps

- Employer Application
- Apprentice Application
- Entrance Assessment Scores
- High School Transcript

Approximate Costs

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

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	34
Read	18	55
Write	18	60

10307148 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 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.

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.

Catalog No. Class Title Credit(s)

Term 1

10307148	ECE: Foundations of Early Childhood Education	3.00
10307151	ECE: Infant & Toddler Development	3.00
10307167	ECE: Health, Safety, and Nutrition	3.00
10307174	ECE: Practicum 1	3.00
10307178	ECE: Art, Music, & Language Arts	3.00
10804100	Math Proficiency	
31801359	Communication in the Workplace OR 10801195 Written Communications	2.00
Total		17.00

Term 2

10307179	ECE: Child Development	3.00
10307188	ECE: Guiding Children's Behavior	3.00
10307192	ECE: Practicum 2	3.00
10307194	ECE: Math, Science, & Social Studies	3.00
10801198	Speech	3.00
10809172	Race, Ethnic, and Diversity Studies	3.00
Total		18.00
Program Total		35.00

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

Curriculum and program acceptance requirements are subject to change.

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
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Infant/Child CPR Certification

Program Goals

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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	15	34
Read	14	55
Write	14	60

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.

10307148 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.

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 program's 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 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.

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: 10307174 ECE: Practicum 1 or 10307109 Practicum 1 and **CONDITION:** 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met

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.

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 global and comparative perspectives.

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.

Catalog No. Class Title Credit(s)

Term 1		
ENG-151	Communication Skills 1 OR 10801196 Oral/Interpersonal Comm (LTC)	3.00
NATSCI-177	General Anatomy and Physiology	4.00
NATSCI-186	Introductory Biochemistry	3.00
ECON-195	Economics	3.00
Elective	Medical Terminology	3.00
Total		16.00

Term 2		
CLABT-100	Basic Lab Skills ***	1.00
CLABT-111	Phlebotomy	2.00
ENG-152	Communication Skills 2 OR 10801195 Written Comm (LTC)	3.00
NATSCI-197	Microbiology	4.00
SOCSCI-197	Contemporary American Society	3.00
PSYCH-199	Psychology of Human Relations	3.00
Elective	Human Diseases for Health Professions, Intro to Computing for Healthcare, or Health Insurance and Reimbursement	3.00
Total		19.00

Term 3		
CLABT-113	QA/Lab Math**	1.00
CLABT-114	Urinalysis	2.00
CLABT-115	Basic Immunology Concepts*	2.00
CLABT-120	Basic Hematology	3.00
CLABT-121	Coagulation	1.00
CLABT-122	Introduction to Blood Bank	2.00
CLABT-123	Advanced Blood Bank	2.00
Total		13.00

Term 4		
CLABT-130	Advanced Hematology*	2.00
CLABT-131	Introduction to Clinical Chemistry Diagnostics***	3.00
CLABT-132	Advanced Clinical Chemistry Diagnostics***	2.00
CLABT-133	Clinical Microbiology*	4.00
CLABT-140	Advanced Topics in Microbiology**	2.00
CLABT-141	Clinical Experience	3.00
Total		16.00

Summer Session		
CLABT-142	Clinical Experience 2	4.00
Total		4.00
Program Total		68.00

Terms 1 & 2 Recommended Electives (6 Credits Required)		
HEALTH-101	Medical Terminology	3.00
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	Ana Active Approach to Wellness and Fitness	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.

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 720, Rosemont, IL 60018 (312-714-8880). General education, electives and Medical Terminology courses are offered at LTC online, daytime, or evenings. Second-year courses are offered online and during the day. Students must be in attendance four to five days each week. Clinical experiences near the program's end are arranged at selected clinical laboratories within the community.

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
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Chemistry Requirement
- Biology Requirement
- Algebra Requirement

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	16	65*
Read	16	70
Write	16	76*
Algebra	--	40

* Some courses may require higher scores than listed above.

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.

Transfer agreements are available with the following institutions:

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

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

CLABT-110 Basic Lab Skills

...this class explores healthcareer options and the fundamental principles and procedures performed in the clinical laboratory. Learners utilize medical terminology and basic laboratory equipment. Learners follow required safety and infection control procedures and perform simple laboratory tests

CLABT-111 Phlebotomy

...this class provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures.

CLABT-113 QA/Laboratory Mathematics

...this class focuses on performing the mathematical calculations routinely used in laboratory settings. Learners explore the concepts of quality control and quality assurance in the laboratory. Learners review regulatory compliance requirements, and certification and continuing education programs.

CLABT-114 Urinalysis

...this class prepares you to perform a complete urinalysis which includes physical, chemical and microscopic analysis. Learners explore renal physiology and correlate urinalysis results with clinical conditions.

CLABT-115 Basic Immunology Concepts

...this class 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 class covers the theory and principles of blood cell production and function, and introduces you to basic practices and procedures in the hematology laboratory.

CLABT-121 Coagulation

...this class 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 monitor treatment.

CLABT-122 Introduction to Blood Bank

...this class focuses on basic blood banking concepts and procedures including blood typing and compatibility testing.

CLABT-123 Advanced Blood Bank

...this class consists of advanced blood banking concepts and procedures including work ups for adverse reaction to transfusions and disease states.

CLABT-130 Advanced Hematology

...this class explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment.

CLABT-131 Introduction to Clinical Chemistry Diagnostics

...introduces Clinical Chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this class include pathophysiology and methodologies for carbohydrate, lipoids, proteins, renal function and blood gas analysis

CLABT-132 Advanced Clinical Chemistry Diagnostics

...a continuation of Clinical Chemistry Diagnostics, this class includes techniques and procedures for analysis using sophisticated laboratory instrumentation. Topics include pathophysiology and methodologies for hepatic, bone, cardiac markers, tumor markers, endocrine function, fetal function, miscellaneous body fluids, and toxicology.

CLABT-133 Clinical Microbiology

...this class 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.

CLABT-140 Advanced Topics in Microbiology

...this class 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.

CLABT-141 Clinical Experience 1

...in this clinical learners will practice the principles and procedures of laboratory medicine as an entry level Medical/Clinical Laboratory Technician in a clinical laboratory setting. Learners learn to operate state of the art instruments and report results on Laboratory Information Systems.

CLABT-142 Clinical Experience 2

...in this clinical learners will continue to practice the principles and procedures of laboratory medicine as an entry level Medical/Clinical Laboratory Technician in a clinical laboratory setting. Learners continue to learn to operate state of the art instruments and report results on Laboratory Information Systems.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10103158	Intro to Microsoft Office	3.00
10504110	Introduction to Criminal Justice	3.00
10504113	Professional Communication	3.00
10504120	Criminal Law	3.00
10809198	Introduction to Psychology	3.00
10801195	Written Communication	3.00
Total		18.00

Term 2

10504114	Traffic Theory	3.00
10504116	Community Policing Strategies	3.00
10504121	Constitutional Law	3.00
10504135	Juvenile Law	3.00
10809196	Introduction to Sociology	3.00
10801196	Oral/Interpersonal Communication	3.00
Total		18.00

Term 3

10504133	Report Writing	3.00
10504140	Criminal Investigation Theory	3.00
10504153	Standard Field Sobriety Testing	1.00
10504155	Healthy Lifestyles for Law Enforcement	3.00
10504160	Unified Tactical Skills: Emergency Vehicle Operations	2.00
10804106	Introduction to College Math	3.00
10809159	Abnormal Psychology	3.00
Total		18.00

Term 4

10504154	Emergency Response for Law Enforcement	2.00
10504156	Law Enforcement Practical Applications	1.00
10504157	Unified Tactical Skills: Firearms	2.00
10504158	Unified Tactical Skills: DAAT/UOF	2.00
10504159	Unified Tactical Skills: Vehicle Contact	2.00
10801198	Speech	3.00
10999992	Elective*	2.00
Total		14.00
Program Total		68.00

* It is recommended that students take 10504190 Internship between terms 2 & 3. A one, two, or three-credit internship is available for qualified students.

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.

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
- 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 Goals

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.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

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 certification training in the fourth semester.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	79
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Lakeland College
Marian College
Marquette University

Mount Mary College
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Oshkosh
UW-Platteville
UW-Stout

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

10103158 Intro to Microsoft Office

...is a self-paced/hands-on course that introduces popular microcomputer applications such as Word, Excel and PowerPoint.

10504110 Introduction to Criminal Justice

...prepares the learner to diagram law enforcement agencies and the courts; defend professionalism in law enforcement; outline modern policing; analyze constitutional rights vs. preventing crime; plan a career; debate the code of ethics; make effective decisions; outline mental health resources; analyze law enforcement agencies; select a resource to assist with a cultural barrier; debate the pros and cons of diversity; appraise communication barriers; and respond to hate crimes.

10504113 Professional Communication

...provides the learner with the skills to communicate the goals of law enforcement; apply communication techniques; integrate verbal and physical intervention skills; classify the roles of officers of the court; act as a witness in court; gather identifying information in a variety of situations; conduct an interrogation; consider information as collaborative evidence; document testimonial evidence; communicate with differing age groups, ethnic groups, or genders; and perform a verbal arrest.

CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504114 Traffic Theory

...prepares the learner to enforce traffic law; direct traffic; issue traffic citations; respond to a non-medical incident; manage and follow up a scene response; complete a Wisconsin MVA report; manage, investigate, and collect evidence at an accident scene; take traffic enforcement action; interpret driving behaviors that suggest OMVWI; photograph/videotape an accident scene; determine accident scene response resources; and determine hazardous response requirements at a scene. A basic understanding of speed detecting devices (radar and laser) is part of this course.

PREREQUISITE: 10504110 Introduction to Criminal Justice
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504116 Community Policing Strategies

...prepares the learner to identify common disabilities, intervene in a crisis, employ emergency protective measures, manage a person in crisis, evaluate a policing strategy, relate the components of community policing, evaluate a crime prevention program, apply problem-solving policing strategies, analyze trends in policing and community support programs, locate community resources, analyze working relationships with community agencies, and analyze police response to quality of life issues.

PREREQUISITE: 10504110 Introduction to Criminal Justice
or 10504110TV Criminal Justice ITV
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504120 Criminal Law

...prepares the learner to classify the elements of a crime, determine the type of crime, evaluate tribal law, analyze defenses to prosecution, apply criminal statutes, identify federal offenses, evaluate types of immunity from prosecution, analyze officers' legal protection and good Samaritan laws, and analyze limitations to prosecution.

CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504121 Constitutional Law

...prepares the learner to apply law enforcement procedures and policy; distinguish ministerial and discretionary duties; show the structure of the criminal justice system; analyze arrest, search, and seizure powers; analyze confession and statement powers; evaluate the admissibility of evidence in court; determine information necessary to obtain warrants; analyze the legal requirements for taking a statement; and utilize resources available to answer questions of constitutional law.

PREREQUISITE: 10504110 Introduction to Criminal Justice
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504133 Report Writing

...provides the learner with the skills to prepare effective field notes, compose reports for specific audiences, prepare various uniform report forms, organize information in reports, write narratives, complete an investigative statement, dictate a report to audiotape, analyze reports for required components, describe systematically people and property for a report, fill out misdemeanor citations, and write a criminal complaint.

PREREQUISITE: 10504114 Traffic Theory and
COREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504135 Juvenile Law

...prepares the learner to compare the juvenile justice system to the rest of the justice system, apply constitutional law and procedures to a juvenile, take a juvenile into custody, respond to a case of child maltreatment, analyze the issues with transporting juveniles, research child placement agencies, debate the theories of juvenile delinquency causes, assess juvenile delinquency prevention programs, and analyze "status" offenses.

PREREQUISITE: 10504110 Introduction to Criminal Justice
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504140 Criminal Investigation Theory

...prepares the learner to analyze the importance of evidence; process and document a crime scene; handle evidentiary items; outline the unique investigative issues for crimes against life; investigate a death; assist a crime victim; apply the Wisconsin Statutes to victims and witnesses of a crime; interview a victim; respond to a domestic disturbance; respond to a sexual assault; obtain additional resources at the scene; release a crime scene; and photograph/videotape a crime scene.

PREREQUISITE: 10504114 Traffic Theory and
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504153 Standard Field Sobriety Test

...prepares the learner to determine the potential presence of alcohol or drugs based on driver behaviors. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

PREREQUISITE: 10504114 Traffic Theory and
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504154 Emergency Response for Law Enforcement

...prepares the learner to respond to emergencies such as dealing with hazardous material spills at an accident scene and responding to medical emergencies. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

PREREQUISITE: 10504153 Standard Field Sobriety Testing
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504155 Healthy Lifestyle for Law Enforcement

...prepares the learner to deal with stress through physical exercise, nutrition, and health lifestyle decisions.

PREREQUISITE: 10504114 Traffic Theory and
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504156 Law Enforcement Practical Applications

...will require the student to demonstrate overall program mastery through participation in various scenarios. The student is required to be successful in two use-of-force and five non-force scenarios.

COREQUISITE: 10504157 Unified Tactical Skills - Firearms,
10504158 Unified Tactical Skills: DAAT-UOF and 10504159
UTS: Vehicle Contacts and 10504154 Emergency Responder for Law Enforcement

10504157 Unified Tactical Skills: Firearms

...prepares the learner to use their weapons safely, understand how the weapon functions, and how to maintain it. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

PREREQUISITE: 10504153 Standard Field Sobriety Testing
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504158 Unified Tactical Skills: DAAT/UOF

...prepares the learner to use the legitimate amount of force to achieve and maintain control of resistive subjects, detain persons suspected of criminal behavior, make lawful arrests, defend themselves and others, and prevent suspects from escaping. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

PREREQUISITE: 10504153 Standard Field Sobriety Testing
and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504159 Unified Tactical Skills: Vehicle Contact

...prepares the learner to decide when an officer should make a contact with a vehicle and its occupants and how to do it safely. Prepares the learner to know when and how to search a vehicle. Pre-req: minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

PREREQUISITE: 10504153 Standard Field Sobriety Testing
and CONDITION: 105041 Criminal Justice-Law Enforcement Program Requirements met

10504160 Unified Tactical Skills: Emergency Vehicle Operations

...prepares the learner to handle common driving situations, properly operate a vehicle in emergency situations, assess a vehicle's capabilities and limitations, as well as their own limitations and driving skills. Prepares the learner to make pursuit decisions and use proper driving techniques. Pre-req: minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements.

CONDITION: 105041 Criminal Justice-Law Enforcement Program Requirements met and
PREREQUISITE: 10504114 Traffic Theory

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: Accuplacer Writing minimum score of 86 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.

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.

10804106 Introduction to College Math

...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent

10809159 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-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.

PREREQUISITE: 10809198 Psychology-Introduction, or
10809199 Psychology of Human Relations

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10316100	Food Principles 1	3.00
10316147	Sanitation and Safety	2.00
10316160	Baking	2.00
10316183	Food Production for Vegetables and Potatoes	2.00
10316184	Food Production for Pastas, Grains and Breakfast Cookery	2.00
10316185	Food Production for Stocks and Soups	2.00
10316186	Food Production for Sauces and Specialty Soups	3.00
Total		16.00

Term 2

10316101	Food Principles 2	1.00
10316151	Fundamentals of Meat Analysis	3.00
10316153	Food Purchasing	2.00
10316187	Food Production for Cold Food - Salads	2.00
10316188	Food Production for Cold Food - Sandwiches, Desserts, Salads and Dressings	2.00
10316189	Food Production for Meat, Fish and Poultry	2.00
10316190	Food Production for Hot Sandwiches, Deli and Short-Order Cookery	2.00
10801195	Written Communication*	3.00
Total		17.00

Term 3

10316116	Menu Planning, Management and Design	1.00
10316142	Restaurant Operations	3.00
10316171	Restaurant Management	3.00
10801196	Oral/Interpersonal Communication* OR 10801197 Technical Reporting* OR 10801198 Speech*	3.00
10804106	Introduction to College Mathematics	3.00
10809195	Economics*	3.00
Total		16.00

Term 4

10316121	Nutrition	2.00
10316165	Catering and Special Function Planning	3.00
10316175	Specialty Foods and Ethnic Cookery	3.00
10809166	Introduction to Ethics: Theory and Application*	3.00
10809199	Psychology of Human Relations* OR 10809198 Introduction to Psychology	3.00
10809196	Introduction to Sociology*	3.00
Total		17.00
Program Total		66.00

*Courses available at LTC

**A Culinary Arts Exit Assessment (998-114) is a graduation requirement for this program.

Institutional Requirements

Student Success (890-125) - take 1st semester
Computer Literacy (103-159)/Advanced Standing - take 1st semester

Career Development (890-130) - take 3rd semester

Note: Program start dates available in both August and January.

Curriculum and program acceptance requirements are subject to change.

About Shared Programs

LTC offers the Culinary Arts program in cooperation with Moraine Park Technical College (MPTC). As a Culinary Arts student, you will:

- Attend some, interactive TV classes sent from MPTC to LTC.
- Take general studies classes at LTC.
- Take all lab-based culinary arts courses at MPTC.

About the Career

The Culinary Arts program offers students many opportunities to enter and advance in the hospitality industry. Students receive hands-on, practical experience in all aspects of food preparation and production. Coursework begins with food preparation techniques and progresses through the development of management skills related to the operation of a food services business.

The food industry has and will continue to have excellent job opportunities. Millions of meals are prepared daily in restaurants, hotels, schools, and health care facilities.

Careers

- Chef
- Chef de Cuisine
- Sous Chef
- Personal Chef
- Food Service Sales Associate
- Chief Steward
- Purchasing Agent

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session

Program Goals

You'll learn to:

- Analyze and apply food and beverage purchasing procedures.
- Apply analysis and problem solving to food production.
- Design menus.
- Apply food safety and sanitation practices to food preparation and service.
- Apply management skills to restaurant operations.
- Apply multiple cooking methods in the preparation of meats, fish, poultry, vegetables, potatoes, soups, sauces, and bakery.

- Apply nutritional principles to the preparation of food.
- Exhibit kitchen organizational skills (mise en place) and pre-preparation time management skills.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	83*
Read	16	75*
Write	14	61*

* Some courses may require higher scores than listed above.

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.

Transfer agreements are available with the following institutions:

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

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

10103159 Computer Literacy - Microsoft Office

...develops basic computer skills in Windows, Internet communication, word processing with MS Word, spreadsheets with MS Excel, and presentations with MS PowerPoint. This course is a "hands-on" computer class and cultivates skills for college and work. Students must be comfortable using a Windows-based computer. Students not familiar with a computer should enroll in Microsoft Windows. Keyboarding skills recommended.

10316100 Food Principles 1

...introduces skills in the Culinary Arts program. Prepares students to identify different cooking processes, operate small and large cooking equipment, make basic recipe conversion and food service math calculations, and perform the basic skills to become a chef. Culinary history and an introduction to game cookery are also provided.

10316101 Food Principles 2

...develops skills in recognizing and defining advanced cooking techniques' flavors and ingredients. Students will explore and research these concepts through classroom and lab assignments and presentations, including taste identification, oil and shortening application, exotic fruits and vegetables, seafood and shellfish, herbs and spices, pastas, and product procurement.

10316116 Menu Planning, Management, and Design

...builds upon basic menu planning knowledge from 10303321 Nutrition. Menus are planned for varying food operations and budgets. Projects will include designing for merchandising, menu pricing procedures, and menu analysis.
Prerequisite: Completion of the first year of the Culinary Arts program

10316121 Nutrition

...applies the principles of nutrition from a personal and food service perspective. Information will be applied to the individual and to the food service industry. Applies basic nutritional principles to the selection of recipes and preparation methods that meet special dietary guidelines.

10316142 Restaurant Operations

...applies management skills needed to operate a restaurant or other food service. Emphasizes qualitative and quantitative portion control, work simplification, and sanitary standards that are applicable to food service operations.
Prerequisite: Completion of the first year of the Culinary Arts program

10316147 Sanitation and Safety

...provides the student with the skills and knowledge to prepare and serve safe and wholesome food to the public. Focuses on the challenges to food safety, developing a food safety system--Hazard Analysis Critical Control Point, working in a safe environment, and maintaining sanitary facilities and equipment.

10316151 Fundamentals of Meat Analysis

...develops student's ability to identify meat or poultry by carcass, primal, subprimal, and fabricated cuts of meats. Develops students' ability to make wise choices when purchasing meats and poultry by using yield grades, quality grades, and pricing structures set in the meat industry. Students will do meat fabricating, meat grinding, meat smoking, and sausage making.

10316153 Food Purchasing

...develops purchasing skills needed to understand the complex tasks of selection and procurement of products in the different markets. Provides experiences in planning, controlling, and organizing systems for purchasing of foods. Course looks at grades, standards, markets, specifications, and terminology needed to purchase food and supplies for a food service operation.

10316160 Baking

...develops skills in baking yeast-raised products, quick breads, cookies, cakes, pies, breakfast pastries, and specialty desserts that are appealing to the eye and palate. Students convert and cost recipes; requisition supplies; weigh and measure ingredients; and mix, shape, bake, garnish, package, and merchandise bakery products. Includes integration of safety and sanitation principles in bakery production.

10316165 Catering and Special Function Planning

...provides hands-on experience in preparing and costing menus for special functions and banquets. Analyzes planning, controlling, and organizing of on- and off-premise catering functions; assessing the importance of purchasing needs; supervisory procedures; sales cost analysis; personnel; preparation; service; and evaluation.

10316171 Restaurant Management

...addresses the application of managerial principles of planning, controlling, and organizing to a food service operation. Provides hands-on experience in costing, inventory, labor controls, sales analysis, and yield testing.

Prerequisite: Concurrent enrollment in 10316142 Restaurant Operations

10316175 Specialty Foods and Ethnic Cookery

...plan, prepare, and serve specialty and ethnic foods in a gourmet restaurant setting. Activities include research of ethnic and specialty foods, advanced food preparation skills, artistic presentation, and formal table-side service of those foods. Students perform the following management functions: convert and cost recipes, calculate menu prices, purchase ingredients, plan production, create marketing strategies, and prepare payroll and profit and loss statements. A tetanus shot is recommended prior to the course.

Prerequisite: Completion of the first year of the Culinary Arts program or with special permission of instructor

10316183 Food Production for Vegetables and Potatoes

...applies the basic techniques involved with vegetable, potato, and breakfast cookery preparation. Focuses on the student's conversion of recipes, requisition of supplies, and preparation of food. Students operate large and small food production equipment. Develops strategies to apply safety and sanitary methods of food production.

10316184 Food Production for Pastas, Grains, and Breakfast Cookery

...applies the basic techniques involved with potatoes, grains, legumes, and breakfast cookery preparation. Focuses on the student's conversion of recipes, requisition of supplies, and preparation of food. Students operate large and small food production equipment. Develops strategies to apply safety and sanitary methods of food production.

10316185 Food Production for Stocks and Soups

...applies the basic techniques involved with soup and sauce preparation: stocks, thickening agents, clear soups, cream soups, and grand sauces and their derivative sauces.

10316186 Food Production for Sauces and Specialty Soups

...applies the advanced techniques involved with sauces and stock preparation. Focuses on special dietary guidelines of sauces. Analyzes the importance of convenience products used in making sauces and stocks.

10316187 Food Production for Cold Food - Salads

...develops skills in preparing salads, dressings, cold sandwiches, and fillings that appeal to the eye and to the palate. Focuses on the student's conversion of recipes, requisition of supplies, and preparation of food. Students operate large and small food production equipment. Develops strategies to apply safety and sanitary methods to food production.

10316188 Food Production for Cold Food - Sandwiches, Desserts, Salads, and Dressings

...develops skills in preparing salads, dressings, cold sandwiches, and fillings that appeal to the eye and to the palate. Focuses on student's conversion of recipes, requisition of supplies, and preparation of food. Students operate large and small food production equipment. Develops strategies to apply safety and sanitary methods to food production.

10316189 Food Production for Meat, Fish, and Poultry

...develops skills in preparing meat, fish, and poultry products. Students convert recipes, requisition supplies, integrate safety and sanitation principles in food preparation, and demonstrate dry- and moist-heat cooking methods using standardized and developed recipes.

10316190 Food Production for Hot Sandwiches, Deli, and Short-Order Cookery

...develops skills in preparing a variety of hot sandwiches and sandwich short orders. Also develops skills to cook luncheon foods to order.

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: Accuplacer Writing minimum score of 86 or Equivalent

10801196 Oral and 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.

10801197 Technical Reporting

...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV

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.

10804106 Introduction to College Mathematics

...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent

10809166 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.

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.

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.

10809198 Introduction 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.

10809199 Psychology of Human Relations

...explores the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationships with others at work, in the family, and in society.

10890125 Student Success

...develops tools and strategies that support success in college. Focuses on study skills, college resources, goal setting, time management, and learning styles. Introduces concepts for self-assessing learning and completing an Exit Assessment that provides evidence that learning took place. Students should take this course prior to or during the first semester of their programs.

10890130 Career Development

...provides opportunity for students to document career skills and attitudes and articulate career plans. Students analyze trends and opportunities in their targeted career, reflect on learning experiences, submit an Assessment Portfolio (if required to meet a graduation requirement), start a Career Portfolio, and write a cover letter and resume.

Catalog No. Class Title Credit(s)

Term 1

10091145	Agriculture Financial Applications	1.00
10091101	Dairy Herd Management Skills	1.00
10091148	Dairy Cattle Management	4.00
	OR31091148C2 Dairy Cattle Mgmt - 2cr AND 10006101 Animal Science 101	
10091160	Dairy Management Internship 1	2.00
31091312	Dairy Feeding OR 31091312C1 Dairy Feeding - 2 cr AND 10006101 Animal Science 101	3.00
31091318	Dairy Lab I	2.00
31091324	Milk Production	2.00
31091335	Dairy Cattle Genetics and Reproduction	3.00
31804356	Math for Agriculture Management	2.00
31809362	Psychology for Life	1.00
	Total	21.00

Term 2

31801359	Communication Skills for the Workplace	2.00
10091144	Dairy Business Management	4.00
10091161	Dairy Management Internship 2	2.00
31091314	Dairy Feeding Management	3.00
31091320	Dairy Lab II	2.00
31091332	Dairy Cattle Industry and Applications	3.00
31091340	Dairy Housing and Farmstead Design	2.00
	Total	18.00
	Program Total	39.00

Note: Program start dates available in both August and January.

Curriculum and program acceptance requirements are subject to change.

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 herdsman 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

- Herdsman
- 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

Program Goals

You'll learn to:

- Obtain actual on-farm experiences for your successful career path.
- Perform the necessary duties of a herdsman in labs, internships, and at 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

Other Program Expectations

You'll need to:

- Stand and walk for long periods of time.
- Lift a minimum of 50 pounds.
- Have a valid driver's license.
- Drive to dairy labs, internship farms, and site farms.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	34
Read	18	55
Write	18	60

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.

10091101 Dairy Herd Management Skills

...provides the student with skills to troubleshoot basic electrical applications, apply basic veterinary skills, acquire agronomy application knowledge, and communicate basic Spanish for farm operations.

10091144 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.

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.

10091148 Dairy Cattle Management

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

10091160 Dairy Management Internship 1

...provides the student with the ability to perform industry expectations as a dairy herdsman, 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.

10091161 Dairy Management Internship 2

...provides the student with the ability to perform industry expectations as a dairy herdsman, 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.

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.

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.

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 skill 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, and estrus detection. 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.

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.

31804356 Math for Agriculture Management

...is an introductory course in mathematics covering the math topics needed in the agricultural area. The principle areas of study are a 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.

Catalog No. Class Title Credit(s)

Term 1

31508302	Dental Chairside	5.00
31508304	Dental and General Anatomy	2.00
31508305	Applied Dental Radiography	2.00
31508306	Dental Assistant Clinical	3.00
31508307	Dental Assistant Professionalism	1.00
10508101	Dental Health Safety	1.00
10508113	Dental Materials	2.00
	Total	16.00
	Program Total	16.00

Note: Program start 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. ("C-" does not meet the minimum grade requirement.)

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
- Essential Functions Completion

Program Goals

You'll learn to:

- Perform basic chairside skills and procedures.
- Use proper dental terminology.
- Be aware of legal, professional, and ethical responsibilities.
- Perform basic laboratory skills.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Special Note

Hepatitis B vaccination is strongly recommended. Clinical placement may be denied to students not inoculated.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	88

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.

10508101 Dental Health Safety

...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 Asst admission requirements met or 105081S Dental Hygiene admission requirements met and COREQUISITES: 31508306 Dental Asst 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 Assistant 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 Asst Clin, 31508304 DentGen Anat, 31508305 Appl Dent Radio, 31508307 Dental Prof, 10508101 Dental Hlth Sfty, 10508113 Dental Mtls and CONDITION: 305082 Dental Asst admissions 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 Assistant 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, 31508307 Dental Professionalism and CONDITION: 305082 Dental Assistant 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 Radio, 31508307 Dental Prof, 10508101 Dent Hlth Sfty, and CONDITION: 305082 Dental Asst admission requirements met

31508307 Dental Assistant Professional

...prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within the ethical guidelines and legal framework. In preparation for entering the work force, dental assistants customize or develop their portfolios and lay out an on-going professional development plan.

COREQUISITES: 31508304 Dental & General Anatomy, 31508305 Applied Dental Radiography and CONDITION: 305082 Dental Assistant admission requirements met

Catalog No. Class Title Credit(s)

Term 1

10508101	Dental Health Safety*	1.00
10806177	General Anatomy & Physiology*	4.00
Total		5.00

Term 2

10508102	Oral Anatomy, Embry, Histology*	4.00
10508103	Dental Radiography*	2.00
10508105	Dental Hygiene Process 1^	4.00
10806186	Introduction to Biochemistry*	3.00
10806197	Microbiology*	4.00
Total		17.00

Term 3

10508106	Dental Hygiene Process 2^	4.00
10508107	Dental Hygiene Ethics and Professionalism	1.00
10508108	Periodontology	3.00
10508109	Cariology	1.00
10508110	Nutrition and Dental Health	2.00
10801195	Written Communications*	3.00
Total		14.00

Term 4

10508111	General & Oral Pathology	3.00
10508112	Dental Hygiene Process 3^	5.00
10508113	Dental Materials*	2.00
10508114	Dental Pharmacology	2.00
10508116	Dental Pain Management	1.00
10801196	Oral/Interpersonal Communications*	3.00
Total		16.00

Term 5

10508115	Community Dental Health	2.00
10508117	Dental Hygiene Process 4*	4.00
10809196	Sociology - Introduction to*	3.00
10809195	Economics*	3.00
10809198	Psychology - Introduction to*	3.00
10999999	Elective*	2.00
Total		17.00
Program Total		69.00

*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 start 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. ("C-" does not meet the minimum grade requirement.)

About Shared Programs

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

- 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

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
- Essential Functions Completion
- Student Handbook Review
- Program Information Contract Completion

Program Goals

- 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 hygienist 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

- \$107 per credit (resident)
- \$158 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.

Students must complete all admissions steps and successfully complete all general education and science classes prior to enrollment in core courses.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	19	80
Read	17	79
Write	19	90

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.

Transfer agreements are available with the following institutions:

Capella University
Franklin University
Lakeland College

Silver Lake College
University of Phoenix
UW-Stout

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

10508101 Dental Health Safety

...prepares dental auxiliary learners to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Learners also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; learners will be required to show proof of certification before beginning the course.

10508102 Oral Anatomy, Embryology, Histology

...prepares Dental Hygienist learners to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Learners identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption, and health.

10508103 Dental Radiography

...prepares dental auxiliary learners to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Learners also process, mount, and evaluate radiographs for diagnostic value. In this course learners demonstrate competency on a manikin. In addition, learners expose bitewing radiographs on a peer, role-play patient. Learners gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for learners to make informed decisions and adjustments.

10508105 Dental Hygiene Process 1

...introduces Dental Hygiene learners to the basic technical/clinical skills required of practicing dental hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, learners integrate hands-on skills with entry-level critical thinking and problem-solving skills. The course also reinforces the application of dental health safety skills.

10508106 Dental Hygiene Process 2

...builds on and expands the technical/clinical skills dental hygienists/learner began developing in Dental Hygiene Process I. Under the direct supervision of an instructor, learners apply patient care assessment, planning, implementation, and evaluation skills to provide comprehensive care for calculus case type I and 2 patients and perio case type 0, I and II patients. Dental Hygiene Process II introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Learners also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, they gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills.

10508107 Dental Hygiene Ethics and Professionalism

...helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team, and the community. Emphasis is placed on maintaining confidentiality and obtaining informed consent. Students enhance their ability to present a professional appearance.

10508108 Periodontology

...prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health.

10508109 Cariology

...focuses on the characteristics and contributing factors of dental decay. Dental hygiene students help patients minimize caries risk by developing treatment plans, communicating methods to patients, and evaluating treatment results.

10508110 Nutrition and Dental Health

...prepares student dental hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/oral health. Students also learn to counsel patients about the effect of eating disorders on dental health.

10508111 General and Oral Pathology

...prepares the student dental hygienist to determine when to consult, treat, or refer clients with various diseases, infection, or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity.

10508112 Dental Hygiene Process 3

...builds on and expands the technical/clinical skills dental hygienists/learner developed in Dental Hygiene Process II. In consultation with the instructor, learners apply independent problem-solving skills in the course of providing comprehensive care for calculus case type I, 2, and 3 patients and perio case type 0, I, II, and III patients. Dental Hygiene Process III introduces root detoxification using hand and ultrasonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxis treatment options, and administration of chemotherapeutic agents. Learners also adapt care plans in order to accommodate patients with special needs.

10508113 Dental Materials

...prepares dental auxiliary learners 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.

10508114 Dental Pharmacology

...prepares student dental hygienists to select safe and effective patient pre-medication, local anesthetic, chemo therapeutic, and anti-microbial agents within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact.

10508115 Community Dental Health

...prepares the dental hygienist student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs. They also participate in the development, implementation, and evaluation of a community dental health program.

10508116 Dental Pain Management

...prepares the student dental hygienist to work within the scope of dental hygiene practice to manage pain for dental patients. Students learn to prevent and manage common emergencies related to administration of local anesthesia, prepare the armamentarium, and administer local anesthesia. The course also addresses the recommendation of alternative pain control measures.

10508117 Dental Hygiene Process 4

...builds on and expands the technical/clinical skills dental hygienists/learner developed in Dental Hygiene Process III. With feedback from the instructor, learners manage all aspects of cases in the course of providing comprehensive care for calculus case type 0,1,2, and 3 patients and for perio case type 0, I, II, and III patients. It emphasizes maximization of clinical efficiency and effectiveness. It prepares learner dental hygienists to demonstrate their clinical skills in a formal examination situation.

10801195 Written Communications

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

PREREQUISITE: 10831103 Intro to College Writing or
CONDITION: Accuplacer Writing minimum score of 86 or Equivalent

10801196 Sociology - Introduction to

...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.

10801196 Oral/Interpersonal Communication

...provides learners with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

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 Equivalent.

10806186 Introduction to Biochemistry

...provides students with skills and knowledge of organic and biological chemistry necessary for application within nursing and other allied health careers. Emphasis is placed on recognizing the structure, physical properties, and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates, and DNA.

10806197 Microbiology

...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology.

PREREQUISITE: 10806195 Anatomy and Physiology I

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.

10809198 Psychology - Introduction to

...introduces learners 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 learner to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.



Early Childhood Education

Program No: 10-307-1

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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10307148	ECE: Foundations of Early Childhood Education	3.00
10307151	ECE: Infant & Toddler Development	3.00
10307167	ECE: Health, Safety, and Nutrition	3.00
10307174	ECE: Practicum 1	3.00
10307178	ECE: Art, Music, & Language Arts	3.00
10801195	Written Communications	3.00
Total		18.00

Term 2

10307179	ECE: Child Development	3.00
10307188	ECE: Guiding Children's Behavior	3.00
10307192	ECE: Practicum 2	3.00
10307194	ECE: Math, Science, & Social Studies	3.00
10801198	Speech	3.00
10809172	Race, Ethnic, and Diversity Studies	3.00
Total		18.00

Term 3

10307166	ECE: Curriculum Planning	3.00
10307187	ECE: Children with Differing Abilities	3.00
10307195	ECE: Family and Community Relationships	3.00
10307197	ECE: Practicum 3	3.00
10804106	Introduction to College Mathematics	3.00
10809196	Introduction to Sociology	3.00
Total		18.00

Term 4

10307198	ECE: Administering an Early Childhood Education Program	3.00
10307199	ECE: Practicum 4	3.00
10809195	Economics	3.00
10809198	Introduction to Psychology	3.00
10999999	Elective	3.00
Total		15.00
Program Total		69.00

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

Curriculum and program acceptance requirements are subject to change.

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
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Infant/Child CPR Certification

Program Goals

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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Lakeland College
Silver Lake College
University of Phoenix
UW-Milwaukee

UW-Oshkosh
UW-Parkside
UW-River Falls
UW-Stevens Point
UW-Stout
UW-Whitewater

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

10307148 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.

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 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.

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 program's 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 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.

10307187 ECE: Children with Differing Abilities

...prepares 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/IFSP; collaborative through consultation process to embed intervention in natural based settings; and cultivate 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 caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives.

PREREQUISITE: 10307174 ECE: Practicum 1 or 10307109 Practicum 1 and CONDITION: 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met

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.

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; lead caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives.
PREREQUISITE: 10307192 ECE: Practicum 2 or 10307110 Practicum 2 and CONDITION: 103071 Early Childhood Education Admission Requirements Met

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.
PREREQUISITE: 10831103 Intro to College Writing or CONDITION: Accuplacer Writing minimum score of 86 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.

10804106 Introduction to College Math

...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent

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 global and comparative perspectives.

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.

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.

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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10620120	Basic Tools and Measurement	1.00
10620122	Practical Wiring Applications	1.00
10620159	Hydraulics I	2.00
10620160	Hydraulics II	2.00
10660105	DC Fundamentals	3.00
10804113	College Technical Mathematics 1A	3.00
	OR 10804115 College Technical Mathematics 1 (5 cr)	
10804114	College Technical Mathematics 1B	2.00
	OR 10804115 College Technical Mathematics 1 (5 cr)	
10801195	Written Communication	3.00
	Total	17.00

Term 2

10620138	Programmable Controllers - Allen Bradley	3.00
10620141	Industrial Controls and Motors	3.00
10620147	Electronic Devices/Transducers	3.00
10660110	AC Fundamentals	3.00
10806154	General Physics 1	4.00
	Total	16.00

Term 3

10620130	Mechanisms Mechanics	3.00
	Introduction to	
10620140	Programmable Controllers - Allen Bradley Advanced	3.00
10620162	Pneumatics	2.00
10620164	Electromechanical Systems	3.00
10801196	Oral/Interpersonal Communication	3.00
10809196	Introduction to Sociology OR 10809195 Economics	3.00
	Total	17.00

Term 4

10620168	Intro to Fanuc Robot Programming	2.00
10620192	Industrial Codes Troubleshooting and Frequency Drive Procedures	3.00
10620194	Touch Screen Applications	3.00
10620196	Industrial Applications	4.00
10620198	Industrial Networks	3.00
10809198	Introduction 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.

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.

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
- Program Advising Session

Program Goals

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.

Other Program Expectations

You'll need to:

- See with normal or corrected vision.
- Lift 25 lbs.
- Stand for long periods of time.
- Walk.
- Have manual dexterity.
- Have good communication skills.
- Have good color recognition ability.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Franklin University
Lakeland College
Marian College

Silver Lake College
University of Phoenix
UW-Stout

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

10620120 Basic Tools and Measurement

...prepares the learner to use hand tools, fasteners, and simple shaft alignments. Participants identify and describe the function and learn to adjust simple mechanisms.

10620122 Practical Wiring Applications

...prepares the learner to construct electrical circuits; measure electrical quantities using a VOM and/or DVM; analyze measured values using electrical circuit laws; construct typical residential circuits; and analyze typical residential electrical circuits.

COREQUISITES: 10660105 DC Fundamentals (3 cr) or 10660105C1 DC Fundamentals (3 cr)

10620130 Mechanisms Mechanics Introduction to

...prepares the learner to use tools and fasteners safely; identify belt and chain drive components; install and adjust belt and chain drives; apply bearing and lubrication information; perform coupling alignment using straight edge, feeler gauge, and dial indicator methods; identify various gear drives; calculate gear ratios; and analyze first-, second-, and third-class levers.

10620138 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 500 software and the RSLINX communication software; become familiar with communicating with and programming SLC-500 and Micrologix PLCs.

10620140 Programmable Controllers - Allen Bradley Advanced

...prepares the student to develop applications utilizing subroutine instructions, analog modules and RTD and Thermocouple modules; gain a basic understanding of creating and troubleshooting programs using the ControlLogix, RSLOGIX5000 software.

PREREQUISITE: 10620138 Prog Cntrl/AB or 10620138C1 Prog Cntrl/AB (3 cr)

10620141 Industrial Controls and Motors

...prepares the learner to select control devices by function and operation; illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic solenoids; apply motor control techniques; select relay type for industrial application; apply the basic rules of line and wiring diagrams; compare the types of timers and timing circuits used in control and explain the coding systems used; explain each type of control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; select DC and AC motor types for general applications; identify AC motor components and wiring applications; verify single-phase operational theory; identify three-phase motor components and wiring applications; verify three-phase motor operational theory; identify motor starting methods for industrial applications; verify electro-mechanical motor starting principals of operation; select the motor breaking method for industrial applications; verify the operational theory of speed and acceleration methods for motors used in industrial applications; design three-phase power motor circuits for industrial applications; design control circuits for three-phase power motor circuits.

COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)

10620147 Electronic Devices/Transducers

...prepares the learner to evaluate characteristics of solid-state electronics, evaluate diodes and circuits, evaluate transistors and circuits, evaluate thyristor controlled circuits, interpret digital electronics terminology, convert among numbering systems used in digital electronics, evaluate the specifications, listed on a data sheet for an integrated circuit, evaluate operational amplifiers and circuits, analyze Digital-to-Analog (D/A), and Analog-to-Digital (A/D) devices and circuits.

COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)

10620159 Hydraulics I

...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.

10620160 Hydraulics II

...enhances the learner's ability to read schematics containing hydraulic component symbols; assemble a hydraulic system using a hydraulic schematic; analyze a hydraulic system's operation using a hydraulic schematic; evaluate the general characteristics and terms of hydraulic fluids, hydraulic conditioning (filtering), hydraulic fluid conductors, hydraulic reservoirs, hydraulic accumulators, hydraulic pressure control valves, and regenerative circuits; troubleshoot regenerative circuits; identify general types of accumulators; analyze the operation of hydraulic pressure control valves in various hydraulic circuits; apply manufacturer's specifications to test the main components of a hydraulic system; and troubleshoot a malfunctioning hydraulic system.

COREQUISITES: 10620159 Hydraulics I or 10620159C1 Hydraulics (2 cr)

10620162 Pneumatics

...prepares the learner to identify, evaluate and regulate pneumatic components and controls. Participants evaluate and apply pressure drop vs. flow relationship, vacuum generation, directional control valves, flow control valves, linear actuators, and pneumatic motors.

PREREQUISITE: 10620159 Hydraulics I or 10620159C1 Hydraulics I (2 cr) and 10620160 Hydraulics II or 10620160C1 Hydraulics II (2 cr)

10620164 Electromechanical Systems

...prepares the student to communicate with, tune, run and troubleshoot Allen-Bradley Ultra 3000 servos; utilize electrical control of hydraulic systems; explore PID control of motor speed; and investigate loop and closed loop control systems.

PREREQUISITES: 10620141 Industrial Controls & Motors or 10620141C1 Industrial Controls & Motors (3 cr) and 10620160 Hydraulics II or 10620160C1 Hydraulics II (2 cr) and 10620161 Pneumatics I COREQUISITE: 10620162 Pneumatics

10620168 Intro to Fanuc 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 proper sequence; jog in Joint and Cartesian movement; establish robot axis soft limits; identify axis movements; navigate the teach pendant to set up the robot for desired movement; demonstrate working knowledge of arm speed and inching control; define the Frames of reference used by the coordinate system; create multiple Tool Frames; create a program file; write a functional motion instruction; edit an existing program; demonstrate the use of a wait statement; demonstrate the use of a Call statement; demonstrate the use of an Output statement; and upload and download program memory files.

10620192 Industrial Codes Troubleshooting and Frequency Drive Procedures

...prepares the learner to conduct effective machine control troubleshooting techniques; apply proper methods and specifications to install or replace a motor; and apply the National Electrical Code and the NFPA to practical motor installations. It also prepares the learner to explain the function and construction of a variable speed drive as well as program and modify the operational characteristics of the drive for practical applications.

PREREQUISITES 10620141 Motor Operation & Control or 10620141C1 Motor Operation & Control (3 cr)

10620194 Touch Screen Applications

...prepares the student to create, edit, and troubleshoot screens, objects and I/O related to the RSView32, RSViewME and Wonderware software applications. Students will create, edit and communicate with Allen-Bradley PLC programs for real-time control utilizing the touchscreen applications.

PREREQUISITES: 10620140 Programmable Controls AB Advanced or 10620140C1 Programmable Controls AB Advanced (3 cr)

10620196 Industrial Applications

...prepares the learner to configure, install, troubleshoot and maintain automation equipment in a "real world" setting. This course will include writing and configuring automation equipment, wiring and configuring industrial networks, wiring, programming and troubleshooting PLCs and touchscreens. These practices will be applied to create and maintain a manufacturing process.

PREREQUISITE: 10620140 Programmable Controls AB Adv or 10620140C1 Programmable Controls AB Adv (3 crd) and COREQUISITE: 10620192 Ind Codes Trblesht Freq Drives, 10620160 Hydraulics 2 or 10620160C1 Hydraulics 2 (2 crd) and 10620162 Pneumatics

10620198 Industrial Networks

...prepares the learner to configure, install and troubleshoot device-level, control-level and enterprise-level industrial communication networks.

PREREQUISITES: 10620140 Programmable Controls AB Advanced or 10620140C1 Programmable Controls AB Advanced (3 cr)

10660105 DC Fundamentals

...prepares 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; use 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 phasers and AC math, analyze AC waveforms, measure and analyze AC power, analyze capacitors and inductors in DC and AC circuits, analyze AC circuits containing reactance and calculate resonance, apply the elements and properties of basic measuring circuits, and describe transformer characteristics.

PREREQUISITES: 10660105 DC Fundamentals or 10660105C1 DC Fundamentals (3 cr) or 10605105 DC Fundamentals or 10605105C1 DC Fundamentals (3 cr)

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: Accuplacer Writing minimum score of 86 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.

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

10804114 College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or COREQUISITE: 10804113 College Tech Math 1A

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, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

COREQUISITE: 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804115 College Tech Math 1

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10531151	Paramedic Fundamentals	5.00
10531152	Paramedic Pharmacology	4.00
10531155	Respiratory Management	2.00
10531156	Cardiology I	3.00
10531157	Clinical I - EMT/Paramedic	4.00
Total		18.00

Term 2

10531158	Cardiology II	3.00
10531159	Medical Emergencies	3.00
10531164	Trauma	3.00
10531165	Emergency Care for Specialists	3.00
10531166	EMS Operations	3.00
10531167	Clinical II - EMT/Paramedic	3.00
Total		18.00
Program Total		36.00

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
- Current National Registry Emergency Medical Technician-Basic card **or** Wisconsin Emergency Medical Technician-Basic license.

Program Goals

You will learn to:

- Understand human anatomy and physiology.
- Recognize the priority system for determining the extent of an injury or illness and be able to apply the concept of triage.
- Recognize and utilize all ambulance equipment necessary for treatment.
- Identify cardiac rhythms and dysrhythmias.
- Successfully complete all requirements of advanced cardiac life support.
- Calculate medication doses and administer the proper amount of medication.
- Initiate intravenous access and administer medications.
- Successfully communicate pertinent information to medical control, both verbally and in written form.
- Identify various medical/legal problems.

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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

10531151 Paramedic Fundamentals

...includes EMS systems, roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal aspects, ethics, general principles, pathophysiology, therapeutic communications, history taking, physical exam techniques, patient assessment, clinical decision making, verbal communication, and pathophysiology of shock.

CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met

10531152 Paramedic Pharmacology

...provides the opportunity for the student to develop the knowledge and understanding of basic pharmacodynamics, medication preparation, and administration of medication used in the treatment of disorders of the major body systems. In addition, it provides the student with the knowledge and skills to safely and precisely access the circulation and administer medications.

*COREQUISITE: 10531151 Paramedic Fundamentals and
CONDITION: 105311 Paramedic Admissions requirements met or 315311 EMT-Paramedic requirements met*

10531155 Respiratory Management

...provides the student with the knowledge and skills to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.

*COREQUISITE: 10531152 Paramedic Pharmacology and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met*

10531156 Cardiology I

...will provide the student with the basic knowledge and skills to integrate pathophysiological principles and assessment findings, with ECG interpretation, in order to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

*COREQUISITE: 10531155 Respiratory Management and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met*

10531157 Clinical I - EMT/Paramedic

...is required to complete 288 hours of documented practical skills application and observation at the beginning EMT-Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

*COREQUISITE: 10531151 Paramedic Fundamentals and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met*

10531158 Cardiology II

...provides the student with the knowledge and skills to integrate a field impression and implement a treatment plan for a patient with Acute Coronary Syndromes (ACS) and includes Advanced Cardiac Life Support Certification. The student will gain an understanding of basic 12 lead ECG interpretation as it applies to the treatment for a patient with ACS.

COREQUISITE: 10531156 Cardiology I

10531159 Medical Emergencies

...will provide the student with the knowledge and skills to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing neurology, endocrine, allergic or anaphylactic emergencies, gastroenterology, renal/urology, toxicology, hematology, environmental emergencies, infectious and communicable diseases, and behavioral and psychiatric disorders.

COREQUISITES: 10531158 Cardiology II

10531164 Trauma

...will provide the student with the knowledge and skills to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. This course includes: soft tissue trauma, burns, head and facial trauma, spinal trauma, abdominal trauma, thoracic trauma, and mechanism of injury trauma systems. This course includes PHTLS Certification.

COREQUISITE: 10531159 Medical Emergencies

10531165 Emergency Care for Specialists

...will provide the student with the knowledge and skills to formulate a field impression and implement a treatment management plan for the patient experiencing a gynecology, obstetrical, neonatal, pediatric, or geriatric emergency. This course also covers the victim of abuse or assault, patients with special challenges, acute interventions in the home care patient and life span development.

COREQUISITE: 10531164 Trauma

10531166 EMS Operations

...includes ambulance operations, medical incident command, rescue awareness, weapons of mass destruction, assessment based management, and NREMT-P exam prep.

COREQUISITE: 10531165 Emergency Care for Specialists

10531167 Clinical II - EMT/Paramedic

...requires the student to complete 216 hours of documented practical skills application and observation at the beginning EMT - Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

COREQUISITE: 10531158 Cardiology II



Farm Business and Production Management

Program No: 30-090-1

Technical Diploma

Degree Completion Time: Varies

Degree completion time may vary based on student scheduling needs and class availability.

2010-2011

Catalog No.	Class Title	Credit(s)
2010-11 & 2015-16		
30090384	Livestock Nutrition	4.00
2011-12 & 2016-17		
30090383	Crops & Soils	4.00
2012-13 & 2017-18		
30090385	Livestock Management	4.00
2013-14 & 2018-19		
39090387	Ag Interpersonal Skills & Goal Setting	4.00
2014-15 & 2019-20		
30090386	Farm Records & Business Analysis	4.00
Program Total		20.00

Program Information

- Flexible class schedule at locations throughout the Lakeshore and Moraine Park districts.
- Year-round on-farm individualized instruction.
- Large group seminars focused on technology, economics, and improved production.
- Farm tours.

Note: Individual classes are offered on a five-year rotation. Students may enter at any time.

Program start dates vary; check with the Agriculture Department for details.

Curriculum and program acceptance

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 farmers 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 Goals

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.

Other Program Expectations

You'll need to:

- Stand and walk for long periods of time.
- Lift a minimum of 50 pounds.

Approximate Costs

- \$107 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



Fire Medic

Program No: 10-531-2

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.
2010-2011

Catalog No. Class Title Credit(s)

Term 1

10503106	Fire Prevention	3.00
10503142	Firefighting Principles	4.00
10503143	Hazardous Materials Operations	1.00
10801195	Written Communication	3.00
10804196	Technical Math 1A	3.00
10809198	Introduction to Psychology	3.00
Total		17.00

Term 2

10503107	Fire Protection Hydraulics	3.00
10503144	Advanced Firefighting Concepts	2.00
10801196	Oral/Interpersonal Communication	3.00
10801197	Technical Reporting	3.00
10809166	Introduction to Ethics	3.00
10809159	Abnormal Psychology	3.00
Total		17.00

Term 3

10531151	Paramedic Fundamentals	5.00
10531152	Paramedic Pharmacology	4.00
10531155	Respiratory Management	2.00
10531156	Cardiology I	3.00
10531157	Clinical I - EMT/Paramedic	4.00
Total		18.00

Term 4

10531158	Cardiology II	3.00
10531159	Medical Emergencies	3.00
10531164	Trauma	3.00
10531165	Emergency Care for Specialists	3.00
10531166	EMS Operations	3.00
10531167	Clinical II - EMT/Paramedic	3.00
Total		18.00
Program Total		70.00

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.

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 the 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
- Current National Registry Emergency Medical Technician-Basic Card or Wisconsin Emergency Medical Technician-Basic License

Program Goals

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.
- Be in and maintain good physical condition.
- Bend, jump, and lift weights (for fitness).
- Speak, hear, and have normal corrected vision.

Approximate Costs

- \$107 per credit (resident)
- \$158 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

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

10503106 Fire Prevention

...familiarizes the students with state and local statutes and national codes relating to fire prevention. The course requires the completion of actual inspections and pre-plans. In addition, the course has a public education section which requires students to present fire safety for all age groups. Meets the education requirements for Fire Inspector I certification with the state of Wisconsin.

CONDITION: 105312 Fire Medic program requirements met

10503107 Fire Protection Hydraulics

...prepares firefighters to drive and operate fire department emergency apparatus. The course presents theories of hydraulics as applied to the fire service, with emphasis on mathematics, and formulas used in operating fire apparatus pumps. Students receive lecture and practical training on maintenance, driving, operating on-board pumps and equipment, and apparatus testing. The course content meets the NFPA 1002 requirement for fire department pumper driver/operator.

PREREQUISITE: 10503142 Firefighting Principles

10503142 Fire Fighting Principles

...describes for the learner the basic 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 fire or otherwise meet fire training requirements for Firefighter I certification with the State of Wisconsin.

CONDITION: 105312 Fire Medic program requirements met

10503143 Hazardous Materials Operations

...trains individuals who respond to releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons and property. Students learn how to contain the release from a safe distance, prevent it from spreading, and prevent additional exposure. Education meets the NFPA 472 standard for Hazardous Materials Operations level education and fulfills the hazardous materials training component needed for Firefighter I certification with State of WI.

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

10503144 Advanced Firefighting Concepts

...advances previously learned concepts to build a stronger foundation while exposing the learner to new concepts such as vehicle extrication, technical rescue, flammable liquids fire suppression, and team leadership/ management. This course meets the requirements of NFPA 1001 for the Firefighter II level.

PREREQUISITE: 10503142 Firefighting Principles

10531151 Paramedic Fundamentals

...includes EMS systems, roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal aspects, ethics, general principles, pathophysiology, therapeutic communications, history taking, physical exam techniques, patient assessment, clinical decision making, verbal communication, and pathophysiology of shock.

CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met or 105312 Fire Medic requirements met

10531152 Paramedic Pharmacology

...provides the opportunity for the student to develop the knowledge and understanding of basic pharmacodynamics, medication preparation, and administration of medication used in the treatment of disorders of the major body systems. In addition, it provides the student with the knowledge and skills to safely and precisely access the circulation and administer medications.

COREQUISITE: 10531151 Paramedic Fundamentals and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met or 105312 Fire Medic requirements met

10531155 Respiratory Management

...provides the student with the knowledge and skills to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.

COREQUISITE: 10531152 Paramedic Pharmacology and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met or 105312 Fire Medic requirements met

10531156 Cardiology I

...will provide the student with the basic knowledge and skills to integrate pathophysiological principles and assessment findings, with ECG interpretation, in order to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

COREQUISITE: 10531155 Respiratory Management and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met or 105312 Fire Medic requirements met

10531157 Clinical I - EMT/Paramedic

...is required to complete 288 hours of documented practical skills application and observation at the beginning EMT-Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

COREQUISITE: 10531151 Paramedic Fundamentals and
CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met or 105312 Fire Medic requirements met

10531158 Cardiology II

...provides the student with the knowledge and skills to integrate a field impression and implement a treatment plan for a patient with Acute Coronary Syndromes (ACS) and includes Advanced Cardiac Life Support Certification. The student will gain an understanding of basic 12 lead ECG interpretation as it applies to the treatment for a patient with ACS.

COREQUISITE: 10531156 Cardiology I

10531159 Medical Emergencies

...will provide the student with the knowledge and skills to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing neurology, endocrine, allergic or anaphylactic emergencies, gastroenterology, renal/urology, toxicology, hematology, environmental emergencies, infectious and communicable diseases, and behavioral and psychiatric disorders.

COREQUISITES: 10531158 Cardiology II

10531164 Trauma

...will provide the student with the knowledge and skills to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. This course includes: soft tissue trauma, burns, head and facial trauma, spinal trauma, abdominal trauma, thoracic trauma, and mechanism of injury trauma systems. This course includes PHTLS Certification.

COREQUISITE: 10531159 Medical Emergencies

10531165 Emergency Care for Specialists

...will provide the student with the knowledge and skills to formulate a field impression and implement a treatment management plan for the patient experiencing a gynecology, obstetrical, neonatal, pediatric, or geriatric emergency. This course also covers the victim of abuse or assault, patients with special challenges, acute interventions in the home care patient and life span development.

COREQUISITE: 10531164 Trauma

10531166 EMS Operations

...includes ambulance operations, medical incident command, rescue awareness, weapons of mass destruction, assessment based management, and NREMT-P exam prep.

COREQUISITE: 10531165 Emergency Care for Specialists

10531167 Clinical II - EMT/Paramedic

...requires the student to complete 216 hours of documented practical skills application and observation at the beginning EMT - Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

COREQUISITE: 10531158 Cardiology II

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: Accuplacer Writing minimum score of 86 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.

10801197 Technical Reporting

...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV

10804196 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and rational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

110809159 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-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.

PREREQUISITE: 10809198 Psychology-Introduction, or 10809199 Psychology of Human Relations

10809166 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.

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.

UW-Green Bay 19-800-1

Catalog No.	Class Title	Credit(s)
Communications		
10801195	Written Communication	3.00
10801198	Speech	3.00
Social Science		
10809166	Introduction to Ethics: Theory and Application	3.00
10809172	Race, Ethnic and Diversity Studies	3.00
10809195	Economics	3.00
10809196	Introduction to Sociology	3.00
10809122	Introduction to American Government	3.00
Behavioral Science		
10809198	Psychology - Introduction to	3.00
10809188	Developmental Psychology	3.00
Natural Science		
10806134	General Chemistry	4.00
Total		31.00

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

Curriculum and program acceptance requirements are subject to change.

UW-Oshkosh 19-800-2

Catalog No.	Class Title	Credit(s)
Communications		
10801195	Written Communication	3.00
10801197	Technical Reporting	3.00
10801198	Speech	3.00
Mathematics		
10804110	Elementary Algebra w/Apps OR	3.00
10804115	College Technical Math 1 OR	5.00
10804113	College Technical Math 1A AND 10804114 College Technical Math 1B	5.00
Physical Science		
10806154	General Physics	4.00
10806177	General Anatomy and Physiology	4.00
Philosophy		
10809166	Introduction to Ethics	3.00
Social Science		
Complete 3 courses (9 credits) in at least 2 areas from the following:		
10809159	Abnormal Psychology	3.00
10809188	Developmental Psychology	3.00
10809198	Introduction to Psychology	3.00
10809199	Psychology of Human Relations	3.00
10809195	Economics	3.00
10809196	Introduction to Sociology	3.00
10809172	Race, Ethnic, and Diversity Studies	3.00
Total LTC Credits		32-34

About the Transfer Agreement

The General Education Certificate allows students to qualify for sophomore status at select UW universities.

About the Certificate

- The certificate includes a core of courses designed to meet specific general education requirements at the specific UW college/university.
- The certificate provides a smooth transition to select four-year colleges in Wisconsin.
- Classes are available in a variety of formats.
- Classes begin at multiple dates and times throughout the year.
- Classes are available in a variety of locations—Cleveland, Manitowoc, Sheboygan, and other locations throughout the LTC district.

Please refer to the LTC website at www.gotoltc.edu for up-to-date information about agreements with individual UW universities.

For more information about the transfer certificate, please contact the General Education Office at 1.888.468.6582, extension 1209, or 920.693.1209.

Admission Steps

- Application
- Certificate Fee
- Entrance Assessments (refer to course descriptions for minimum scores)
- Transcripts
- Advising Session
- Application for Completion

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.

Transfer agreements are available with the following institutions:

UW-Green Bay
UW-Oshkosh

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

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: Accuplacer Writing minimum score of 86 or Equivalent

10801197 Technical Reporting

...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV

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.

10804110 Elementary Algebra with Applications

...offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.

PREREQUISITE: Accuplacer Math score of 79 or Equivalent or 10804100 Math Proficiency

10804113 College Technical Math 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

10804114 College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or **COREQUISITE:** 10804113 College Tech Math 1A

10804115 College Technical Math 1

...prepares the student to solve linear, quadratic, and rational equations; graphing; formula rearrangement; solve systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. This course is the equivalent of successful completion of College Tech Math 1A and 1B.

PREREQUISITE: Accuplacer Math minimum score of 100 or Equivalent

10806134 General Chemistry

...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws.

PREREQUISITE: 10804196 College Tech Math 1A or 10804113 College Tech Math 1A or 10804109 Algebra for Gen Chem or 10804121 Tech Math I or 10804108 ModuMath Alg or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or College Algebra equivalent

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, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

COREQUISITE: 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804115 College Tech Math 1

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 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 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.

10809159 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-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.

PREREQUISITE: 10809198 Psychology-Introduction, or 10809199 Psychology of Human Relations

10809166 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.

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 global and comparative perspectives.

10809188 Developmental Psychology

...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.

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.

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.

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.

10809199 Psychology of Human Relations

...explores the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationships with others at work, in the family, and in society.

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10201101	Design Fundamentals	3.00
10201108	Photoshop	3.00
10201109	Illustrator	3.00
10152196	Website Development	3.00
	Fundamentals	
10801195	Written Communication	3.00
	Total	16.00
Term 2		
10104116	Marketing & Promotion-Graphic & Web Design	3.00
10152110	Introduction to Fireworks	2.00
10201102	Typography	2.00
10201110	InDesign	3.00
10804123	Math with Business Applications	3.00
	OR 10806112 Principles of Sustainability	
10801196	Oral/Interpersonal Communication	3.00
	Total	16.00
Term 3		
10105128	Career Exploration	2.00
10201111	Production Essentials	2.00
10201106	CSS for Advanced Web Design	3.00
10201104	QuarkXpress Publication Design	3.00
10809195	Economics	3.00
10809198	Psychology, Introduction to	3.00
	Total	16.00
Term 4		
10201112	Portfolio Assessment-Graphic and Web Design	1.00
10201103	Advanced Computer Graphics	3.00
10152117	Introduction to Flash	3.00
10201105	Internship for Graphics and Web Design	1.00
10152118	Website Development Advanced	3.00
10809196	Introduction to Sociology	3.00
10809122	Introduction to American Government	3.00
	Total	17.00
	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 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 very 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)

Program Goals

You will learn to:

- Exhibit a high level of comfort with rapidly changing technology and independent learning.
- Create effective visual communication through the application of design theories and principles to develop design solutions using computer hardware and software.
- Apply typography skills and knowledge to create effective visual communication.

- 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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

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

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

10104116 Marketing and Promotion-Graphic and Web Design

...introduces the student to the consumer decision process model and provides the student the ability to explain the relationship of the uncontrollable variables and the marketing mix to the promotion plan.

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

10152110 Introduction to Fireworks

...will teach the fundamentals of creating web graphics with Fireworks and exporting them for use on the Web. Topics include creating graphics and graphical text, creating special effects, web buttons, GIF animations, optimizing individual pictures for web use, and exporting files to HTML documents. You will also learn to integrate Fireworks with Dreamweaver.

PREREQUISITE: 10152196 Website Development Fundamentals

10152117 Introduction to Flash

...provides an exploration of the use of Flash technology to create animations of web sites. Students will use technology to draw, create and manipulate/import vector objects. They will make the object "come to life" in frame-by-frame animations.

PREREQUISITE: 10152196 Website Development Fundamentals

10152118 Website Development Advanced

...builds on student knowledge of XHTML and web design software. Student knowledge is extended beyond basic page design to include web page interaction and dynamic page building. Students will have hands-on experience developing complex web pages.

PREREQUISITE: 10152196 Website Development Fundamentals

10152196 Website Development Fundamentals

...introduces the students to Adobe Dreamweaver, XHTML and web page principles beginning with building simple web pages using graphics and continuing on to build web pages with greater layout control by using table design and forms. In addition, they will have hands-on experience using Cascading Style Sheets (CSS) as an important component of dynamic HTML pages; and hands-on experience using in-line, embedded and external style sheets to create dynamic pages that allow for more control over the attributes of a web page.

10201101 Design Fundamentals

...introduces the learner to the elements of art (line, texture, color, shape and value.) Students will investigate how these elements can be manipulated using various principles of design to achieve different effects. Basic color theory, historic eras, and emerging trends will be covered.

CONDITION: 102012 Graphic and Web Design Admission Requirements Met

10201102 Typography

...introduces the learner to the fundamentals of Typography. Emphasis is on the structure and form of type and how it is used in contemporary graphic design. Projects explore the history of type, and the creation of design using type elements.
CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met

10201103 Advanced Computer Graphics

...provides the learner with enhanced knowledge and skill in the use of design, illustration and page layout software through the creation of a variety of design projects. Emphasis is on original, strong images and type integration, as well as preparing files for press.

PREREQUISITE: 10201101 Design Fundamentals and **COREQUISITE:** 10201183 InDesign Advanced and **CONDITION:** 102012 Graphic and Web Design Admission Requirements Met

10201104 QuarkXpress Publication Design

...emphasizes use of Desktop Publishing software to apply typographical concepts to the production of a variety of publishing materials, ranging from single-page flyers to multipage documents. Scanning photos and art is introduced; and these files, as well as word processing files, are imported into desktop publishing.

CONDITION: 102012 Graphic and Web Design Admission Requirements Met

10201105 Internship for Graphic and Web Design

...requires students to complete 72 hours of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. The field study may be substituted based on instruction decision. Students meet periodically at LTC.
COREQUISITE: 10201183 InDsgn Adv, 10201103 Adv Comp Graphics, 10201104 Publication Dsgn Using QuarkXpress and **PREREQUISITE:** 10152196 Web Dev Fund, 10152194 Intro to Flash and 10152195 Intro to Fire and **CONDITION:** 102012 Graphic/Web Dsgn Admission Req Met

10201106 CSS for Advanced Web Design

...further explores the range of design methods made possible by Cascading Style Sheets (CSS) and how it can be used for creating progressive and contemporary Website designs. The course will cover imagery, typography, effects, and themes as they relate to CSS and Website design.

PREREQUISITE: 10152196 Website Development Fundamentals

10201108 Photoshop

...introduces the learner to using Adobe Photoshop to edit, enhance, and combine digital images which are prepared for print and web media. Topics will include photo correction, masks, channels, page backgrounds, brushes and optimizes images for web use.

COREQUISITE: Microsoft PowerPoint Skills or Equivalent and **CONDITION:** 102012 Graphic and Web Design or 191061 Desktop Publishing and Digital Design Certificate Admission Requirements Met

10201109 Illustrator

...prepares the learner to use Adobe's standard vector graphics software to create digital art. The course will cover the basics of computer illustration and its use in print and web media. Students will work with objects, the pen, brushes, text, color, special effects, symbols, and gradients as they create portfolio-quality art.
CONDITION: 102012 Graphic and Web Design or 191061 Desktop Publishing and Digital Design Certificate Admission Requirements Met

10201110 InDesign

...prepares the learner to use a professional page layout program. Learners will develop brochures, mailers, business documents and newsletters by implementing text layout techniques, using multiple master pages, managing styles, using text adjustment tools, working with libraries, and managing long documents for print production. Projects developed will be used to build the students' portfolio.
COREQUISITE: Microsoft Excel Skills or Equivalent and **CONDITION:** 102012 Graphic and Web Design or 191061 Desktop Publishing and Digital Design Certificate Admission Requirements Met

10201111 Production Essentials

...will differentiate between methods of printing, explain color separations, examine operating systems, explore color systems, explain color calibration, practice color correcting techniques, recognize file formats and terms, explore layout and drawing output, manage fonts, prepare documents for trapping, output files to PDF format, preflight files, proof files, and access Adobe Bridge.

PREREQUISITE: 10201110 InDesign and **CONDITION:** 102012 Graphic and Web Design Admissions Requirements Met

10201112 Portfolio Assessment-Graphic and Web Design

...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 which identifies 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.

PREREQUISITES: 10105124 Portfolio Introduction and 10105128 Career Exploration and **CONDITION:** 102012 Graphic and Web Design Admissions 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.

PREREQUISITE: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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.

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.

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.

Catalog No.	Class Title	Credit(s)
Term 1		
30510301	Health Unit Coordinator Procedures 1	3.00
30510302	Health Unit Coordinator Procedures 2	3.00
30510303	Health Unit Coordinator Clinical	3.00
10501101	Medical Terminology	3.00
10501104	Healthcare Customer Service	2.00
10501107	Introduction to Healthcare Computing	2.00
Total		16.00

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 Career

You will learn to:

- Communicate professionally in the health care 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

Program Goals

You will learn to:

- Communicate professionally in the health care 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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	34
Read	18	55
Write	18	60

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.

10501101 Medical Terminology

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

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



Hotel/Hospitality Management

Program No: 10-109-1

Associate Degree in Applied Science

Degree Completion Time: 5 Terms

Degree completion time may vary based on student scheduling needs and class availability.

2010-2011

1080Catalog No.Class Title Credit(s)

Term 1

10104109	Customer Service Techniques	2.00
10105124	Portfolio Introduction	1.00
10109112	Sanitation for Food Service	1.00
10109121	Introduction to Hotel/Hospitality Management	3.00
10109128	Hospitality Career Exploration	2.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	Total	15.00

Term 2

10101102	Hospitality Accounting	4.00
10104170	Marketing Tourism and Hospitality	3.00
10106120	Business Etiquette and Professionalism	2.00
10109110	Front Office Procedures and Management	3.00
10109113	Food and Beverage Operations	2.00
10801198	Speech OR10801196 Oral/Interpersonal Communication	3.00
	Total	17.00

Term 3 (Summer)

10104111	Customer Interaction Skills	2.00
10109144	*Hospitality Internship	4.00
	Total	6.00

Term 4

10109111	Housekeeping Management	2.00
10109115	Hospitality Law	3.00
10109120	Facilities Operations and Security	2.00
10196191	Supervision	3.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10809172	Race, Ethnic and Diversity Studies	3.00
	Total	16.00

Term 5

10109127	Portfolio Assessment-Hotel and Hospitality Management	1.00
10109101	Issues in Hotel/Hospitality Management	1.00
10109122	Hospitality Field Study/Experience	1.00
10196105	Recruitment & Retention of Employees	3.00
10809195	Economics	3.00
10809198	Intro to Psychology	3.00
	Total	12.00
	Program Total	66.00

*Current First Aid/CPR Card Required Prior to Hospitality Internship

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 Hotel/Hospitality Management program in cooperation with Moraine Park Technical College. As a Hotel/Hospitality Management student, you will:

- 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.

About the Program

The associate degree in Hotel/Hospitality Management prepares individuals for a management career in the hotel/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.

Careers

- General Manager
- Executive Housekeeper
- Front Office 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)

Program Goals

You will learn to:

- Demonstrate the principles of hospitality management.
- 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.
- Demonstrate professionalism and managerial and leadership skills in a diverse hospitality environment.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Lakeland College
Silver Lake College
University of Phoenix
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 hotel/hospitality accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes.

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 customer needs.

10104111 Customer Interaction Skills

...prepares the student for effective communication. Content includes writing memos, reports, drafting e-mail messages, developing effective speaking skills, resolving customer disputes, and promoting excellent customer relations.

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 operation, the duties and responsibilities of the key food and beverage executives, 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 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.

10105127 Portfolio Assessment

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes.

PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment

10106120 Business Etiquette and Professionalism

...prepares the learner to feel confident in the business setting and to understand business protocol in a culturally diverse, international market. Areas of study will include proper etiquette, introductions, professional body language, cultural sensitivity, dining and social skills, and conflict management.

10109101 Issues in Hotel/Hospitality Management

...introduces special topics pertinent to the hotel and hospitality industry. International, national, and local issues are discussed.

PREREQUISITE: 10109121 Introduction to Hotel/Hospitality

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 its managers in operating the department and introduces students to requirements for guest satisfaction with room and facility appeal, order, and cleanliness.

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 the skills and tools necessary for a hospitality manager to function in today's legal work environment. Learners will demonstrate the application of legal practices in hospitality environments, analyze the impact U.S. employment laws, the impact of global economy, vendor/supplier contract negotiations, reacting to legal charges, documenting the hiring/firing process, dealing with harassment issues, privacy issues, and summarizing legal issues facing hospitality/culinary employees.

10109120 Facilities and Operations Security

...explores the technical information necessary to establish effective facilities operations. An effective energy management program is discussed. Common mechanical problems and the procedures to correct them are emphasized. Security management to protect guests is emphasized.

PREREQUISITE: 10109121 Introduction to Hotel/Hospitality

10109121 Introduction to Hotel/Hospitality Management

...will trace the development of the hotel/motel industry from early inns to modern high-rise and commercial hotels and highway motels. The organization of the hotel, including food and beverage operations, is discussed.

COREQUISITE: Microsoft Word or equivalent

10109122 Hospitality Field Study/Experience

...allows students to examine and apply advanced concepts in hotel and hospitality management. Requires instructor approval to enroll.

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

10109144 Hospitality Internship

...affords students on-the-job experience while providing instructor and workplace supervision. Students are responsible for seeking and obtaining the internship position with instructor approval. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.

CONDITION: Verification of eligibility by the Instructor

10196105 Recruitment and Retention of Employees

...applies 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.

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 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement 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.

PREREQUISITE: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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 global and comparative perspectives.

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.

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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10196193	Human Resource Management	3.00
10196191	Supervision	3.00
10196136	Safety in the Workplace	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
Total		16.00

Term 2

10101106	Payroll Applications	2.00
10104109	Customer Service Techniques	2.00
10196125	Human Resource Employment Law	3.00
10196127	HR Information Systems	1.00
10196131	Organizational Health and Wellness	2.00
10801196	Oral Interpersonal Communication	3.00
10809195	Economics	3.00
Total		16.00

Term 3

10101155	Accounting for Professionals	3.00
10105128	Career Exploration	2.00
10196102	Compensation & Benefits Administration	3.00
10196105	Recruitment and Retention of Employees	3.00
10809172	Race, Ethnic, and Diversity Studies	3.00
10809198	Introduction to Psychology	3.00
Total		17.00

Term 4

10196115	Portfolio Assessment-Human Resources	1.00
10196124	Strategic Performance Management	3.00
10196104	Labor Relations and Negotiations	2.00
10196103	Training for Organizations	3.00
10806112	Principles of Sustainability	3.00
10196106	Internship--Human Resources OR 10140101 Intro to International Business OR 10196128 HR Studies	3.00
10999992	Elective	2.00
Total		17.00
Program Total		66.00

Suggested Electives:

10196190	Leadership Development	3.00
10196168	Organizational Development	3.00
10196188	Project Management	3.00

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

Curriculum and program acceptance requirements are subject to change.

About the Program

If you enjoy structuring and administering programs and policies designed to help employees be productive and safe in the workplace, then human resource administration is a good career for you. Knowing the laws, regulations, and internal policies of an organization and administering them humanely and fairly is the human resource administrator's responsibility. This growing and dynamic field has excellent future career growth potential.

About the Career

A company's most important resource is its people. Hiring the right employees, motivating them, and compensating them fairly are central to the success of any enterprise. If you can exercise compassion and good business sense simultaneously, have excellent analytical and communication skills, and can maintain confidentiality in a heavily regulated profession, human resource administration is a good career opportunity for you.

Careers

- Human Resource Assistant
- Human Resource Manager
- Compensation and Benefits Clerk
- Office Manager
- Payroll Specialist
- Human Resource Generalist
- Human Resource Recruiter

Admission Steps

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

Program Goals

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 verbal and written formats.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Concordia University
Lakeland College
Silver Lake College
University of Phoenix
UW-Stout

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 deductinos; and maintain payroll records.

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.

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 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 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

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 recruitment, 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 legal bargaining unit and applies skills learned to case study analysis, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration. Emphasis is on consensus negotiations.

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 workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.

PREREQUISITE: 10105124 Portfolio Introduction and 10105126 Career Assessment and **CONDITION:** Verification of eligibility by instructor coordinator of Human Resource program (student must have at least 45 credits of Human Resource program courses)

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.

PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment

10196124 Strategic Performance Management

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

10196125 Human Resources Employment Law

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the legal application of the HR role as it impacts EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.
COREQUISITE: Microsoft PowerPoint skills or equivalent

10196127 Human Resource Information Systems

...introduces the student to a variety of information management systems with 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. Learners will research wellness programs, develop proposed systems for district-based organizations, and calculate projected cost savings 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 liaison 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 strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

COREQUISITE: Microsoft Word skills or equivalent or 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 our 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 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.

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...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.

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.

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

- Human Resource Administration
- Fire Service Administration
- Marketing and Media Management
- Manufacturing and Design Engineering
- Public Safety Specialist

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session

Unique Requirements

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

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Required Classwork

10825102 Career Assessment and Portfolio Development	2 credits
General Studies	18 credits
Math or Science	3 credits
ITS Core Classes	40-48 credits
Electives	0-6 credits

Curriculum varies depending upon the learner's individualized educational plan.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

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

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

Catalog No.	Class Title	Credit(s)
Term 1		
50413501	Electrical Apprentice I	2.00
	Total	2.00
Term 2		
50413502	Electrical Apprentice II	2.00
	Total	2.00
Term 3		
50413503	Electrical Apprentice III	2.00
	Total	2.00
Term 4		
50413504	Electrical Apprentice IV	2.00
	Total	2.00
Term 5		
50413505	Electrical Apprentice V	2.00
	Total	2.00
Term 6		
50413506	Electrical Apprentice VI	2.00
	Total	2.00
Term 7		
50413507	Electrical Apprentice VII	2.00
	Total	2.00
Term 8		
50413508	Electrical Apprentice VIII	2.00
	Total	2.00
	Program Total	16.00

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 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 Goals

You'll learn to:

- Construct electrical systems.
- Maintain and repair electrical systems and components.
- Maintain, diagnose, and install programmable logic controllers.
- Use electrical and electronic test equipment.
- Use a variety of hand and power tools.
- Use PPE and apply safety procedures.

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

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	18	60
Algebra	--	34

50413501 Electrical Apprentice I

...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 II

...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 III

...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 IV

...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 with continued study of the National Electric Code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413505 Electrical Apprentice V

...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 with continued study of the National Electrical Code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413506 Electrical Apprentice VI

...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 VII

...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 VIII

...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.

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs	Special Notes												
10413100	Basic Electricity for Trades OR10660105 DC Fundamentals (3 cr) OR10660110 AC Fundamentals (3 cr)	3.00	<p>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.</p>	<ul style="list-style-type: none">\$107 per credit (resident)\$158 per credit (out-of-state resident)	<ul style="list-style-type: none">Students need to supply their own safety glasses and welding gloves.												
31420394	Industrial Maintenance Measurement & Drills	2.00		<ul style="list-style-type: none">Classes prepare graduates to apply for a Millwright Apprenticeship through cooperating employer.	<ul style="list-style-type: none">Students are required to take the Bennett Mechanical Aptitude Test and receive a raw score of 45 correct or better.												
31457318	Trades Math Industrial Maintenance	2.00															
31457388	Industrial Maintenance Print Reading OR 31457385 Machine Tool Print Reading (2 cr)	1.00															
31462300	Industrial Maintenance Introduction	2.00															
31462302	Industrial Maintenance Layout and Rigging	1.00															
31462305	Industrial Maintenance Power Transmission	3.00															
31462310	Industrial Maintenance Bearings and Lubrication	2.00															
31809362	Psychology for Life	1.00															
10413102	Electrical Controls for Trades OR 10620144 Motors and Controls I (3 cr)	1.00															
10620159	Hydraulics I	2.00	<p>Admissions Steps</p> <ul style="list-style-type: none">ApplicationApplication FeeEntrance Assessment ScoresTranscriptsProgram Advising Session <p><ul style="list-style-type: none">Students are required to take the Bennett Mechanical Aptitude Test and the Minnesota Paper Form Board Test for advisement purposes.</p>	<p>Entrance Assessment Scores</p> <table><tr><th>Assessment Areas</th><th>ACT</th><th>Accuplacer</th></tr><tr><td>Math</td><td>18</td><td>79</td></tr><tr><td>Read</td><td>18</td><td>55</td></tr><tr><td>Write</td><td>18</td><td>60</td></tr></table>	Assessment Areas	ACT	Accuplacer	Math	18	79	Read	18	55	Write	18	60	<p>Functional Abilities</p> <p>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.</p>
Assessment Areas	ACT	Accuplacer															
Math	18	79															
Read	18	55															
Write	18	60															
10620161	Pneumatics I	1.00															
10620165	Hydraulics Applications	1.00															
31420395	Industrial Maintenance Mills & Lathes	2.00															
31462308	Industrial Maintenance Pumps, Fluid/Air Handling	2.00															
31442346	Industrial Maintenance Welding	1.00															
31462312	Industrial Maintenance Introduction to Fabrication	2.00															
31462314	Troubleshooting/Machine Repair	3.00															
31801359	Communication Skills for the Workplace	2.00															
	Program Total	34.00															
Note:	Program start dates vary; check with your counselor for details.		<p>Careers</p> <ul style="list-style-type: none">Industrial or Maintenance MechanicMachinery AdjusterMachinery AssemblerMachinery Repairer														
	Curriculum and program acceptance requirements are subject to change.		<p>Program Goals</p> <p>You'll learn to:</p> <ul style="list-style-type: none">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.														
			<p>Other Program Expectations</p> <p>You'll need to:</p> <ul style="list-style-type: none">Lift up to 50 pounds.Stand for long periods of time.See counselor for complete listing.														

10413100 Basic Electricity for the Trades

...provides practical DC/AC concepts to introduce various components, electrical quantities, and measuring values in DC and AC circuits. Circuit measurement of voltage, current and resistance will be taken with analog and digital meters applying basic concepts. The student will learn about electrical theory, electrical safety, basic circuit design, measuring equipment, general wiring practices, motors, and transformers.

10413102 Electrical Controls for the Trades

...prepares the learner to identify industrial wiring components from their schematic symbols; use a ladder logic diagram to explain the operation of a control circuit; identify industrial motor components; demonstrate knowledge of motor and motor controls; and assemble basic control circuits.

COREQUISITE: 10413100 Basic Electricity for the Trades

10620159 Hydraulics I

...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.

10620161 Pneumatics I

...prepares the learner to identify pneumatic component symbols, examine the main parts of a pneumatic system; identify air conditioning and distributing equipment; evaluate the characteristics of physical laws that apply to pneumatics; identify the laws governing pneumatics; adjust pressure regulator to specified pressure; evaluate the general characteristics and terms of pressure drop versus flow relationship; evaluate the general characteristics and terms of vacuum generation.

COREQUISITE: 10620159 Hydraulics I or 10620159C1 Hydraulics I (2 cr)

10620165 Hydraulics Applications

...provides participants with hands-on industrial repair and replacement techniques for hydraulic components including: actuators, valves, and maintenance of systems. Students practice safe and environmentally-sound repair techniques. Students will gain basic knowledge of PLC's including components and operation.

COREQUISITE: 10620159 Hydraulics I and 31462308 Industrial Maintenance Pumps, Fluid/Air Handling and 10413102 Electrical Controls for the Trades

31420394 Industrial Maintenance Measurement and Drills

...provides the learner with the skills to: Use precision hand held measuring tools, use semi-precision measuring tools, follow cutoff safety rules, and operate vertical cutoff machines. It prepares the learner to calculate speeds and feeds to match specific material processes, identify attributes of hole-producing cutting tools, follow drilling machine tool safety rules, identify drilling machine tool components, and operate a sensitive drilling machine tool.

31420395 Industrial Maintenance Mills and Lathes

...provides the learner with the skills to: Apply safety rules, identify machine components, select cutting tools, set up the milling machine for work, mill square surfaces, mill precision steps and slots, and mill keyseats on shafts. It prepares the learner to follow engine lathe safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform hole-producing operations.

COREQUISITE: 31420394 Industrial Maintenance Measurement and Drills

31442346 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.

31457318 Trades Math Industrial Maintenance

...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is designed for individualized student needs and can be taken in one-credit increments. Please refer to the class listing for specific one-credit class offerings.

31457388 Industrial Maintenance Print Reading

...prepares the learner to read prints; make sketches; interpret orthographic projections to include sections, auxiliary views, threads, and fasteners; and to solve problems in metal trades, fabrication, and troubleshooting.

31462300 Industrial Maintenance Introduction

...prepares the learner to apply the basic elements of safety, mechanics, force, friction, work, and energy; to identify, use, and develop skills with all hand and portable power tools, as well as threaded fasteners, to learn terminology; and to operate a lift truck while applying the basics as it pertains to industrial maintenance and forklift operation. Participants will obtain lift truck operation certification upon successful completion.

31462302 Industrial Maintenance Layout and Rigging

...prepares the learner to perform layout skills for industrial maintenance to include machine layout, proper rigging, installation, and leveling with emphasis on baseline layout, machine rigging and installation, machine leveling, and alignment procedures.

PREREQUISITE: 31462300 Industrial Maintenance Introduction; **COREQUISITE:** 31457318 Trades Math Industrial Maintenance or 31457318T1 Trades Math Industrial Maintenance I and 31457318T2 Trades Math Industrial Maintenance II; or 31457320 Machine Tool Math

31462305 Industrial Maintenance Power Transmission

...introduces the learner to belt, chain, and gear drives used in industrial maintenance applications, including v-belts, flat belts, timing belts, conveyor chains, roller chains, riveted chains, bevel gears, worm gears, helical gears, spur gears, couplings, and alignment with emphasis on identification, installation, repair, and maintenance.

PREREQUISITES: 31462300 Industrial Maintenance Introduction and 31462310 Industrial Maintenance Bearings and Lube

31462308 Industrial Maintenance Pumps, Fluid/Air Handling

...prepares the learner to identify, install, repair, and maintain common pumps and plumbing applications, including centrifugal pumps, diaphragm pumps, packing and seals, tubing, and installing hose and piping used with fluid and air handling.

PREREQUISITE: 31462300 Indust Maintenance Intro and 31457388 Indust Maintenance Print Reading and 31457318 Trades Math Indust Maintenance or 31457318T1 Trades Math Indust Maint I or 31457318T2 Trades Math Indust Maint II or 31457320 Mach Tool Math

31462310 Industrial Maintenance Bearings and Lubrication

...prepares the learner to identify, install, repair, and maintain bearings, including lubrication applications and to understand plane, roller, ball, linear, tapered and thrust bearings; various mountings and housings; and terminology and properties of lubrication.

COREQUISITE: 31462300 Industrial Maintenance Introduction; and 31457318 Trades Math Industrial Maintenance or 31457318T1 Trades Math Industrial Maintenance I and 31457318T2 Trades Math Industrial Maintenance II or 31457320 Machine Tool Math

31462312 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 repair. Repair practice of home and shop projects is encouraged for skill development.

PREREQUISITE: 31462300 Indust Maint Intro; and 31462301 Indust Maint Wldg or 30442300 Wldg Intro or 31442300 Wldg Intro or 0442300IN Wldg Intro; and 31457388 Indust Maint Print Rdg **COREQUISITE:** 31442346 Industrial Maintenance Welding

1462314 Troubleshooting/Machine Repair

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

PREREQUISITE: 31462300 IM Intro; 31462302 IM Layout/Rig **COREQUISITE:** 31462307 IM Power Trans 2, 31462305 IM Pwr Trans, 31462306 IM Elec Cntrls or 10413102 Elect Cntrls-Trades and 31462308 IM Pmps, Fld/Air Hndlg & 31462310 IM Bearings/Lube

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.

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.



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.

2010-2011

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
10809172	Race, Ethnic & Diversity Studies	3.00
	OR 10806122 Natural Science in Society	
Total		16.00

Term 2

10150114	Networking I	3.00
10154124	Information Security Principles	2.00
10154128	Help Desk Fundamentals	2.00
10154175	A+2	3.00
10196189	Teambuilding and Problem Solving	3.00
10801196	Oral/Interpersonal Communication	3.00
Total		16.00

Term 3

10105128	Career Exploration	2.00
10150173	Windows Server 1 OR 10150172 Network Administration	3.00
10150180	Small Office Home Office Networking	3.00
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

Program Goals

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.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Franklin University
Lakeland College
Marian College

MSOE Radar School of Business
Silver Lake College
University of Phoenix
UW-Stout

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

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

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

...provides the learner with the skills to plan for and install the Linux operating system; use Linux commands at a command line interface; use Linux graphical environments; employ Linux system standards; use the Linux system; configure the X window system; customize the shell environment; administer a Linux system; manage system resources; back up system data; and create scripts to automate processes.

PREREQUISITE: 10154120 Computer Concepts

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

10150180 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.

10152116 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 a relational database design using data requirement analysis and specification methods; and examine additional DBMS functions.

10152138 Training 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

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 documents, spreadsheets and presentations; investigating current employment trends; and examining techniques of systems analysis & design, programming languages and database systems.

10154122 A+1

...prepares the learner to take the CompTIA A+ Certification Essentials Exam which is taken as part of the course. Learners will develop basic technical skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance on PCs, security, communication, and professionalism.

10154124 Information Security Principles

...introduces the learner to Information Systems Security. Students will review and analyze the control and security concerns in the information systems environment; the security challenges created from the emergence of new technology and the changing internal and external environments; and the effect of legal, regulatory, and current security technology on policy development.

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.

10154128 Help Desk Fundamentals

...provides the learner with the knowledge required to become a Help Desk Support technician. Students will learn fundamental Help Desk concepts such as: Help Desk operations, roles and responsibilities, processes and procedures, tools and technologies, individual and team performance measures, and how to provide support as a Help Desk professional.

10154129 Help Desk-Advanced

...expands the learners' 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.

PREREQUISITE: 10154128 Help Desk Fundamentals

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. Experiences include applying various microcomputer software and hardware tools to solving advanced business problems and project management.

10154175 A+2

...prepares the learner to take the A+ Certification IT Technician Exam which is taken as part of the course. Learners will develop advanced skills required for individuals to work in a technical environment with a high level of face-to-face client interaction. Advanced topics include PC components, laptop and portable devices, operating systems, peripherals, networks, security, safety and environmental issues, communication and professionalism.

PREREQUISITE: 10154122 A+1 or **CONDITION:** CompTIAA+ Essentials Certification

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.

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:** Accuplacer Writing minimum score of 86 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.

10804133 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 10804100 Math Proficiency

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 global and comparative perspectives.

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.

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.

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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10150114	Networking I	3.00
10154120	Computer Concepts	3.00
10154122	A+1	3.00
10801195	Written Communication	3.00
10804133	Mathematics and Logic	3.00
Total		16.00

Term 2

10150127	Linux 1	2.00
10150173	Windows Server 1	3.00
10150176	Networking 2	3.00
10154175	A+2	3.00
10801196	Oral/Interpersonal Communication	3.00
10809172	Race, Ethnic & Diversity Studies	3.00
	OR 10806112 Principles of Sustainability	
Total		17.00

Term 3

10105128	Career Exploration	2.00
10150126	Windows Server 2	2.00
10150163	Networking 3	3.00
10150172	Network Administration	3.00
10150128	Linux 2	2.00
10154127	Data Assurance	2.00
10809195	Economics	3.00
Total		17.00

Term 4

10150165	Networking 4	3.00
10150169	Network Design and Documentation	2.00
10150178	Network Applications and Installations	3.00
10150179	Internet/Intranet Server Admin. and Installation	2.00
10154101	Portfolio Assessment-IT	1.00
10809196	Introduction to Sociology	3.00
10809198	Introduction to Psychology	3.00
Total		17.00
Program Total		67.00

Note: Catalog numbers assigned to "elective" classes are for administrative use only.

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.

Careers

- Network Administrator
- Network/PC Analyst
- Network Support Specialist
- Network Technician
- PC Support Specialist

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session

Program Goals

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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Franklin University
Lakeland College
Marian College

MSOE Rader School of Business
Silver Lake College
University of Phoenix
UW-Stout

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

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

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.

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

10150127 Linux 1

...provides the learner with the skills to plan for and install the Linux operating system; use Linux commands at a command line interface; use Linux graphical environments; employ Linux system standards; use the Linux system; configure the X window system; customize the shell environment; administer a Linux system; manage system resources; back up system data; and create scripts to automate processes.
PREREQUISITE: 10154120 Computer Concepts

10150128 Linux 2

...expands the learners' 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 technology.
PREREQUISITE: 10150163 Networking 3 or 10150163C2 Networking 3

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 and analysis, network layout and design, and documenting a network.
PREREQUISITE: 10150176 Networking 2

10150172 Netware Administration

...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: 10150114 Networking 1

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

10150176 Networking 2

...provides the students 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 on 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

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

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 documents, spreadsheets and presentations; investigating current employment trends; and examining techniques of systems analysis & design, programming languages and database systems.

10154122 A+1

...prepares the learner to take the CompTIA A+ Certification Essentials Exam which is taken as part of the course. Learners will develop basic technical skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance on PCs, security, communication, and professionalism.

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.

10154175 A+2

...prepares the learner to take the A+ Certification IT Technician Exam which is taken as part of the course. Learners will develop advanced skills required for individuals to work in a technical environment with a high level of face-to-face client interaction. Advanced topics include PC components, laptop and portable devices, operating systems, peripherals, networks, security, safety and environmental issues, communication and professionalism.
PREREQUISITE: 10154122 A+1 or **CONDITION:** CompTIA A+ Essentials Certification

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:** Accuplacer Writing minimum score of 86 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.

10804133 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 10804100 Math Proficiency

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 global and comparative perspectives.

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.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10106104	Realtime Reporting I	5.00
10106144	Realtime Reporting Orientation	1.00
10106159	Legal Terminology	1.00
10106184	English for Realtime Reporters	1.00
10106804	Realtime Reporting I Lab	1.00
10801195	Written Communication	3.00
10809198	Psychology - Introduction to	3.00
Total		15.00

Term 2

10106105	Realtime Reporting II	5.00
10106158	Realtime Reporting Technology	2.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10106805	Realtime Reporting II Lab	1.00
10809122	Introduction To American Government OR 10809172 Race, Ethnic and Diversity Studies	3.00
10809196	Sociology - Introduction to	3.00
Total		17.00

Term 3 (Summer)

10106108	Realtime Reporting Speed Development	2.00
Total		2.00

Term 4

10106109	Literary I	2.00
10106128	Jury Charge I	2.00
10106143	Judicial Reporting Internship	1.00
10106156	Testimony I	3.00
10106809	Literary I Lab	1.00
10106828	Jury Charge I Lab	1.00
10106859	Testimony I Lab	1.00
10809195	Economics OR 10809144 Macroeconomics	3.00
10804123	Math with Business Applications OR 10804106 Intro to College Math OR 10806112 Principles of Sustainability	3.00
Total		17.00

Term 5

10106111	Literary II	2.00
10106129	Jury Charge II	2.00
10106142	Judicial Reporting Procedures	2.00
10106157	Testimony II	3.00
10106171	Medical Reporting & Terminology	2.00
10106811	Literary II Lab	1.00
10106829	Jury Charge II Lab	1.00
10106857	Testimony II Lab	1.00
Total		14.00
Program Total		65.00

Note: Curriculum and program acceptance requirements are subject to change.

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 Indiahead Technical College (WITC) - New Richmond, and Moraine Park Technical College (MPTC) - Fond du Lac.

About the Career

You've seen high-profile trials with a person keying the testimony into a stenograph machine or read the scrolling captions for the hearing-impaired 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

Program Goals

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.

Other Program Expectations

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

Approximate Costs

- \$107 per credit (resident)
- \$158 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 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).

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Lakeland College—West Allis
Silver Lake College
University of Phoenix
UW-Stout

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

10106104 Realtime Reporting I

...prepares the learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I Lab is required.

CONDITION: 101071 Broadcast Captioning or 101061 Judicial Reporting or 321071 Broadcast Captioning or 321061 Judicial Reporting

10106105 Realtime Reporting II

...prepares the learner to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory at a minimum speed of 110 wpm. Concurrent registration in Realtime Reporting II Lab is required.
PREREQUISITE: 10106104 Realtime Reporting I and 10106804 Realtime Reporting I Lab

10106108 Realtime Reporting Speed Development

...further develops skills acquired in Realtime Reporting II on literary, jury charge, and testimony material beginning at 120 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute.
PREREQUISITE: 10106105 Realtime Reporting II

10106109 Literary I

...prepares the learner to write literary material at 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106111 Literary II

...expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary II Lab is required.
PREREQUISITE: 10106109 Literary I

10106128 Jury Charge I

...prepares the student to write jury charge material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Jury Charge I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106129 Jury Charge II

...expands the student's ability to write jury charge material dictated at a minimum speed of 200 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Jury Charge II Lab is required.
PREREQUISITE: 10106128 Jury Charge I

10106142 Judicial Reporting Procedures

...introduces the student to reporting procedures for which reporters are responsible in the courtroom, deposition, and real-time reporting environments, including preparing salable transcripts, researching legal citations, and developing professional development plans.

10106143 Judicial Reporting Internship

...prepares the student to write machine shorthand verbatim for a minimum of 40 hours of actual writing time in the courtroom, classroom, and deposition environment under the supervision of a working reporter; prepare a 40-page transcript, and summarize the internship experience in a narrative report.
PREREQUISITE: 10106108 Realtime Reporting Speed Development and **COREQUISITES:** 10106128 Jury Charge I and 10106109 Literary I and 10106156 Testimony I

10106144 Realtime Reporting Orientation

...prepares the student to use computer-assisted, real-time transcription software, Windows, e-mail, a steno machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework.
CONDITION: 101071 Broadcast Captioning program requirements met or 101061 Judicial Reporting program requirements met

10106156 Testimony I

...prepares the student to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe with a minimum of 95 percent accuracy. Concurrent registration in Testimony I Lab is required.
PREREQUISITE: 10106108 Realtime Reporting Speed Development

10106157 Testimony II

...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR exam. Concurrent registration in Testimony II Lab is required.
PREREQUISITE: 10106156 Testimony I

10106158 Realtime Reporting Technology

...prepares the student to use CAT (Computer-Assisted Transcription) and real-time software; build personal dictionaries; and read, translate, and edit transcripts. Students are introduced to real-time translation procedures in court, depositions, captioning, and educational environments.

10106159 Legal Terminology

...provides the student with the ability to spell, pronounce, and define legal terms.

10106171 Medical Reporting and Terminology

...prepares the student to write medical terminology in machine shorthand using appropriate medical terminology from material dictated at a minimum speed of 150 wpm for 5 minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings.
PREREQUISITE: 10106156 Testimony I

10106184 English for Realtime Reporters

...enhances the student's ability to use proper English grammar, spelling, punctuation, capitalization, and vocabulary techniques in the transcription of the spoken word.

10106804 Realtime Reporting I Lab

...prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting I is required.

COREQUISITE: 10106104 Real Time Reporting I and **CONDITION:** 101701 Broadcast Captioning or 101061 Judicial Reporting or 321701 Broadcast Captioning or 321061 Judicial Reporting

10106805 Realtime Reporting II Lab

...expands the learner's ability to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory. Concurrent registration in Realtime Reporting II is required.
COREQUISITE: 10106105 Realtime Reporting II

10106809 Literary I Lab

...expands the student's ability to write literary material dictated at a speed of 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106109 Literary I

10106811 Literary II Lab

...expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Literary II is required.
COREQUISITE: 10106111 Literary II

10106828 Jury Charge I Lab

...prepares the student to write jury charge material dictated at a speed of 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106128 Jury Charge I

10106829 Jury Charge II Lab

...expands the student's ability to write jury charge material at 200 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Jury Charge II is required.
COREQUISITE: 10106129 Jury Charge II

10106857 Testimony II Lab

...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three, 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR Exam. Concurrent registration in Testimony II is required.
COREQUISITE: 10106157 Testimony II

10106859 Testimony I Lab

...expands the student's ability to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.
COREQUISITE: 10106156 Testimony I

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 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.

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.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10420120	Machine Tool CAM	2.00
10804100	Math Proficiency	0.00
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	Metallurgy	1.00
31457320	Machine Tool Math	3.00
31457385	Machine Tool Print Reading	2.00
31809362	Psychology for Life	1.00
Total		18.00

Term 2

10420122	Machine Tool CAM 3D Surfaces/Solids	2.00
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 Center	2.00
31420382	Machine Tool CNC Machining Center	2.00
31457386	Machine Tool Print Reading Advanced	1.00
31801359	Communication Skills for the Workplace	2.00
Total		18.00
Program Total		36.00

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

Curriculum and program acceptance requirements are subject to change.

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
- Program Advising Session
- Students are required to take the Bennett Mechanical Aptitude Test and the Minnesota Paper Form Board Test for advisement purposes.

Program Goals

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.

Other Program Expectations

To be successful in this program, you'll need to:

- See with normal or corrected vision.
- Understand basic mechanical principles.
- Stand for extended periods of time.
- Lift a minimum of 50 lbs.
- Work cooperatively with others.
- Display a positive attitude.
- Demonstrate a positive work ethic.

- Read and comprehend written information.
- Communicate with others.

Approximate Costs

- \$107 per credit (resident)
- \$158 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

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	55
Write	18	60

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.

10420120 Machine Tool CAM

...provides the learner with skills to: explore "Mastercam" computer software environment, construct 2-D geometry, modify existing geometry, create 2-D toolpaths for hole producing, profiling and pocketing, modify toolpaths using operations manager, transform existing toolpaths and create CNC Machine Operator documents.

10420122 MT CAM 3D Surfaces/Solids

...prepares the learner to: construct 3-D wire frame geometry, construct surface geometry, create rough machining toolpaths using surface geometry files, create finish machining toolpaths using surface geometry files, construct solid geometry, create rough machining toolpaths using solid geometry files, and create finish machining toolpaths using solid geometry files.

COREQUISITE: 10420120 Machine Tool CAM or 31420322 Machine Tool CAM

10420140 Machine Tool EDM I

...prepares the student to analyze basic Electrical Discharge Machining (EDM) theory, select electrode material, fabricate an electrode, follow sinker EDM safety rules, categorize EDM machine components, set up a sinker EDM, operate a sinker EDM, and create a hand-finished surface.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420352 Machine Tool Mills II

10420142 Machine Tool EDM II

...prepares the learner to analyze wire EDM processes, identify wire EDM components, follow wire EDM safety rules, set up wire EDM machine tools, operate wire EDM machine tool, hand-finish wire EDM surfaces, manual programming wire EDM machine tools and programming wire EDM machine tools using Master CAM Wire.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420382 Machine Tool CNC Programming and 10420120 Machine Tool CAM

10420184 Machine Tool CNC Programming

...prepares the learner to interpret positions in coordinate systems, prepare a sequence of machining operations, use G/M programming codes, and prepare G/M part programs for machining centers and turning centers and conversational part programs for turning centers and machining centers.

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.

31420330 Machine Tool Measuring

...prepares the learner to use precision measuring instruments and measurement techniques, use comparison measuring instruments and measurement techniques, and perform layout processes.

31420334 Machine Tool Saws

...prepares the learner to follow cutoff machine tool safety rules and operate horizontal cutoff machine tools and vertical cutoff machine tools.

COREQUISITE: 31420330 Machine Tool Measuring and 31420390 Industrial Maintenance Measurement

31420336 Machine Tool Drills

...prepares the learner to follow drilling machine tool safety rules, identify drilling machine tool components, and operate sensitive drilling machine tools and radial drilling machine tools.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420340 Machine Tool Lathes I

...prepares the student to identify the characteristics and attributes of Turning Tools: Follow engine lathe safety rules, identify engine lathe components, perform facing and center drilling operations, perform turning operations, perform lathe operations using collets and perform radius and profile operations.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420342 Machine Tool Lathes II

...prepares the learner to perform hole producing operation in a lathe, perform cutoff operations, perform threading operations and perform turning operations using soft jaws.

COREQUISITE: 31420340 Machine Tool Lathes I or successful completion of Lathes Hands-on exam.

31420350 Machine Tool Mills I

...provides the learner with the skills to: Apply safety rules, Identify machine components, Select cutting tools, Set up the milling machine for work, Mill square surfaces, Mill precision steps and slots, Mill Keyseats on a shafts, and Machine holes on rectangular parts.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420352 Machine Tool Mills II

...prepares the learner to select cutting tools, setup, program and operate Proto-Trak vertical mills. Operations to include: face mill, mill slots, pockets, angles and position drill and program and operate the Proto-Trak using the DXF converter.

COREQUISITE: 31420350 Machine Tool Mills I or successful completion of the Mills hands-on exam

31420360 Machine Tool Grinders

...prepares the learner to follow grinding machine tool safety rules, identify grinding machine tool components, grinding wheels, and operate horizontal spindle reciprocating table surface grinders.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420350 Machine Tool Mills I and 31420352 Machine Tool Mills II

31420372 Metallurgy

...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.

31420380 Machine Tool CNC Turning Center

...prepares the learner to follow computer numerical control (CNC) turning machine tool safety rules, identify components, set up and operate a CNC turning machine tool with Fanuc controls, and set up and operate a CNC turning machine tool with Mazatrol control.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills

31420382 Machine Tool CNC Machining Center

...prepares the learner to follow Computer Numerical Control (CNC) machining center machine tool safety rules, identify components, set-up, and operate a CNC machining center machine tool with Fanuc controls, and set up and operate a CNC machining center machine tool with Mazatrol controls.

COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills

31457320 Machine Tool Math

...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced and designed for individualized student needs, and consists of three credits which can be taken in one-credit increments (basic, intermediate, advanced). Please refer to the class listing for specific one-credit class offerings.

31457385 Machine Tool Print Reading

...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced and designed for individualized student needs and may be taken in two one-credit increments. Please refer to the class listing for specific one-credit class offerings.

31457386 Machine Tool Print Reading Advanced

...enhances the learner's ability to read complex drawings, apply geometric dimensioning, and solve problems related to the metal trades. The course is self-paced and designed for individualized student needs.

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.

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.

Catalog No.	Class Title	Credit(s)
Term 1		
50420501	Machinist Apprentice I	2.00
	Total	2.00
Term 2		
50420502	Machinist Apprentice II	2.00
	Total	2.00
Term 3		
50420503	Machinist Apprentice III	2.00
	Total	2.00
Term 4		
50420504	Machinist Apprentice IV	2.00
	Total	2.00
Term 5		
50420505	Machinist Apprentice V	2.00
	Total	2.00
Term 6		
50420506	Machinist Apprentice VI	2.00
	Total	2.00
	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 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 Goals

You'll learn to:

- Operate and lubricate a general variety of CNC machine tools..
- Manage a tool room.
- Manage a tool crib.
- Operate CNC turning machines.
- Operate CNC machining centers.
- Set up CNC turning machines.
- Set up CNC machining centers.
- Operate a general variety of general machine tools.
- Interpret machine programs.
- Program CNC machines.

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

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	18	60

50420501 Machinist Apprentice I

...introduces the apprentice to the basic information necessary to become a machinist, including the selection and use of hand tools, precision measuring instruments, hardware, materials, and hand layout procedures; 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 II

...prepares the apprentice with the skills to set up and operate sawing, drilling, and turning 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 III

...prepares the apprentice to set up and operate milling, grinding, and advanced machining operations and apply equations, ratio, 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.

50420504 Machinist Apprentice IV

...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principals, and plain geometry and geometrical constructions used in machining applications.

CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420505 Machinist Apprentice V

...introduces the apprentice to the basic skills used in CNC machine tool programming and operations; the use of trigonometry in simple machining applications; and basic computer literacy and common usages such as word processing, databases, and windows applications.

CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420506 Machinist Apprentice VI

...expands the apprentice's ability to generate CAD/CAM files, apply geometric dimensioning and tolerancing applications, and use trigonometry in complex machining calculations.

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

2010-2011

Catalog No.	Class Title	Credit(s)
Term 1		
50423501	Millwright Apprentice I	2.00
	Total	2.00
Term 2		
50423502	Millwright Apprentice II	2.00
	Total	2.00
Term 3		
50423503	Millwright Apprentice III	2.00
	Total	2.00
Term 4		
50423504	Millwright Apprentice IV	2.00
	Total	2.00
Term 5		
50423505	Millwright Apprentice V	2.00
	Total	2.00
Term 6		
50423506	Millwright Apprentice VI	2.00
	Total	2.00
Term 7		
50423507	Millwright Apprentice VII	2.00
	Total	2.00
Term 8		
50423508	Millwright Apprentice VIII	2.00
	Total	2.00
	Program Total	16.00

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 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 Apprentice Contract

Program Goals

You'll learn to:

- Maintain and repair machines, equipment, and their component parts.
- Install machines and equipment.
- Maintain, service, and repair hydraulic and pneumatic components and systems.
- Perform metallurgy-related operations including welding, flame cutting, heat treating, etc.
- Perform preventative maintenance inspections using a variety of techniques.
- Operate common industrial equipment including mobile and powerlift equipment, computers, etc.

- 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

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	18	60

50423501 Millwright Apprentice I

...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 II

...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 III

...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 IV

...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 V

...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 VI

...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 VII

...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 VIII

...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.



Manufacturing Management

Program No: 10-623-5

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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10182131	Supply Chain Management	3.00
10196164	Personal Skills for Supervisors	3.00
10196191	Supervision	3.00
10809172	Race, Ethnic & Diversity Studies	3.00
10801195	Written Communication	3.00
Total		16.00

Term 2

10804113	College Technical Mathematics 1A	3.00
10182110	Negotiations	3.00
10196189	Teambuilding & Problem Solving	3.00
10196190	Leadership Development	3.00
10801196	Oral/Interpersonal Communications	3.00
10809198	Introduction to Psychology	3.00
Total		18.00

Term 3

10101155	Accounting for Professionals	3.00
10105128	Career Exploration	2.00
10196134	Legal Issues for Supervisors	3.00
10196188	Project Management	3.00
10196192	Managing for Quality	3.00
10806112	Principles of Sustainability	3.00
Total		17.00

Term 4

10196136	Safety in the Workplace	3.00
10196129	Portfolio Assessment	1.00
10623118	Lean Manufacturing and Execution Control	3.00
10623119	Six Sigma Tools-Supply Chain	3.00
10623193	ISO 9001:2008	3.00
10809195	Economics	3.00
Total		16.00
Program Total		67.00

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.

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
- Material Controller/Coordinator
- Global Sourcing Supply Specialist

Admissions Steps

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

Program Goals

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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Lakeland College
Silver Lake College
University of Phoenix
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.

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

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 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

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 core abilities.

PREREQUISITE: 10105124 Portfolio Introduction and 10105128 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.

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 rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.

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 for a project.

COREQUISITE: Microsoft Excel skills or equivalent

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, personal leadership style and adaptation, 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 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met

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 learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

10623119 Six Sigma Tools - Supply Chain Managers

...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: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 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.

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

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, 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 global and comparative perspectives.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10104102	Marketing, Principles of	3.00
10104194	Marketing Services	3.00
10105124	Portfolio Introduction	1.00
10801198	Speech	3.00
10804123	Math with Business Applications	3.00
10809198	Psychology-Introduction to	3.00
Total		16.00

Term 2

10104103	Applied Marketing	3.00
10104104	Selling Principles	3.00
10104110	Marketing Spreadsheet Applications	3.00
10104173	Marketing Research	3.00
10102182	Business Operations	3.00
10801195	Written Communication	3.00
Total		18.00

Term 3

10104125	Promotion Principles	3.00
10104172	Marketing Analysis	3.00
10105128	Career Exploration	2.00
10806112	Principles of Sustainability OR 10809122 Intro to American Government	3.00
10809195	Economics	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies	3.00
Total		17.00

Term 4

10104105	Sales Advanced	3.00
10104106	E-Commerce	3.00
10104117	Portfolio Assessment-Marketing	1.00
10104120	Internship-Marketing OR 10104121 Marketing Application	3.00
10104168	International Marketing	3.00
Total		13.00
Program Total		64.00

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.

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.

Careers

- Advertising and Promotion Developer
- Assistant Advertising Manager
- Entrepreneur
- Marketing Researcher
- Sales Manager
- Sales Representative
- Wholesale Representative

Admissions Steps

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

Program Goals

You'll learn to:

- Generate marketing information for effective decision making.
- Create a personal professional development plan.
- Develop a product and service mix.
- Manage marketing in a business.
- Formulate selling strategies.
- Design a promotional plan.
- Assess emerging global trade activities that impact marketing.
- Apply continuous improvement strategies to solve marketing problems.
- Apply technology to marketing and marketing information systems.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Franklin University
Lakeland College

Marian College
MSOE Rader School of Business
Silver Lake College
University of Phoenix
UW-Stout

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

10102182 Business Operations

...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

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 10103109 Pharmacy Word 2000-Intro or **CONDITION:** Admn Asst requirements met or 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10104103 Applied Marketing

...expands the students ability to explore environmental factors in an e-commerce world, apply consumer behavior to marketing strategies, evaluate the microenvironment in an era of global business, show market segmentation, targeting, and positioning strategies, apply strategies for new products on the product life cycle, evaluate supply chains and distribution strategies, justify the role of advertising in an e-commerce world, and apply pricing concepts to marketing strategies.

COREQUISITE: 10104102 Principles of Marketing

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

10104106 E-Commerce

...provides the student with both an operational and strategic perspective of electronic commerce. Students will review technology trends such as internet infrastructure, web site usability, web server hardware and software, and security issues. Web marketing topics will include branding, relationship marketing, and positioning strategies of web sites.

10104110 Marketing Spreadsheet Applications

...provides the student with the ability to apply technology in solving marketing math problems. Student will also plan, develop and maintain a merchandising plan for a business.

PREREQUISITE: Microsoft Excel skills equivalent

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 10105126 Career Assessment

10104120 Internship - Marketing

...requires students to complete 216 hours (3 credits) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC.

10104125 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

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 better understanding of international marketing and to individuals who work in or aspire to work in an international business. It is also designed for managers and executives whose companies conduct business internationally or desire to do so.

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 methodologies.

COREQUISITE: 10104012 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

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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 our 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.

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, 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.

Catalog No.	Class Title	Credit(s)
Term 1		
50408501	Masonry Apprentice I	2.00
	Total	2.00
Term 2		
50408502	Masonry Apprentice II	2.00
	Total	2.00
Term 3		
50408503	Masonry Apprentice III	2.00
	Total	2.00
Term 4		
50408504	Masonry Apprentice IV	2.00
	Total	2.00
Term 5		
50408505	Masonry Apprentice V	2.00
	Total	2.00
Term 6		
50408506	Masonry Apprentice VI	2.00
	Total	2.00
	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 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

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 Goals

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

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

Assessment Areas	ACT	Accuplacer
Math	18	34
Read	18	55
Write	--	--

50408501 Masonry Apprentice I

...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 II

...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 III

...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 IV

...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 V

...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 VI

...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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10606101	Drafting Mechanical I/CAD I	3.00
10606103	Drafting Mechanical II/CAD II	3.00
10606105	Drafting Mechanical III/CAD III	3.00
10606160	Manufacturing Processes & Applications OR 10606104 Developing Manufacturing Skills AND 10606160C1 Mfg Processes Lecture C1	4.00
10804113	College Technical Mathematics 1A OR 10804115 College Technical Mathematics 1 (5 cr)	3.00
10804114	College Technical Mathematics 1B OR 10804115 College Technical Mathematics 1 (5 cr)	2.00
Total		18.00

Term 2

10606106	Geometric Dimensioning and Tolerancing	3.00
10606107	Drafting Mechanical IV/CAD IV	3.00
10606134	Statics	4.00
10606140	Drafting Parametric Using Solidworks	3.00
10806154	General Physics 1	4.00
Total		17.00

Term 3

10606117	Machine Elements	3.00
10606118	Kinematics	3.00
10606130	Strength of Materials	4.00
10606196	Drafting Mechanical V/CAD V	3.00
10606199	Intro Current Mfg Trends	3.00
10809196	Introduction to Sociology OR 10809195 Economics	3.00
Total		19.00

Term 4

10606112	Tool Design Basic	3.00
10606125	Design Problems	3.00
10801195	Written Communication	3.00
10801196	Oral/Interpersonal Communication	3.00
10809198	Introduction to Psychology	3.00
Total		15.00
Program Total		69.00

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, revise tooling drawings, research and apply information for parts and materials, and write technical reports. 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

Program Goals

You'll learn to:

- Assist engineers in the design process.
- Solve design problems correctly using established and accepted methods and equations.
- Prepare detail and assembly drawings for documentation of mechanical parts and machines using CAD (Computer-Aided Design) software using ASME Y14.5M-1994 Standard.
- 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.

Other Program Expectations

You'll need to:

- Have normal or corrected vision.
- Hear normal or faint noises.
- Have manual dexterity.
- Ability to grasp spatial relationships.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Franklin University
Lakeland College
Marian College

Milwaukee School of Engineering
Silver Lake College
University of Phoenix
UW-Stout

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

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 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 two-dimensional section views, create two-dimensional auxiliary views, create prints/plots from paper space and utilize the X-reference command.

COREQUISITE: 10606101 Drafting Mechanical 1/CAD 1

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 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 14.5M-1994) 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 and PREREQUISITE: 10804113 College Tech Math 1A or 10804121 College Tech Math 1 or 31457320 Machine Tool Math

10606112 Tool Design Basic

...provides the basic principles needed to design the tools commonly used in manufacturing. Principal topics include drill jigs, milling fixtures, and dies. The classroom work is done on CAD, and students are encouraged to research and select standard components from tooling company catalogs.

PREREQUISITE: 10606107 Drafting Mechanical IV/CAD IV; 10606160 Manufacturing Processes & Applications or 10606104 Developing Manufacturing Skills and 10606160C1 Manufacturing Processes Lecture C1

10606117 Machine Elements

...introduces the student to the various components found on machinery, including shafts, bearings, power transmissions, gears, and the selection of standard machine elements from manufacturers' catalogs, and the use of spreadsheet solutions.

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.

PREREQUISITE: 10804197 or 10804115 College Tech Math 1B or 10804116 Trigonometry or 10804121 Technical Math I or 10804195 College Tech Math 1 or 10804115 College Technical Math 1

10606125 Design Problems

...prepares the learner to use knowledge of machine elements to design a mechanical system based on specifications given in class; prepare a project time line; create all documentation for manufacturing, including detail and assembly drawings; perform all design calculations.

PREREQUISITE: 10606117 Machine Elements; 10606118 Kinematics; 10606196 Drafting Mechanical V/CAD V and 10606160 Manufacturing Processes & Applications or 10606104 Developing Mfg Skills or 10606160C1 Mfg Processes Lecture C1

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: 10804121 Technical Math 1 or 10804116 Trigonometry or 10804115 College Technical Math 1 or COREQUISITE: 10804114 College Technical Math IB

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

...prepares the learner to classify manufacturing processes; evaluate the applications of material forming and shearing techniques; examine tooling according to its function, purpose, and material of construction; evaluate the applications of traditional machining processes; evaluate the applications non-traditional machining processes; evaluate material conditioning processes; evaluate the applications of joining processes; analyze surface treatment processes; and analyze an initial routing.

10606196 Drafting Mechanical 5/CAD 5

...provides the learner with the skills to apply classes of fits, create bottom-up assemblies using SolidWorks, use geometric tolerancing, insert annotation symbols, use standard fasteners and apply reverse engineering.

PREREQUISITE: 10606140 Drafting Parametric Using Solidworks

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 1 or 10804114 College Technical Math 1B or 10804116 Trigonometry Basic or 10804121 Technical Math I

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: Accuplacer Writing minimum score of 86 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.

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

10804114 College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or COREQUISITE: 10804113 College Tech Math 1A

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, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

COREQUISITE: 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804115 College Tech Math 1

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, 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.

Catalog No.	Class Title	Credit(s)
Term 1		
10106112	Drug Terminology for Transcription	1.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106151	Medical Transcription 1	5.00
10106164	Information Technology Essentials	3.00
10806103	Body Structure and Function	3.00
10809198	Introduction to Psychology	3.00
Total		18.00
Term 2		
10106134	Keyboard-Speedbuilding 2	1.00
10106145	Medical Administrative Procedures	2.00
10106152	Medical Transcription 2	5.00
10106166	Microcomputer Business Applications 1	2.00
10801195	Written Communication	3.00
10530182	Human Diseases for the Health Professional	3.00
Total		16.00
Term 3		
10106179	Professional & Career Development	3.00
10106102	Information Management	3.00
10106168	Microcomputer Business Applications 2	2.00
10801196	Oral/Interpersonal Communication	3.00
10804123	Math with Business Applications	3.00
10809195	Economics	3.00
Total		17.00
Term 4		
10101150	Office Accounting	3.00
10105122	Internship-Medical Administrative Specialist	1.00
10106103	Portfolio Assessment--Administrative	1.00
10106149	Health Insurance Claims	2.00
10106193	Meeting and Event Planning	2.00
10106167	Microcomputer Business Applications 3	3.00
10809196	Introduction to Sociology	3.00
10809122	Intro to American Government	3.00
	OR 10806112 Principles of Sustainability	
Total		18.00
Program Total		69.00
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.		

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

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

Program Goals

You'll 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.
- Proofread documents and appropriately edit according to AHDI style guidelines.
- Define abbreviations that physicians and other healthcare professionals use in their dictation and abbreviations used in prescriptions.
- Recognize medication and natural treatment of diseases.
- Demonstrate the use of singular, plural, and adjective forms of medical words.

- Prepare and process health insurance claim forms.
- Apply appropriate ICD and CPT codes on health insurance claim forms.
- 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; 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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Franklin University
Lakeland College

Silver Lake College
University of Phoenix
UW-Stout

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

10101150 Office Accounting

...introduces the learner to the principle of business and personal accounting, including journalizing, posting, year-end adjustments, report preparation and interpretation, payroll, and bank reconciliations.

10105122 Internship--Medical Administrative Specialist

...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 periodically at LTC.
PREREQUISITE: 10106152 Medical Transcription II;
10106145 Medical Administration Procedures and
COREQUISITE: 10106149 Health Insurance Claims

10106102 Information Management

...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence 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 student with the principles of pharmacology and a comprehensive study of drug action and routes of administration and 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 a business memorandum; to edit a memorandum; to keyboard and format a business letter; to enhance business documents; to keyboard and format tabulated columns; to keyboard and format tables; to keyboard and format reports; and develop proofreading and editing skills for business correspondence.
PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

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 I

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: 10106130 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 complete HCFA 1500 insurance forms. Develops comprehension of insurance coverages and terminology. Laboratory work focuses on electronic applications using insurance claim processing software.
PREREQUISITE: 10806103 Body Structure and Function and
10106152 Medical Transcription II and 10106145 Medical Administration Procedures

10106151 Medical Transcription 1

...A 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 design and present effective PowerPoint presentations; manage e-mail and calendaring functions using MS Outlook; internet research; and manage multiple file operations using Windows operating system. Emphasis in this class is on teamwork, presentation skills, and exhibiting a professional attitude.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word to create tables; format text in multiple columns; format multiple-page documents with headers, footers, footnotes, and end notes; perform merge operations for correspondence and labels; prepare flyers in the graphic elements; and use special features to incorporate efficiency in document production.
PREREQUISITE: 10106131 Document Formatting

10106167 Microcomputer Business Applications 3

...prepares the learner to use Microsoft Office components at intermediate and advanced levels. Projects include integrating Word, Excel, PowerPoint, and Access. Learners will prepare a final project for each application as well as an integrated project using all of the applications. Emphasis will be on Microsoft Access.
PREREQUISITE: 10106166 Microcomputer Business Applications 1; 10106102 Info Management, 10106164 Info Technology Essentials, 10106168 Microcomputer Business Applications 2

10106168 Microcomputer Business Applications 2

...prepares the learner to create worksheets, 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 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.

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 **CONDITION:** 101043 Marketing Admissions Requirements Met or 191091 Meeting and Event Planning Certificate Admissions Requirements Met

10530182 Human Diseases for Health Professions

...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 Medical Terminology and 10806103 Body Structure and Function or 10806195 General Anatomy and Physiology and **CONDITON:** 305302 Medical Coding Specialist program 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.
PREREQUISITE: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

10806103 Body Structure and Function

...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

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 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.

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.

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.

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.

Catalog No. Class Title Credit(s)

Term 1

10501101	Medical Terminology	3.00
10501104	Healthcare Customer Service	2.00
10501107	Introduction to Healthcare Computing	2.00
31509301	Medical Assistant Administrative Procedures	2.00
31509302	Human Body in Health & Disease	3.00
31509303	Medical Assistant Laboratory Procedures I	2.00
31509304	Medical Assistant Clinical Procedures I	4.00
Total		18.00

Term 2

10510102	Health Insurance and Reimbursement	3.00
31509305	Medical Assistant Laboratory Procedures 2	2.00
31509306	Medical Assistant Clinical Procedures 2	3.00
31501308	Pharmacology for Allied Health	2.00
31509309	Medical Law, Ethics & Profess	2.00
31509310	Medical Assistant Practicum	3.00
10809198	Intro to Psychology	3.00
Total		18.00
Program Total		36.00

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

Curriculum and program acceptance requirements are subject to change.

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

Program Goals

You'll learn to:

- Perform clerical functions, bookkeeping procedures, and special accounting entries.
- Apply principles of medical asepsis.
- Perform specimen collection and diagnostic testing.
- Process insurance claims.
- Provide patient care.
- Communicate effectively.
- Apply legal and ethical concepts.
- Instruct patients.
- Perform medical office operational functions.
- Demonstrate professionalism 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

- \$107 per credit (resident)
- \$158 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).

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	88

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.

10501101 Medical Terminology

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

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.

10510102 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.

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.

31501308 Pharmacology for Allied Health

...introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

COREQUISITES: 10501101 Medical Terminology or 10806105 Medical Terminology and 31509302 Human Body in Health & Disease and CONDITION: 315091 Medical Assistant

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 filing, recordkeeping, telephone, and reception duties, while emanating professionalism and confidentiality within ethical and legal boundaries.

CONDITION: 315091 Medical Assistant and
COREQUISITE: 10501107 Introduction to Computing for Healthcare

31509302 Human Body in Health & Disease

...focuses on diseases that are frequently first 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: 10501101 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.

PREREQUISITE: 315091 Medical Assistant

31509304 Medical Asst Clin Procedures 1

...introduces medical assistant students to the procedures performed medical 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 Medical Terminology or
COREQUISITE: 10501101 Medical Terminology and
31509302 Human Body in Health & Disease and
CONDITION: 315091 Medical Assistant program
requirements met

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 I

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 Med Ast Clinical Proc 1 and
31509303 Med Ast Lab Proc 1

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

31509310 Medical Assistant Practicum

...requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant.

CONDITION: 315091 Medical Assistant program
requirements met and PREREQUISITE: 31509301 MA-
Admin Procedures and 10501104 Healthcare Customer
Service and COREQUISITES: 31509306 MA Clinical
Procedures 2, 31509305 MA Lab Procedures 2, 31509308
Pharmacology for Allied Health, 10501102 Health Insurance
and Reimbursement, 31509309 Med Law, Ethics and
Professionalism

Catalog No.	Class Title	Credit(s)
Term 1		
10501101	Medical Terminology	3.00
10501102	Health Insurance and Reimbursement	3.00
10530181	Introduction to the Health Record	1.00
10530182	Human Diseases for the Health Professions	3.00
10530183	ICD-9-CM Coding	3.00
10530184	(CPT) Current Procedural Terminology	3.00
10806103	Body Structure and Function OR10806195 General Anatomy and Physiology	3.00
Total		19.00

Note: Some classes have prerequisites. Check with your counselor regarding which classes in your program have prerequisite requirements.

Curriculum and program acceptance requirements are subject to change.

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

Admission Steps

- Application
- Application Fee
- 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.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Recommended Sequence:

Medical Terminology

Body Structure and Function

Human Diseases for the Health Professional

Coding Courses

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.

10501101 Medical Terminology

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

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.

10530181 Introduction to the Health Record

...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.

10530182 Human Diseases for Health Professions

...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 Medical Terminology and 10806103 Body Structure and Function or 10806195 General Anatomy and Physiology and **CONDITION:** 305302 Medical Coding Specialist program requirements met

10530183 ICD-9-CM Coding

...prepares students to assign ICD-9-CM codes supported by medical documentation with entry level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation.

COREQUISITE: 10530182 Human Diseases for the Health Professions and **CONDITION:** 305302 Medical Coding Specialist program requirements met

10530184 CPT (Current Procedural Terminology)

...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 the Health Professions and **CONDITION:** 305302 Medical Coding Specialist program requirements met

10806103 Body Structure and Function

...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

Catalog No. Class Title Credit(s)

Term 1

10106112	Drug Terminology for Transcription	1.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106151	Medical Transcription 1	5.00
10106164	Information Technology Essentials	3.00
10806103	Body Structure and Function	3.00
10801195	Written Communication	3.00
Total		18.00

Term 2

10106179	Professional and Career Development	3.00
10106134	Keyboard-Speedbuilding 2	1.00
10106145	Medical Administrative Procedures	2.00
10106152	Medical Transcription 2	5.00
10106166	Microcomputer Business Applications I	2.00
10105121	Internship - Medical Transcription Professional	1.00
10530182	Human Diseases for the Health Professional	3.00
Total		17.00
Total Program		35.00

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.

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:

- Clinics
- Home Healthcare Agencies
- Hospitals
- Insurance Companies
- Medical Product Manufacturers
- Medical Publishers
- Medical Schools
- Rehabilitation Facilities
- Transcription Companies
- Home-Based Offices

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

Program Goals

You'll 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.
- Proofread documents and appropriately edit according to AHDI style guidelines
- Define abbreviations that physicians and other health care professionals use in their dictation and abbreviations used in prescriptions.
- Recognize medication and natural treatment of diseases.
- Demonstrate the use of singular, plural, and adjective forms of medical words.

- 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.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

10105121 Internship--Medical Transcription

...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 periodically at LTC.

COREQUISITE: 10106152 Medical Transcription II and 10106145 Medical Administrative Procedures

10106112 Drug Terminology for Transcription

...provides the student with the principles of pharmacology and a comprehensive study of drug action and routes of administration and 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 a business memorandum; to edit a memorandum; to keyboard and format a business letter; to enhance business documents; to keyboard and format tabulated columns; to keyboard and format tables; to keyboard and format reports; and develop proofreading and editing skills for business correspondence.

PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

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 I

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

10106151 Medical Transcription 1

...A 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 design and present effective PowerPoint presentations; manage e-mail and calendaring functions using MS Outlook; internet research; and manage multiple file operations using Windows operating system. Emphasis in this class is on teamwork, presentation skills, and exhibiting a professional attitude.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word to create tables; format text in multiple columns; format multiple-page documents with headers, footers, footnotes, and end notes; perform merge operations for correspondence and labels; prepare flyers in the graphic elements; and use special features to incorporate efficiency in document production.

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.

10530182 Human Diseases for Health Professions

...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 Medical Terminology and 10806103 Body Structure and Function or 10806195 General Anatomy and Physiology and **CONDITION:** 305302 Medical Coding Specialist program 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.

PREREQUISITE: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 or Equivalent

10806103 Body Structure and Function

...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

Catalog No. Class Title Credit(s)

Term 1

10624105	Health Physics Calculations and Statistics	3.00
10624110	Nuclear Technology and Regulations	2.00
10660105	DC Fundamentals	3.00
10804113	College Technical Mathematics 1A	3.00
10804114	College Technical Mathematics 1B	2.00
10620130	Introduction to Mechanisms Mechanics	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
10806154	General Physics I	4.00
10801195	Written Communication	3.00
Total		18.00

Term 3 (Summer)

10809198	Psychology-Introduction to	3.00
10624118	Radiation Biology	3.00
Total		6.00

Term 4

10801197	Technical Reporting	3.00
10624156	Nuclear Technology Program Internship OR 10624134 Radiation Shielding (2 cr.) AND 10624132 Radiological Emergencies (2 cr.)	4.00
Total		7.00

Term 5

10620147	Electronic Devices/Transducers	3.00
10620141	Motor Operation and Control	3.00
10620161	Pneumatics	1.00
10620159	Hydraulics I	2.00
10806134	General Chemistry	4.00
10809122	Introduction to American Government	3.00
Total		16.00

Term 6 (Summer)

10624148	Reactor Theory and Operation OR 10449104 Principles of Industrial Hygiene	3.00
Total		3.00
Program Total		66.00

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.

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 Program

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

Program Goals

You'll learn to:

- Work safely within industrial and radiological hazard areas.
- Understand and communicate nuclear technology-related concepts effectively in both oral and written formats.
- Diagnose equipment requiring electrical or mechanical repair and carry out preventive maintenance procedures.
- 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

- \$107 per credit plus \$10 online fee
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	100
Read	18	79
Write	18	86
Algebra	--	55 or >

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.

Transfer agreements are available with the following institutions:

Capella University
Lakeland College
Marian College
Silver Lake College

Thomas Edison State College
University of Phoenix
UW-Stout

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

10620130 Mechanisms Mechanics Introduction to

...prepares the learner to use tools and fasteners safely; identify belt and chain drive components; install and adjust belt and chain drives; apply bearing and lubrication information; perform coupling alignment using straight edge, feeler gauge, and dial indicator methods; identify various gear drives; calculate gear ratios; and analyze first-, second-, and third-class levers.

10620141 Industrial Controls and Motors

...prepares the learner to select control devices by function and operation; illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic solenoids; apply motor control techniques; select relay type for industrial application; apply the basic rules of line and wiring diagrams; compare the types of timers and timing circuits used in control and explain the coding systems used; explain each type of control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; select DC and AC motor types for general applications; identify AC motor components and wiring applications; verify single-phase operational theory; identify three phase motor components and wiring applications; verify three-phase motor operational theory; identify motor starting methods for industrial applications; verify electro-mechanical motor starting principles of operation; verify the motor breaking method for industrial applications; verify the operational theory of speed and acceleration methods for motors used in industrial applications; design three-phase power motor circuits for industrial applications; design control circuits for three phase power motor circuits.

COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)

10620147 Electronic Devices/Transducers

...prepares the learner to evaluate characteristics of solid-state electronics, evaluate diodes and circuits, evaluate transistors and circuits, evaluate thyristor controlled circuits, interpret digital electronics terminology, convert among numbering systems used in digital electronics, evaluate the specifications, listed on a data sheet for an integrated circuit, evaluate operational amplifiers and circuits, analyze Digital-to-Analog (D/A), and Analog-to-Digital (A/D) devices and circuits.

COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)

10620159 Hydraulics I

...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.

10620161 Pneumatics I

...prepares the learner to identify pneumatic component symbols, examine the main parts of a pneumatic system; identify air conditioning and distributing equipment; evaluate the characteristics of physical laws that apply to pneumatics; identify the laws governing pneumatics; adjust pressure regulator to specified pressure; evaluate the general characteristics and terms of pressure drop versus flow relationship; evaluate the general characteristics and terms of vacuum generation.

COREQUISITE: 10620159 Hydraulics I or 10620159C1 Hydraulics I (2 cr)

10624105 Health Physics Calculations and Statistics

...prepares 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 half-life; regulation standards; 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 major components of accelerators, lasers, isotope generators, nuclear gauging devices, X-ray tubes, nuclear reactors, and natural/background sources and the radiation hazards associated with them.

CONDITION: 106241 Nuclear Technology Admissions Requirements Met

10624118 Radiation Biology

...prepares 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 internal doses.

PREREQUISITES: 10624110 Nuclear Tech and Reg and 10624105 Hlth Physics Calculations and Stats and 10624114 Nuclear Syst and Sources and 10624122 Radiation Phys and 10624123 Radiation Phys-Lab or 10624123C2 Radiation Physics

10624122 Radiation Physics

...introduces the learner to health physics-related physics, properties of radiation, detection and measuring radiation, and gas-filled and solid-state detectors.

PREREQUISITE: 10624105 Health Physics Calculations and Statistics and Sources 10624110 Nuclear Technology and **COREQUISITE:** 10624114 Nuclear Systems Regulations and **CONDITION:** 106241 Nuclear Technology Admissions Requirements Met

10624123 Radiation Physics-Lab

...expands the learners 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

10624148 Reactor Theory and Operation

...introduces the learner to the basic reactor types, the fission process, reactivity/criticality, reactor kinetics, heat removal, residual/decay heat, basic reactor types, nuclear plant water chemistry, and reactor thermodynamics.

PREREQUISITE: 10624 122 Radiation Physics

10624156 Nuclear Technology Program Internship

...internship enhances the student's ability to apply technical skills to work productively, communicate effectively, and demonstrate appropriate ethics and behavior in a professional workplace environment.

PREREQUISITES: 10624105 Health Physics Calculations and 10624110 Nuclear Technology & Regulations and 10624114 Nuclear Systems & Sources and 10624122 Radiation Physics

10660105 DC Fundamentals

...prepares 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; use 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 phasers and AC math, analyze AC waveforms, measure and analyze AC power, analyze capacitors and inductors in DC and AC circuits, analyze AC circuits containing reactance and calculate resonance, apply the elements and properties of basic measuring circuits, and describe transformer characteristics.

PREREQUISITES: 10660105 DC Fundamentals or 10660105C1 DC Fundamentals (3 cr) or 10605105 DC Fundamentals or 10605105C1 DC Fundamentals (3 cr)

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:** Accuplacer Writing minimum score of 86 or Equivalent

10801197 Technical Reporting

...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.

PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

10804114 College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or **COREQUISITE:** 10804113 College Tech Math 1A

10806134 General Chemistry

...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws.

PREREQUISITE: 10804196 College Tech Math 1A or 10804113 College Tech Math 1A or 10804109 Algebra for Gen Chem or 10804121 Tech Math I or 10804108 ModuMath Alg or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or College Algebra equivalent

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, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

COREQUISITE: 10804197 College Tech Math 1B or 10804114 College Tech Math 1B or 10804115 College Tech Math 1

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 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.

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.

Catalog No. Class Title Credit(s)

Term 1

30543300	Nursing Assistant	3.00
	Total	3.00
	Program Total	3.00

Note: Curriculum and program acceptance requirements are subject to change.

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

Course Description on Back

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 Goals

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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	--	--
Read	18	55
Write	18	60

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.

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 video-based and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

CONDITION: 305431 Nursing Assistant Admission Requirements Met

Catalog No. Class Title Credit(s)

Term 1

10543101	Nursing Fundamentals	2.00
10543102	Nursing Skills	3.00
10543103	Nursing Pharmacology	2.00
10543104	Nsg: Intro Clinical Practice	2.00
10801195	Written Communication	3.00
10806177	General Anatomy and Physiology	4.00
10809188	Developmental Psychology	3.00
Total		19.00

Term 2

10543105	Nursing Health Alterations	3.00
10543106	Nursing Health Promotion	3.00
10543107	Nsg: Clin Care Across Lifespan	2.00
10543108	Nsg: Intro Clinical Care Mgt	2.00
10801196	Oral/Interpersonal Communication	3.00
10806179	Advanced Anatomy and Physiology	4.00
Total		17.00

Term 3

10543109	Nsg: Complex Health Alterat 1	3.00
10543110	Nsg: Mental Health Comm Con	2.00
10543111	Nsg: Intermed Clin Practice	3.00
10543112	Nursing Advanced Skills	1.00
10806197	Microbiology	4.00
10809198	Introduction to Psychology	3.00
10999992	Elective	2.00
Total		18.00

Term 4

10543113	Nsg: Complex Health Alterat 2	3.00
10543114	Nsg: Mgt & Profess Concepts	2.00
10543115	Nsg: Adv Clinical Practice	3.00
10543116	Nursing Clinical Transition	2.00
10809172	Race, Ethnic, & Diversity Studies OR10809196 Introduction to Sociology	3.00
10999999	Elective	3.00
Total		16.00
Program Total		70.00

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.

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:

- Clinics
- Community-Based Healthcare Agencies
- Hospitals
- Nursing Homes
- Workplace-Based Healthcare

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Health/TB/Immunization Form
- Nursing Program Handbook
- HOBET Score
- Declaration of Interest Essay
- Chemistry Requirement
- Program Advising Session

Program Goals

- 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

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 petitioning to begin program.
- 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

- \$107 per credit (resident)
- \$158 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 National League for Nursing Accreditation Commission, 3343 Peachtree Road N.E., Suite 500, 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	21	95
Write	21	103

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.

Transfer agreements are available with the following institutions:

Alverno College
Capella University
Concordia University
Franklin University
Lakeland College
Marian College
Marquette University

Silver Lake College
University of Phoenix
UW-Eau Claire
UW-Green Bay
UW-Madison
UW-Milwaukee
UW-Oshkosh
UW-Stout

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

10543101 Nursing Fundamentals

...focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations 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. 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 current or next semester. **COREQUISITE:** 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology, 10801195 Written Communication and **CONDITION:** 105431 Nursing-Associate Degree or 315431 Practical Nursing Admission Requirements met

10543102 Nursing Skills

...focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic 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. This course requires a minimum grade of "C" or better. **CONDITION:** 105431 Nursing-Associate Degree Admissions Requirements Met or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology

10543103 Nursing Pharmacology

...introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. Student must be admitted to the Nursing program. Course requires a minimum grade of "C" or better. Do not register for this class until you are assigned a clinical slot in 543-104 in current or next semester. **CONDITION:** 105431 Nursing-Associate Degree Admission Requirements Met or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology

10543104 Nsg: Intro Clinical Practice

...is an introductory clinical course that emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Student needs to be admitted to the Nursing program. Course requires a minimum grade of "C" or better. **CONDITION:** 105431 Nursing-Associate Degree Admissions Requirements Met; or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10543101 Nursing Fundamentals and 10543102 Nursing Skills and 10543103 Nursing Pharmacology

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 courses. Course requires a minimum grade of "C" or better. **PREREQUISITE:** 10543101 Nrsng Fund and 10543102 Nrsng Skills and 10543103 Nrsng Pharm and 10543104 Nrsng Intro Clin Pract and 10806177 Gen Anat & Phys or 10806196 Anat & Phys II

10543106 Nursing Health Promotion

...focuses on topics related to health promotion in for 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. **PREREQUISITE:** 10543101 Nrsng Fund and 10543102 Nrsng Skills and 10543103 Nrsng Pharm and 10543104 Nrsng Intro Clin Pract and 10809164 Human Grwth/Dev or 10809188 Dev Psyc and 10806177 Gen A & P or 10806196 A & P II and **COREQUISITE:** 10801196 Oral/Interprs Com

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. **COREQUISITE:** 10543106 Nursing Health Promotion. Student must have completed all first semester courses. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Course requires a minimum grade of "C" or better.

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 teambuilding. **COREQUISITE:** 10543105 Nursing Health Alterations. Student must have completed all first semester courses. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Course requires a minimum grade of "C" or better.

10543109 Nsg: Complex Health Alterat 1

...prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. Student must have completed all second semester courses. Course requires a minimum grade of "C" or better. **PREREQUISITE:** 10543105 Nrsng Hlth Alterations and 10543106 Nrsng Hlth Promotion and 10543107 Clin Care Across Lifespan and 10543108 Intro Clin Care Mgmt and; 10806196 A&P II or 10806179 Adv A&P and **COREQUISITE:** 10806197 Microbiology

10543110 Nsg: Mental Health Comm Con

...will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, and economically diverse individuals and groups. Student must have completed all second semester courses. Course requires a minimum grade of "C" or better. **PREREQUISITE:** 10543105 Nrsng Hlth Alterations and 10543106 Nrsng Hlth Promo and 10543107 Clin Care Across Lifespan and 10543108 Intro Clin Care Mgmt and 10806196 A&P II; or 10806179 Adv A&P and **COREQUISITE:** 10809198 Psych-Intro or 10809199 Psyc of Hum Rel

10543111 Nsg: Intermed Clin Practice

...develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients across the lifespan and priorities. Using the nursing process students will experience adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. Student must have completed all second semester courses. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Course requires a minimum grade of "C" or better. **COREQUISITE:** 10543112 Nursing Advanced Skills and 10543109 Nursing Complex Health Alterations I and 10543110 Nursing Mental Health Community Concepts

10543112 Nursing Advanced Skills

...focuses on the development of advanced clinical skills across the lifespan. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. **PREREQUISITE:** 10543105 Nrsng Hlth Alterations and 10543106 Nrsng Hlth Promotion and 10543107 Clin Care Across Lifespan; and 10543108 Intro Clin Care Mgmt and 10806196 A&P II; or 10806179 Adv A&P. Student must have completed all second semester courses. Course requires a minimum grade of "C" or better.

10543113 Nsg: Complex Health Alterat 2

...prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary and the reproductive systems. The learner will also focus on management of care for clients with high-risk perinatal conditions, high-risk newborns and the ill child. Synthesis and application of previously learned concepts will be evident in the management of clients with critical/life threatening situations. Student must have completed all third semester courses. Course requires minimum grade of "C" or better. **PREREQUISITE:** 10543109 Nrsng Complex Hlth Alt I and 10543112 Nrsng Adv Skills and 10543110 Nrsng Mental Hlth Comm Concepts and 10543111 Nrsng Interm Clin Pract and 10806197 Microbiology

10543114 Nsg: Mgt & Profess Concepts

...covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. Student must have completed all third semester courses. Course requires a minimum grade of "C" or better. **PREREQUISITE:** 10543109 Nrsng Complex Hlth Alterations I and 10543112 Nursing Advanced Skills and 10543110 Nrsng Mental Hlth Comm Concepts and 10543111 Nrsng Interm Clin Practice

10543115 Nsg: Adv Clinical Practice

...requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. Students need current professional CPR card and TB test. Student must have completed third semester courses. Course requires a minimum grade of "C" or better. **COREQUISITE:** 10543113 Nursing Complex Health Alterations II

10543116 Nursing Clinical Transition

...prepares the student to assume the role of graduate nurse. The course promotes clinical decision-making, delegation, and collaboration to achieve client and organizational outcomes. Continued professional development is fostered. Student needs a current professional CPR card and TB test. Student must have completed all third semester courses. Course requires a minimum grade of "C" or better. **COREQUISITE:** 10543115 Nrsng Advanced Clinical Practice and 10543114 Nursing Management Concepts and 10543113 Nursing Complex Health Alterations II

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:** Accuplacer Writing minimum score of 86 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.

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 Equivalent

10806179 Advanced Anatomy and Physiology

...is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-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

10806197 Microbiology

...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. **PREREQUISITE:** 10806195 Anat and Phys I, or 10806177 General Anat and Physiology

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 global and comparative perspectives.

10809188 Developmental Psychology

...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.

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.

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10106102	Information Management	3.00
10106131	Document Formatting	2.00
10106132	Keyboard-Speedbuilding 1	1.00
10106164	Information Technology Essentials	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
Total		16.00

Term 2

10106179	Professional & Career Development	3.00
10106124	eCommunications	3.00
10106134	Keyboard-Speedbuilding 2	1.00
10106150	Administrative Office Procedures	2.00
10106166	Microcomputer Business Applications 1	2.00
10106168	Microcomputer Business Applications 2	2.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
Total		16.00
Program Total		32.00

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 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.

Program Goals

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

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

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.

10106102 Information Management

...introduces the student to basic terms, concepts, filing rules, systems (alphabetic and numeric), noncorrespondence 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

10106124 eCommunications

...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 e-mail as attachments; and operate voice recognition software.

PREREQUISITE: 10106131 Document Formatting; 101060164 Info Technology Essentials

10106131 Document Formatting

...prepares the learner to keyboard and format a business memorandum; to edit a memorandum; to keyboard and format a business letter; to enhance business documents; to keyboard and format tabulated columns; to keyboard and format tables; to keyboard and format reports; and develop proofreading and editing skills for business correspondence.

PREREQUISITE: 10106100 Keyboarding with a minimum grade of B or Keyboarding testout equivalent.

10106132 Keyboard-Speedbuilding 1

...prepares the learner with the skills to keyboard text with speed and accuracy using the "touch" method.

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 I

10106150 Administrative Office Procedures

...introduces the student to professionalism in the office setting; self-management skills; telephone and customer service techniques; and processing incoming and outgoing mail.

COREQUISITE: 10106166 Microcomputer Business Applications I

10106164 Information Technology Essentials

...prepares the learner with the skills to design and present effective PowerPoint presentations; manage e-mail and calendaring functions using MS Outlook; internet research; and manage multiple file operations using Windows operating system. Emphasis in this class is on teamwork, presentation skills, and exhibiting a professional attitude.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word to create tables; format text in multiple columns; format multiple-page documents with headers, footers, footnotes, and end notes; perform merge operations for correspondence and labels; prepare flyers in the graphic elements; and use special features to incorporate efficiency in document production.

PREREQUISITE: 10106131 Document Formatting

10106168 Microcomputer Business Applications 2

...prepares the learner to create worksheets, 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 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.

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

Catalog No. Class Title Credit(s)

Term 1

10102160	Business Law 1	3.00
10105124	Portfolio Introduction	1.00
10110101	Introduction to Paralegalism and Legal Ethics	3.00
10110130	Real Estate Law - Paralegal *	3.00
10801195	Written Communication	3.00
10809196	Sociology - Introduction to	3.00
Total		16.00

Term 2

10101155	Accounting for Professionals OR 10101111 Accounting 1 (4 cr)	3.00
10110102	Civil Litigation 1	3.00
10110104	Legal Research	3.00
10110106	Family Law *	3.00
10801196	Oral/Interpersonal Communication	3.00
Total		15.00

Term 3

10110103	Civil Litigation 2	3.00
10110105	Legal Writing	3.00
10110115	Administrative Law*	3.00
10110131	Career Exploration-Paralegal	2.00
10809122	Intro to American Government	3.00
10809198	Psychology-Introduction to	3.00
Total		17.00

Term 4

10110107	Legal Aspects of Business Organizations	3.00
10110114	Administration of Estates *	3.00
10110143	Paralegal Internship OR 10110145 Paralegal Studies	2.00
10110168	Criminal Law-Paralegal *	3.00
10806112	Principles of Sustainability	3.00
10809195	Economics	3.00
Total		17.00
Program Total		65.00

Note: * The following classes may be substituted for this course

10110160	Employment Law	3.00
10110122	Debtor and Creditor Relations	3.00
10101123	Accounting Income Tax 1	4.00

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 will:

- Attend live, interactive TV classes sent from LTC to your local 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.

Careers

Paralegal or Legal Assistant in any of the following:

- Law Office
- Government Agencies and Departments
- Corporate Human Resources or Legal Department
- District Attorney's Office
- Insurance Company
- Title Company
- Trust Department of a Bank
- Legal Aid Office
- Public Defender's Office
- Legal Advocate

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word Only)

Program Goals

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.
- Locate legal research material using both traditional and computerized techniques.
- Explain and use proper citation format.

- Generate work product using a variety of computer software typical in a modern law office.
- Apply substantive legal knowledge to solve legal problems.
- Locate facts and evidence through interviews and investigations.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Lakeland College
Marian College

MSOE Rader School of Business
Silver Lake College
University of Phoenix
UW-Stout

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

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, special journals, and ledgers, accruals and deferrals, depreciation, inventories, the voucher system, payroll, and accounting principles and concepts.

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.

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.

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.

10110101 Introduction to Paralegalism and Legal Ethics

...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 paralegals; law office systems and administration; 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; perform an initial investigation; draft a summons and complaint, answer, counterclaim, cross complaint, motions and supporting documents, select appropriate discovery devices; draft interrogatories and responses; prepare for depositions; draft a Notice of deposition and Subpoenas; analyze fact patterns; and evaluate evidentiary objections.

COREQUISITE: 10110101 *Intro to Paralegalism*

10110103 Civil Litigation 2

...provides the learner with the skill to evaluate and summarize depositions; evaluate evidentiary challenges; prepare a witness list; draft settlement documents; locate expert witnesses; prepare witnesses; prepare for presentation of evidence at trial; prepare a trial notebook; draft a Bill of Costs; prepare post trial motions; evaluate and research appellate issues.

PREREQUISITE: 10110102 *Civil Litigation*

10110104 Legal Research

...provides the learner with the skills to differentiate between primary or secondary authority, locate statutes and constitutional provisions, locate case law, locate administrative regulations, locate secondary authority, use correct citation form, verify and update legal authority, formulate legal issues, use effective research strategies, evaluate solutions to legal problems, and use computer-assisted and internet legal research strategies. Some classes will be held off campus in a law library.

COREQUISITE: 10110101 *Intro to Paralegalism*

10110105 Legal Writing

...provides the learner with the skills to draft legal correspondence, operative legal documents, case briefs, and legal and office memoranda; analyze and synthesize legal authority; use correct citation form; draft a civil pleading, affidavit, trial brief, and appellate brief; and apply rules of civil procedure.

PREREQUISITE: 10110104 *Legal Research*

10110106 Family Law

...provides the learner with the skills to conduct an initial client interview for a family law matter, including divorce and domestic violence; draft initial pleadings for divorce, financial family law documents, divorce discovery documents, and concluding documents in divorces; assess the need for post-divorce modification and enforcement; and outline factors involving child custody and support.

COREQUISITE: 10110101 *Intro to Paralegalism*

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 Applications, Organizational Resolutions, Form SS-4 and 2553, Stock Certificates, Resolutions and Minutes, and Amendments and Articles of Dissolution.

PREREQUISITE: 10110101 *Intro to Paralegalism*

10110114 Administration of Estates

...provides the learner with the skills to assist attorneys to administer estates, differentiate between probate and nonprobate property, contrast various forms of marital property, gather appropriate factual and financial information, select and draft appropriate forms to open an estate, prepare an inventory, draft a final accounting and documents to close an estate, draft tax documents, prepare powers of attorney and simple wills, and assist in the valid execution of estate planning documents.

PREREQUISITE: 10110101 *Intro to Paralegalism*

10110115 Administrative Law

...provides the learner with the skills to summarize the administrative legal process including the creation and interpretation of administrative rules and regulations as well as the adjudication of administrative law cases, with emphasis on Workers Compensation and Social Security Disability law.

PREREQUISITE: 10110101 *Intro to Paralegalism*

10110130 Real Estate Law - Paralegal

...provides the learner with the skills to analyze types of real estate ownership; analyze the effect of the Marital Property Act on real estate; determine the requirements of listing contracts; draft legal descriptions; draft an offer to purchase; negotiate a real property 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 *Intro to Paralegalism*

10110131 Career Exploration-Paralegal

...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*

10110143 Paralegal Internship

...enhances the participant's ability to perform the duties of a paralegal; to seek and obtain employment as a paralegal; apply paralegal skills in an actual workplace setting; to 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. Individual portfolios are assessed and presented.

COREREQUISITE: 10110105 *Legal Writing and*
PREREQUISITE: 10105124 *Portfolio Introduction and*
10110131 *Career Exploration-Paralegal*

10110168 Criminal Law-Paralegal

...provides the learner with the skills to analyze state and federal criminal procedures, determine if a search and arrest is in accordance with the Fourth Amendment, analyze the Miranda rules, draft a criminal summons and complaint, determine possible defenses for a defendant, draft motions, analyze a criminal complaint and jury instructions for required elements, create demonstrative evidence, create a trial notebook, conduct a client interview, and contrast prosecution and defense roles.

PREREQUISITE: 10110101 *Intro to Paralegalism*

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: *Accuplacer Writing minimum score of 86 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.

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.

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 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.

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.

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.

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.

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

10531151	Paramedic Fundamentals	5.00
10531152	Paramedic Pharmacology	4.00
10531155	Respiratory Management	2.00
10531156	Cardiology I	3.00
10531157	Clinical I - EMT/Paramedic	4.00
Total		18.00

Term 4

10531158	Cardiology II	3.00
10531159	Medical Emergencies	3.00
10531164	Trauma	3.00
10531165	Emergency Care for Specialists	3.00
10531166	EMS Operations	3.00
10531167	Clinical II - EMT/Paramedic	3.00
Total		18.00
Program Total		67.00

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

Program Goals

You will learn to:

- Understand human anatomy and physiology.
- Recognize the priority system for determining the extent of an injury or illness and be able to apply the concept of triage.
- Recognize and utilize all ambulance equipment necessary for treatment.
- Identify cardiac rhythms and dysrhythmias.
- Successfully complete all requirements of advanced cardiac life support.
- Calculate medication doses and administer the proper amount of medication.
- Initiate intravenous access and administer medications.
- Successfully communicate pertinent information to medical control, both verbally and in written form.
- Identify various medical/legal problems.

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

- \$107 per credit (resident)
- \$158 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 Paramedic exam. At this time, 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Lakeland College

Silver Lake College
University of Phoenix
UW-Stout

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

10531151 Paramedic Fundamentals

...includes EMS systems, roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal aspects, ethics, general principles, pathophysiology, therapeutic communications, history taking, physical exam techniques, patient assessment, clinical decision making, verbal communication, and pathophysiology of shock.

CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met

10531152 Paramedic Pharmacology

...provides the opportunity for the student to develop the knowledge and understanding of basic pharmacodynamics, medication preparation, and administration of medication used in the treatment of disorders of the major body systems. In addition, it provides the student with the knowledge and skills to safely and precisely access the circulation and administer medications.

COREQUISITE: 10531151 Paramedic Fundamentals and CONDITION: 105311 Paramedic Admissions requirements met or 315311 EMT-Paramedic requirements met

10531155 Respiratory Management

...provides the student with the knowledge and skills to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.

COREQUISITE: 10531152 Paramedic Pharmacology and CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met

10531156 Cardiology I

...will provide the student with the basic knowledge and skills to integrate pathophysiological principles and assessment findings, with ECG interpretation, in order to formulate a field impression and implement the treatment for the patient with cardiovascular disease.

COREQUISITE: 10531155 Respiratory Management and CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met

10531157 Clinical I - EMT/Paramedic

...is required to complete 288 hours of documented practical skills application and observation at the beginning EMT-Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

COREQUISITE: 10531151 Paramedic Fundamentals and CONDITION: 105311 Paramedic Technician requirements met or 315311 EMT-Paramedic requirements met

10531158 Cardiology II

...provides the student with the knowledge and skills to integrate a field impression and implement a treatment plan for a patient with Acute Coronary Syndromes (ACS) and includes Advanced Cardiac Life Support Certification. The student will gain an understanding of basic 12 lead ECG interpretation as it applies to the treatment for a patient with ACS.

COREQUISITE: 10531156 Cardiology I

10531159 Medical Emergencies

...will provide the student with the knowledge and skills to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing neurology, endocrine, allergic or anaphylactic emergencies, gastroenterology, renal/urology, toxicology, hematology, environmental emergencies, infectious and communicable diseases, and behavioral and psychiatric disorders.

COREQUISITES: 10531158 Cardiology II

10531164 Trauma

...will provide the student with the knowledge and skills to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. This course includes: soft tissue trauma, burns, head and facial trauma, spinal trauma, abdominal trauma, thoracic trauma, and mechanism of injury trauma systems. This course includes PHTLS Certification.

COREQUISITE: 10531159 Medical Emergencies

10531165 Emergency Care for Specialists

...will provide the student with the knowledge and skills to formulate a field impression and implement a treatment management plan for the patient experiencing a gynecology, obstetrical, neonatal, pediatric, or geriatric emergency. This course also covers the victim of abuse or assault, patients with special challenges, acute interventions in the home care patient and life span development.

COREQUISITE: 10531164 Trauma

10531166 EMS Operations

...includes ambulance operations, medical incident command, rescue awareness, weapons of mass destruction, assessment based management, and NREMT-P exam prep.

COREQUISITE: 10531165 Emergency Care for Specialists

10531167 Clinical II - EMT/Paramedic

...requires the student to complete 216 hours of documented practical skills application and observation at the beginning EMT - Paramedic level. The student will perform required skill competencies at a variety of clinical and field internship sites under the direct supervision of an approved preceptor.

COREQUISITE: 10531158 Cardiology II

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: Accuplacer Writing minimum score of 86 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.

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 Equivalent

10806179 Advanced Anatomy and Physiology

...is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course.

PREREQUISITE: 10806177 General Anatomy & Physiology

10806197 Microbiology

...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology.

PREREQUISITE: 10806195 Anat and Phys I, or 10806177 General Anat and Physiology

10809188 Developmental Psychology

...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.

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, 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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10501101	Medical Terminology	3.00
10510102	Health Insurance and Reimbursement	3.00
10536110	Pharmaceutical Calculations	3.00
10536112	Pharmacy Business Applications	4.00
10536115	Pharmacy Law	2.00
10536120	Fundamentals of Reading Prescriptions	1.00
10536138	Pharmacy Community Clinical	2.00
Total		18.00

Term 2

10536122	Pharmacology	3.00
10536124	Pharmacy Drug Distribution Systems	1.00
10536126	Pharmacy Parenteral Admixtures	3.00
10801196	Oral/Interpersonal Communication	3.00
10809198	Psychology - Introduction to	3.00
Choice A (5 credits)		
10536140	Pharmacy Hospital Clinical	3.00
10536141	Hospital Clinical Lab	2.00
Choice B (5 credits)		
10536142	Pharmacy Community Clinical-Advanced	2.00
xxx-xxx	An Approved Business Course	3.00
Such as:		
10104102 Principles of Marketing		
10104104 Selling Principles		
10182108 Purchasing		
Total		18.00

Term 3

10104102	Principles of Marketing OR 10182108 Purchasing	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
10809195	Economics	3.00
10809196	Introduction to Sociology	3.00
Total		15.00

Term 4

10102182	Business Operations	3.00
10196191	Supervision	3.00
10196193	Human Resource Management	3.00
10536150	Advanced Pharmacy Services Applications	3.00
10809166	Intro to Ethics: Theory & Application OR 10809172 Race, Ethnic, & Diversity Studies	3.00
10999992	Elective	2.00
Total		17.00
Program Total		68.00

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.

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

Program Goals

You'll learn to:

- Perform all pharmacy technician functions.
- Incorporate into practice professional ethics, laws, regulations, and policies established by the licensing state and regulatory agencies (Pharmacy Examining Board, FDA, DEA).
- Pursue lifelong professional growth and development through self-directed learning, participation in professional organizations, and continuing education.
- 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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	79
Write	18	88

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.

Transfer agreements are available with the following institutions:

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

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

10102182 Business Operations

...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

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 10103109 Pharmacy Word 2000-Intro or **CONDITION:** Admn Asst requirements met or 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 and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

COREQUISITE: Microsoft Word skills or equivalent or 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

10501101 Medical Terminology

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

10510102 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, allegations, 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.
COREQUISITE: 10536138 Pharmacy Community Clinical; **CONDITION:** 315361 Pharmacy Technician Admissions 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 therapeutic class.
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 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: 10536110 Pharm Calculations 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, entering prescriptions on computer, patient profiles, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control, compounding and patient confidentiality.
COREQUISITES: 10536120 Fund of Reading Prescriptions, 10536112 Pharmacy Bus Apps, 10536110 Pharmaceutical Calculations and 10501102 Health Ins & Reimbursement and **CONDITION:** 315361 Pharmacy Technician

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: 10536138 Pharmacy Community Clinical, 10536110 Pharmacy Calculations; **COREQUISITES:** 10536141 Hospital Clinical Lab; 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.
PREREQUISITE: 10536138 Pharmacy Community Clinical, **CONDITION:** 315361 Pharmacy Technician Admission Requirements Met

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; PBM 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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

10809166 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.

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.

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.

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.



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.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10501101	Medical Terminology	3.00
10510102	Health Insurance and Reimbursement	3.00
10536110	Pharmaceutical Calculations	3.00
10536112	Pharmacy Business Applications	4.00
10536115	Pharmacy Law	2.00
10536120	Fundamentals of Reading Prescriptions	1.00
10536138	Pharmacy Community Clinical	2.00
	Total	18.00

Term 2

10536122	Pharmacology	3.00
10536124	Pharmacy Drug Distribution Systems	1.00
10536126	Pharmacy Parenteral Admixtures	3.00
10801196	Oral/Interpersonal Communication	3.00
10809198	Psychology - Introduction to	3.00
	Choice A (5 credits)	
10536140	Pharmacy Hospital Clinical	3.00
10536141	Hospital Clinical Lab	2.00
	Choice B (5 credits)	
10536142	Pharmacy Community Clinical-Advanced	2.00
xxx-xxx	An Approved Business Course Such as: 104-102 Principles of Marketing 104-104 Selling Principles 182-108 Purchasing	3.00
	Second Semester Total	18.00
	Program Total	36.00

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.

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
- Student Handbook/Essential Functions Completion
- Notice of Rights and Authorization to Release Confidential Educational Records

Program Goals

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.

Other Program Expectations

You'll need to have CPR certification (one- and two-person, adult, child and infant) required prior to starting clinicals.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	79
Write	18	88

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.

10501101 Medical Terminology

...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.

10510102 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, allegations, 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.

COREQUISITE: 10536138 Pharmacy Community Clinical;

CONDITION: 315361 Pharmacy Technician Admissions 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 therapeutic class.

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 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: 10536110 Pharm Calculations 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, entering prescriptions on computer, patient profiles, correctly filling and labeling prescriptions, billing patient and third parties, customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control, compounding and patient confidentiality.

COREQUISITES: 10536120 Fund of Reading Prescriptions, 10536112 Pharmacy Bus Appls, 10536110 Pharmaceutical Calculations and 10501102 Health Ins & Reimbursement and CONDITION: 315361 Pharmacy Technician

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: 10536138 Pharmacy Community Clinical, 10536110 Pharmacy Calculations;
COREQUISITES: 10536141 Hospital Clinical Lab; 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.

PREREQUISITE: 10536138 Pharmacy Community Clinical,
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.

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.

Catalog No.	Class Title	Credit(s)
Term 1		
50427501	Plumbing Apprentice I	2.00
	Total	2.00
Term 2		
50427502	Plumbing Apprentice II	2.00
	Total	2.00
Term 3		
50427503	Plumbing Apprentice III	2.00
	Total	2.00
Term 4		
50427504	Plumbing Apprentice IV	2.00
	Total	2.00
Term 5		
50427505	Plumbing Apprentice V	2.00
	Total	2.00
Term 6		
50427506	Plumbing Apprentice VI	2.00
	Total	2.00
Term 7		
50427507	Plumbing VII	2.00
	Total	2.00
	Program Total	14.00

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 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.

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 journey-level or master plumbers 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 Goals

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.

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.

Approximate Costs

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

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	--	--
Algebra	--	34

50427501 Plumbing Apprentice I

...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 II

...provides the apprentice with the skills to properly design and size the sanitary drain system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427503 Plumbing Apprentice III

...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 IV

...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 V

...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 VI

...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 VII

...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.

Catalog No. Class Title Credit(s)

Term 1

10543101	Nursing Fundamentals	2.00
10543102	Nursing Skills	3.00
10543103	Nursing Pharmacology	2.00
10543104	Nsg: Intro Clinical Practice	2.00
10801195	Written Communication	3.00
10806177	General Anatomy and Physiology	4.00
10809188	Developmental Psychology	3.00
Total		19.00

Term 2

10543105	Nursing Health Alterations	3.00
10543106	Nursing Health Promotion	3.00
10543107	Nsg: Clin Care Across Lifespan	2.00
10543108	Nsg: Intro Clinical Care Mgt	2.00
10801196	Oral/Interpersonal Communication	3.00
Total		13.00
Program Total		32.00

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

Curriculum and program acceptance requirements are subject to change.

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
- HOBET Score
- Declaration of Interest Essay
- Chemistry Requirement
- Program Advising Session

Program Goals

- 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 petitioning to begin program.
- 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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	21	95
Write	21	103

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.

10543101 Nursing Fundamentals

...focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations 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. 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 current or next semester.

COREQUISITE: 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology, 10801195 Written Communication and **CONDITON:** 105431 Nursing-Associate Degree or 315431 Practical Nursing Admission Requirements met

10543102 Nursing Skills

...focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic 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. This course requires a minimum grade of "C" or better.

CONDITION: 105431 Nursing-Associate Degree Admissions Requirements Met or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology

10543103 Nursing Pharmacology

...introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. Student must be admitted to the Nursing program. Course requires a minimum grade of "C" or better. Do not register for this class until you are assigned a clinical slot in 543-104 in current or next semester.

CONDITION: 105431 Nursing-Associate Degree Admission Requirements Met or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10806196 Anatomy and Physiology II or 10806177 Gen Anatomy and Physiology

10543104 Nsg: Intro Clinical Practice

...is an introductory clinical course that emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Student needs to be admitted to the Nursing program. Course requires a minimum grade of "C" or better.

CONDITION: 105431 Nursing-Associate Degree Admissions Requirements Met; or 315431 Practical Nursing Admissions Requirements Met; and **COREQUISITE:** 10543101 Nursing Fundamentals and 10543102 Nursing Skills and 10543103 Nursing Pharmacology

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 courses. Course requires a minimum grade of "C" or better.

PREREQUISITE: 10543101 Nrsng Fund and 10543102 Nrsng Skills and 10543103 Nrsng Pharm and 10543104 Nrsng Intro to Clin Practice and 10806177 Gen Anat & Phys or 10806196 Anat & Phys II

10543106 Nursing Health Promotion

...focuses on topics related to health promotion in for 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.

PREREQUISITE: 10543101 Nrsng Fund and 10543102 Nrsng Skills and 10543103 Nrsng Pharm and 10543104 Nrsng Intro Clin Pract and 10809164 Human Grwth/Dev or 10809188 Dev Psyc and 10806177 Gen A & P or 10806196 A & P II and **COREQUISITE:** 10801196 Oral/Interpers Com

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. **COREQUISITE:** 10543106 Nursing Health Promotion. Student must have completed all first semester courses. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Course requires a minimum grade of "C" or better.

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 teambuilding.

COREQUISITE: 10543105 Nursing Health Alterations. Student must have completed all first semester courses. Student needs a current TB test and professional CPR card (1 and 2 person, adult, infant, and child, AED). Course requires a minimum grade of "C" or better.

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:** Accuplacer Writing minimum score of 86 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.

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 Equivalent

10809188 Developmental Psychology

...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.



Quality Assurance Technician

Program No: 10-623-2

Associate Degree in Applied Science

Degree Completion Time: Seven Terms

Degree completion time may vary based on student scheduling needs and class availability.

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10182102	Service Operations Management	3.00
10182131	Supply Chain Management	3.00
10623101	Quality Concepts	3.00
10801195	Written Communication	3.00
10809198	Introduction to Psychology	3.00
Total		16.00

Term 2

10623123	Blueprint Reading, Metrology, and Calibration	3.00
10623131	Planning for Six Sigma	3.00
10801197	Technical Reporting	3.00
10801198	Speech OR 10801196 Oral/Interpersonal Communications	3.00
10804113	College Technical Mathematics 1A OR 10804110 Elementary Algebra with Applications	3.00
10809195	Economics	3.00
Total		18.00

Term 3

10105128	Career Exploration	2.00
10182106	Strategic Resource Management	3.00
10623110	Six Sigma Tools for Green Belts - Measure & Analyze	3.00
10623111	Six Sigma Tools for Green Belts - Improve & Control	4.00
10809196	Sociology - Introduction to OR 10809122 Introduction to American Government	3.00
Total		15.00

Term 4

10101155	Accounting for Professionals	3.00
10623115	Portfolio Assessment-Quality	1.00
10623112	Six Sigma Tools for Green Belts - Implementation	3.00
10623118	Lean Manufacturing and Execution Control	3.00
10623193	ISO 9001:2008	3.00
10182128	Supply Chain Administration and Leadership	3.00
Total		16.00
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.

Careers

- Six Sigma Improvement Coordinator
- Continuous Improvement Coordinator
- Quality Assurance Supervisor
- Quality Assurance Technician

Admissions Steps

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

Program Goals

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 Baldrige, and Deming Prize.
- Plan quality audits to assure quality systems are working and take corrective action through continuous improvement.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

The majority of these classes are offered in an evening delivery format with a few classes available days and evenings.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Franklin University
Lakeland College
Marian College

MSOE Rader School of Business
Silver Lake College
University of Phoenix
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.

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

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.

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.

10182128 Supply Chain Administration and Leadership

...introduces the student to a collection of readings, self-assessments, case studies and experiential exercises on leadership and administration. The student will have a better understanding of the complexities associated with leadership as well as an understanding of the pieces that serve to define leadership.

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 using Minitab software. Basic quality philosophies such as Deming's principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The components of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minitab software will be taught and utilized to collect and analyze data. Techniques such as pareto, trend analysis, histograms, cause and effect diagrams and corrective/preventive action techniques will be applied to the data in order to address problems and improve processes.
PREREQUISITE: Microsoft Excel 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.

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 a control plan 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 Mtls Mgmt

10623112 Six Sigma Tools for Green Belts - Implementation

...introduces the student to the implementation of a six sigma project. Students will apply the techniques used in the above courses on a real problem in their place of employment. An emphasis will be placed on team skills required to successfully implement the project. Skills emphasized will be project charter, time management, and constraint management.
COREQUISITE: 10623111 Six Sigma Tools for Green Belts-Improve & Control

10623115 Portfolio Assessment-Quality

...prepares the student to identify what they have learned throughout the quality assurance program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.
PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment

10623118 Lean Manufacturing and Execution Control

...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

10623123 Blueprint Reading, Metrology and Calibration

...provides knowledge and skill in the understanding of quality measurement, quality measurement devices and their proper application. Quality measurement topics include precision, accuracy, control of variation, gage R/R, calibration techniques and blueprint/specification reading. The quality measurement devices portion of this course provides hands-on use of common measurement and test equipment. The applications portion shows 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 service businesses, are presented and applied to the course materials.
PREREQUISITE: Microsoft PowerPoint skills or equivalent

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: 10831103 Intro to College Writing or **CONDITION:** Accuplacer Writing minimum score of 86 or Equivalent

10801197 Technical Reporting

...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.
PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV

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.

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency

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.

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.

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.



Radiography

Program No: 10-526-1

Associate Degree in Applied Science

Degree Completion Time: Six Terms

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

2010-2011

Catalog No. Class Title Credit(s)

Term 1

10526149	Radiographic Procedures 1	5.00
10526158	Introduction to Radiography	2.00
10526159	Radiographic Imaging 1	3.00
10526168	Radiography Clinical 1	2.00
10806177	General Anatomy and Physiology	4.00
Total		16.00

Term 2 Summer

10526192	Radiography Clinical 2	4.00
10804106	Introduction to College Math OR 10804109 Algebra for General Chemistry	3.00
Total		7.00

Term 3

10526170	Radiographic Imaging 2	3.00
10526191	Radiographic Procedures 2	5.00
10526193	Radiography Clinical 3	2.00
10801196	Oral/Interpersonal Communication	3.00
10526188	Digital Imaging	2.00
Total		15.00

Term 4

10526194	Imaging Equipment and Computers	4.00
10526196	Modalities	1.00
10526199	Radiography Clinical 4	5.00
10809198	Psychology, Introduction to	3.00
10809172	Race, Ethnic & Diversity	3.00
Total		16.00

Term 5 Summer

10526190	Radiography Clinical 5	2.00
10801195	Written Communication	3.00
Total		5.00

Term 6

10526189	Radiographic Pathology	1.00
10526197	Radiation Protection & Biology	3.00
10526198	Radiography Clinical 6	2.00
10809196	Sociology, Introduction to	3.00
Total		9.00
Program Total		68.00

LTC shares its Radiography program with Nicolet Area Technical College (NATC).

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 exam 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

Program Goals

You'll learn to:

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection for the patient, self, and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.

- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

- Participate in radiologic quality assurance programs.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.
- 10806177 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	83
Read	18	79
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Franklin University
Lakeland College
Marian College

Silver Lake College
University of Phoenix
UW-Stout

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

10526149 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. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

CONDITION: 105261 Radiography Admissions Requirements Met
PREREQUISITES: 10806177 Gen Anatomy & Physiology or 10806195 Anat & Phys I and 10806196 Anat & Phys II

10526158 Introduction to Radiography

...introduces students to the role of radiography in health care. Students apply legal and ethical considerations to patient care and pharmacology in the radiologic sciences.

CONDITION: 105261 Radiography Admissions Requirements Met

10526159 Radiographic Imaging 1

...introduces radiography students to the process of creating radiographic images. Students determine the factors that affect image quality including contrast, density, and distortion. Students apply OSHA standards for health and safety in the darkroom.

CONDITION: 105261 Radiography Admissions Requirements Met

10526168 Radiography Clinical 1

...is a beginning level clinical course that prepares radiography students to perform radiologic procedures on 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.

CONDITION: 105261 Radiography and 305431 Nursing Assistant Admissions Requirements Met and
COREQUISITE: 10526149 Radio Proc 1, 10526158 Intro to Radio, 10526159 Radio Imaging 1, and
PREREQUISITE: 10806177 Gen A&P or 10806196 A&P II

10526170 Radiographic Imaging 2

...prepares radiography students to apply advanced radiographic principles to the production of radiographic images. Students analyze exposure factor considerations, differentiate between film and exposure latitude, and use beam-restricting devices.

PREREQUISITES: 10526159 Radiographic Imaging 1

10526188 Digital Imaging

...is designed to provide understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology/imaging departments. The course will review digital imaging principles, image analysis, and digital applications. Direct digital radiography, computed radiography, and conventional systems will be compared. The course explores the role in hospital information systems and the importance of digital image communications in medicine in a radiology department, along with picture archiving and communications systems.

10526189 Radiographic Pathology

...prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.

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

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

10526192 Radiography Clinical 2

...is the second level clinical course that prepares radiography students to perform radiologic procedures on 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 Radiography Clinical 1

10526193 Radiography Clinical 3

...is the third level clinical course which prepares radiography students to perform radiologic procedures on 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: 10526192 Radiographic Clinical 2

10526194 Imaging Equipment and Computers

...introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunctions.

CONDITION: 105261 Radiography Admissions Requirements Met

10526196 Modalities

...introduces radiography students to other types of imaging including ultrasound, MRI, mammography, and bone density scans. Students analyze the role of various imaging technologies in health care.

PREREQUISITE: 10526191 Radiographic Procedures 2

10526197 Radiation Protection & Biology

...prepares radiography students to protect themselves and others from exposure to radioactivity. 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

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 Radiography Clinical 5

10526199 Radiography Clinical 4

...is the fourth level clinical course that prepares radiography students to perform radiologic procedures on 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

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: Accuplacer Writing minimum score of 86 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.

10804106 Introduction to College Math

...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool.

PREREQUISITE: Accuplacer Math minimum score of 79 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 Equivalent

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 global and comparative perspectives.

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.

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.

Catalog No.	Class Title	Credit(s)
Term 1		
50432501	Sheet Metal Apprentice I	2.00
	Total	2.00
Term 2		
50432502	Sheet Metal Apprentice II	2.00
	Total	2.00
Term 3		
50432503	Sheet Metal Apprentice III	2.00
	Total	2.00
Term 4		
50432504	Sheet Metal Apprentice IV	2.00
	Total	2.00
Term 5		
50432505	Sheet Metal Apprentice V	2.00
	Total	2.00
Term 6		
50432506	Sheet Metal Apprentice VI	2.00
	Total	2.00
Term 7		
50432507	Sheet Metal Apprentice VII	2.00
	Total	2.00
Term 8		
50432508	Sheet Metal Apprentice VIII	2.00
	Total	2.00
	Program Total	16.00

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 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.

Careers

Graduates of LTC's Sheet Metal Apprenticeship program work as journey-level sheet metal workers in a variety of workplace settings.

Construction Apprentice Application Requirements

- Apprentice Application
- Birth Certificate Copy
- Driver's License Copy
- Entrance Assessment
- Final High School Transcripts
- Advisory Committee Interview

Program Goals

You'll learn to:

- Layout, measure, detail, and draft sheet metal installations and applications.
- Fabricate sheet metal components.
- Install construction sheet metal components in architectural, commercial, industrial, and residential applications.
- Weld and solder sheet metal in various industry applications.
- Perform special processes in sheet metal installations and applications.

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.

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

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	--	--
Algebra	--	34

50432501 Sheet Metal Apprentice I

...introduces the apprentice to the sheet metal industry by teaching craftsmanship, use of drafting equipment and materials, proper use of lettering, basic geometric construction, architectural scales, orthographic projection, shop safety, use and maintenance of hand tools and shop equipment, seams and locks, soldering techniques, and mathematics.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432502 Sheet Metal Apprentice II

...introduces the apprentice to parallel line, radial line, and triangulation pattern development; general materials, gages, and fasteners; selecting hoisting materials; installation procedures; emergency procedures; welding safety; fire hazards; architectural sheet metal; basic ventilation; heating and air conditioning; service work; recognition of industrial specialties; and mathematic equations.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432503 Sheet Metal Apprentice III

...introduces the apprentice to the basics of organizing time; computers; the use of scientific calculators for trigonometry and everyday equations; industry organizations; use and interpretation of freehand sketches and pictorial drawings in the development of triangulation, parallel line, and radial line patterns and in depth use of shop equipment such as the slip rolls, rotary machines, brake, shear, and related hand tools.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432504 Sheet Metal Apprentice IV

...expands the apprentice's ability to read and interpret plans and specifications as well as understand the symbols, abbreviations, and details in blueprints; identify and use materials for architectural sheet metal applications such as seams, gutters, conductor pipes, flashings, siding, and roofing; and understand airflow and basic duct design in an HVAC system with an introduction to the basics in electricity.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432505 Sheet Metal Apprentice V

...includes mathematics, calculator, drafting and sketching shop drawings, shop work, power squaring shears, press brakes, roll forming machines, layout and pattern development, off-center tapers, miters, round tapers on a pitch, square-to-rounds, two-way Y branches, materials, stainless, aluminum, field installation, fire and smoke dampers, central HVAC equipment, rooftop units, pressure testing, problem solving, and asbestos safety.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432506 Sheet Metal Apprentice VI

...introduces the apprentice to advanced mechanical, architectural, and electrical blueprint reading; drafting and fabrication of architectural fittings such as coping, flashing, counter flashing, gravel stops, cornices, and louvers; duct design; basic control in pneumatics; energy; heat transfer; and service work with start-up.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432507 Sheet Metal Apprentice VII

...introduces the apprentice to advanced pattern development; special power equipment, ironwork, heavy materials, service, mixing boxes, advanced mathematics, heat pumps field installation, fire dampers, boiler breeching and lagging; and the theory of refrigeration and air conditioning.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432508 Sheet Metal Apprentice VIII

...provides the apprentice with the skills to layout and fabricate fittings for architectural applications, metal buildings, and metal ceilings and the dangers involved when installing on high-rise buildings; supervisory training; in depth knowledge on dust collection, cyclones, separators, filters, and bag houses; and knowledge of specialty materials such as plastics and fiberglass and the sign industry.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

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	Legal Issues for Supervisors	3.00
10196104	Labor Relations and Negotiations	2.00
10196192	Managing for Quality	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies	3.00
Total		17.00

Term 4

10196168	Organizational Development	3.00
10196188	Project Management	3.00
10196117	Portfolio Assessment-Supervisory Management	1.00
10196136	Safety in the Workplace	3.00
10809122	Intro to American Government OR 10806112 Principles of Sustainability	3.00
Total		13.00
Program Total		63.00

Note: Classes run year-round; check with your program counselor for details.

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.

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)

Program Goals

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

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

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

MSOE Rader School of Business
Silver Lake College
University of Phoenix
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.

10102182 Business Operations

...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

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

10196104 Labor Relations and Negotiations

...introduces the participant to the legal bargaining unit and applies skills learned to case study analysis, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration. Emphasis is on consensus negotiations.

10196117 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.
PREREQUISITES: 10105124 Portfolio Introduction and 10105128 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.

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 rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.

10196168 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.

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 for a project.
COREQUISITE: Microsoft Excel skills or equivalent

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, personal leadership style and adaptation, 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 10103109 Pharmacy Word 2002-Intro or **CONDITION:** 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met

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.

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

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:** Accuplacer Writing minimum score of 86 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.

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 10804100 Math Proficiency

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.

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 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.

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.

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.

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.



Supply Chain Management

Program No: 10-182-1

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

2010-2011

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10182102	Service Operations Management	3.00
	OR10501101 Medical Terminology	
10182108	Purchasing	3.00
10182160	International Business Supply Chain Management	3.00
10801195	Written Communication	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic, & Diversity Studies	3.00
	Total	16.00
Term 2		
10103175	Excel 2007-Level 2	1.00
10182110	Negotiations	3.00
10182131	Supply Chain Management	3.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10804113	College Technical Mathematics 1A	3.00
10809198	Intro to Psychology	3.00
	Total	16.00
Term 3		
10101155	Accounting for Professionals	3.00
10105126	Career Assessment OR 10105128 Career Exploration (2 cr.)	3.00
10182106	Strategic Resource Management	3.00
10182114	Enterprise Resource Planning and Control OR 10182126 Health Care - Supply Chain Management	3.00
10182122	Logistics	3.00
10806112	Principles of Sustainability OR 10809122 Introduction to American Government	3.00
	Total	18.00
Term 4		
10182107	Portfolio Assessment-Supply Chain	1.00
10623118	Lean Manufacturing and Execution Control	3.00
10623119	Six Sigma Tools - Supply Chain Managers	3.00
10623193	ISO 9001:2008	3.00
10809195	Economics	3.00
10182128	Supply Chain Administration Leadership OR 10182125 Internship--Supply Chain Management	3.00
	Total	16.00
	Program Total	66.00

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.

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
- Project Management
- Global Sourcing Supply Specialist
- Logistician

Admissions Steps

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

Program Goals

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.

Approximate Costs

- \$107 per credit (resident)
- \$158 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 evening delivery format.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

Capella University
Cardinal Stritch University
Concordia University
Franklin University
Lakeland College

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

10103175 Excel 2007 - Level 2

...prepares the learner to create special effects in a worksheet; work with custom formats, AutoFormats, styles and templates; document and protect worksheets and workbooks; integrate applications; use functions to create data; guide cell entry with data validations; create PivotTable and PivotChart reports; and create hyperlinks and use collaborative tools. This course is offered in a self-paced format.

PREREQUISITE: 10103174 Excel 2007 - Level 1 or 10103141 Excel 2002 - Level 1 or 10103158 MS Intro to Microsoft Software

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.

10105126 Career Assessment

...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.

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.

10182107 Portfolio Assessment-Supply Chain

...prepares the student to identify what they have learned through the supply chain program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.

PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment

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

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.

10182114 Enterprise Resource Planning and Control

...prepares the participant to interpret material requirements planning reports, build a master production schedule, construct capacity plans, and understand sales and operations planning. The curriculum is developed from the American Production and Inventory Controls exam certification's domain of knowledge.

COREQUISITE: Microsoft Excel or equivalent

10182122 Logistics

...introduces the student to business logistics, including the efficient and effective flow of goods, services, and related information from the point of origin to the point of consumption and provides a summary of the role and importance of transportation and an overview of carriers, carrier management, and technology and strategies in logistics.

COREQUISITE: Microsoft PowerPoint or equivalent

10182126 Health Care - Supply Chain Management

...introduces the learner to General Purchasing Organizations (GPO's), contract management, central supply procedures, sterilization, inventory management and distribution, linen and laundry supply, and analyzing the financial culture. It also covers investigative value analysis, and managing supply management in a healthcare setting as well as MIS tools to run an effective information management system.

10182128 Supply Chain Administration and Leadership

...introduces the student to a collection of readings, self-assessments, case studies and experiential exercises on leadership and administration. The student will have a better understanding of the complexities associated with leadership as well as an understanding of the pieces that serve to define leadership.

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

10182160 International Business Supply Chain Management

...introduces the student to supply chain financial transactions which include foreign exchange market, fluctuations of the market, role of the global capital market, major determinants in country risk, methods of foreign market entry, international contracts and commercial documents, export packaging, customs clearance, and global supply chain logistics infrastructure.

10623118 Lean Manufacturing and Execution Control

...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

10623119 Six Sigma Tools - Supply Chain Managers

...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

Catalog No. Class Title Credit(s)

Successful Completion of a Bureau of Apprenticeship Standards Apprenticeship which includes a minimum of 400 hours of prescribed apprentice-related technical instruction in the Wisconsin Technical College System	39.00
Communication	6.00
Social Science	3.00
Behavioral Science	3.00
Math OR Science	3.00
Additional General Education	6.00
Program Total	60.00

Note: Classes run year-round; check with your program counselor for details.

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.

About This Degree

In response to requests for academic recognition of registered apprenticeship training in the state of Wisconsin, the Wisconsin Technical College System provides a Technical Studies—Journeyworker Associate Degree in Applied Science. The Technical Studies—Journeyworker degree is designed to support lifelong learning and accelerate the achievement of individual career goals. Transferability of the Technical Studies portion of this 60-credit associate degree to four-year institutions will be based on the accepting institution's policies.

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.

Advancement as a Journeyworker

As people embark on the path to Journeyworker status in a skilled trade, they often consider the attainment of that card the culmination of their career training. In many cases, this may very well be true. However, in other cases, the holder of a journeyworker card may ask, "What's next?" They may be interested in becoming a business owner or expanding their studies to the bachelor's degree level. There are any number of possible options as one builds a career in the skilled trades. If your career path takes you on a route where a degree beyond the journeyworker card is necessary, then this degree is designed for you.

Degree Completion Requirements

- Possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development—Bureau of Apprenticeship Standards registered program, which includes a minimum of 400 hours of prescribed apprentice-related technical instruction in the Wisconsin Technical College System.
- Complete all prescribed WTCS apprentice-related technical instruction. Possession of the DWD—BAS Wisconsin Apprentice Completion Certificate AND successful completion of all prescribed coursework fulfills the 39-credit minimum technical studies requirement of the Technical Studies—Journeyworker Associate Degree in Applied Science.

- Meet the WTCS Associate Degree in Applied Science requirement for a minimum of 21 credits of General Education.

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86



Tool and Die—Apprentice

Program No: 50-439-3

Journey-Level Card

Work Hours (including day school): 10,000

Day School Hours: 576 • Evening School Hours: 8

5-Year Contract/Indenture

2010-2011

Catalog No.	Class Title	Credit(s)
Term 1		
50439501	Tool and Die Apprentice I OR 50420501 Machinist Apprentice I	2.00
	Total	2.00
Term 2		
50439502	Tool and Die Apprentice II OR 50420502 Machinist Apprentice II	2.00
	Total	2.00
Term 3		
50439503	Tool and Die Apprentice III OR 50420503 Machinist Apprentice III	2.00
	Total	2.00
Term 4		
50439504	Tool and Die Apprentice IV OR 50420504 Machinist Apprentice IV	2.00
	Total	2.00
Term 5		
50439505	Tool and Die Apprentice V OR 50420505 Machinist Apprentice V	2.00
	Total	2.00
Term 6		
50439506	Tool and Die Apprentice VI OR 50420506 Machinist Apprentice VI	2.00
	Total	2.00
Term 7		
50439507	Tool and Die Apprentice VII	2.00
	Total	2.00
Term 8		
50439508	Tool and Die Apprentice VIII	2.00
	Total	2.00
	Program Total	16.00

Note: Program 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

Tool and die makers are vital to the metal-working 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/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.

Industrial Apprentice Acceptance Requirements

- Determined by employer
- Wisconsin Apprentice Contract

Program Goals

You'll learn to:

- Read prints, read GDT, and sketch drawings.
- Operate turning machines.
- Operate milling machines.
- Operate grinding machines.
- Perform precision measurements.
- Operate cutting tools.
- Operate drilling tools.
- Construct jigs and fixtures.
- Conduct processes on various metals and materials.
- Operate cutoff machines.
- Assemble molds and perform benchwork.
- Operate EDM machines.
- Make molds.

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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	66
Read	18	66
Write	18	60

50420501 Machinist Apprentice I

...introduces the apprentice to the basic information necessary to become a machinist, including the selection and use of hand tools, precision measuring instruments, hardware, materials, and hand layout procedures; 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 II

...prepares the apprentice with the skills to set up and operate sawing, drilling, and turning 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 III

...prepares the apprentice to set up and operate milling, grinding, and advanced machining operations and apply equations, ratio, 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.

50420504 Machinist Apprentice IV

...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principals, and plain geometry and geometrical constructions used in machining applications.

CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420505 Machinist Apprentice V

...introduces the apprentice to the basic skills used in CNC machine tool programming and operations; the use of trigonometry in simple machining applications; and basic computer literacy and common usages such as word processing, databases, and windows applications.

CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50420506 Machinist Apprentice VI

...expands the apprentice's ability to generate CAD/CAM files, apply geometric dimensioning and tolerancing applications, and use trigonometry in complex machining calculations.

CONDITION: 504202 Machinist Apprentice or 504393 Tool and Die Apprentice requirements met.

50439501 Tool and Die Apprentice I

...introduces the apprentice to the basic information necessary to become a tool and die maker, including the selection and use of hand tools, precision measuring instruments, hardware, materials, and hand layout procedures; application of fractions, mixed numbers, decimals, roots and powers, and percentages with the use of electronic calculator; and basic print reading skills.

50439502 Tool and Die Apprentice II

...prepares the apprentice with the skills to set up and operate sawing, drilling, and turning machines and apply English and metric linear measurement, basic algebra, and intermediate and advanced print reading skills.

50439503 Tool and Die Apprentice III

...prepares the apprentice to set up and operate milling, grinding, and advanced machining operations and apply equations, ratio, proportions, cutting speeds and feeds, and spur gear calculations to machining operations with the use of the Machinery's Handbook.

50439504 Tool and Die Apprentice IV

...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principals, and plain geometry and geometrical constructions used in machining applications.

50439505 Tool and Die Apprentice V

...introduces the apprentice to the basic skills used in CNC machine tool programming and operations; the use of trigonometry in simple machining applications; and basic computer literacy and common usages such as word processing, databases, and windows applications.

50439506 Tool and Die Apprentice VI

...expands the apprentice's ability to generate CAD/CAM files, apply geometric dimensioning and tolerancing applications, and use trigonometry in complex machining calculations.

50439507 Tool and Die Apprentice VII

...introduces the apprentice to the principles of blanking, forming, and piercing die operations; determining stock strip layout; and applying wire and sinker EDM processes and compound angle applications.

CONDITION: 504393 Tool and Die Apprentice requirements met.

50439508 Tool and Die Apprentice VIII

...enhances the apprentice's skills in advanced die making applications in progressive dies; calculation of draw blank requirements; design and construction principles of plastic injection, compression, and die-cast molds; and machining, heat treatment, and polishing methods.

CONDITION: 504393 Tool and Die Apprentice requirements met.

Catalog No.	Class Title	Credit(s)
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 (Stick)	1.00
31442316	Welding Shielded Metal Arc IIB (Stick)	1.00
31442320	Welding Gas Metal Arc IA (Wire/Mig)	1.00
31442322	Welding Gas Metal Arc IB (Wire/Mig)	1.00
31442324	Welding Gas Metal Arc IIA (Wire/Mig)	1.00
31442326	Welding Gas Metal Arc IIB (Wire/Mig)	1.00
31457311	Weld Math 1	1.00
31457384	Welding Print Reading	1.00
31809362	Psychology for Life	1.00
31442308	Welding Metallurgy	1.00
31442330	Welding Gas Tungsten Arc IA (Heli-Arc/TIG)	1.00
31442332	Welding Gas Tungsten Arc IB (Heli-Arc/TIG)	1.00
31442334	Welding Gas Tungsten Arc IIA (Heli-Arc/TIG)	1.00
31442336	Welding Gas Tungsten Arc IIB (Heli-Arc/TIG)	1.00
31442340	Welding Advance Process IA	1.00
31442342	Welding Advance Process IB	1.00
31442357	Welding Fabrication Introduction	2.00
31457312	Weld Math 2	1.00
31462330	Welding Maintenance Intro	1.00
31801359	Comm Skills for the Workplace	2.00
Program Total		26.00

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

Curriculum and program acceptance requirements are subject to change.

About the Career

Welding is the art of joining metal pieces together to form a strong bond that results in a complete unit. 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, especially with metals, have solid math and reading skills, are dedicated to accuracy and detail, and enjoy putting things together to form useful products, welding may be the perfect career for you.

Careers

- Fabricator, Maintenance, Production, and Structural Welder

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Students are required to take the Bennett Mechanical Aptitude Test

Program Goals

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 welding symbols to AWS standards.
- Apply basic math, algebra, and geometry concepts to the field of welding.
- Apply welding terminology used in industry.
- Troubleshoot problems when setting up welding equipment.
- Analyze weld quality in mild steel, stainless steel, and aluminum.
- Perform welding in all positions using SMAW, GMAW, and GTAW processes to AWS standards.

Other Program Expectations

You'll need to:

- Have normal or corrected vision.
- Have steady hands.
- Wear leather shoes, cotton pants, and shirts and must supply your own safety glasses and welding gloves.

Approximate Costs

- \$107 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	55
Write	18	60

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.

31442300 Welding Intro

...is an introduction to the welding field. The necessary safety, set up of welding equipment and fabrication machinery that is used in the industry are presented. The learner will practice welding skills using the SMAW, GMAW, and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.

31442304 Welding Submerged Arc (SAW)

...is a common arc welding process. It requires a continuously fed consumable electrode. The molten weld 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, SAW weld safety; and perform SAW welds in the flat position.
PREREQUISITE: 30442300IN Welding Intro or
COREQUISITES: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs 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; and perform a groove weld in the flat position on mild steel plate. Weld joints will be performed with using E6011 and E7018 stick electrodes.
COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 30442300IN Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs or successful completion of 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: 30442300SM SMAWI

31442314 Welding Shielded Metal Arc IIA

...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 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: 30442300SM SMAWI or 30442300S2 SMAWI

31442316 Welding Shielded Metal Arc IIB

...prepares the learner to demonstrate safe shop work practices while making multi pass groove welds in single beveled 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 IIA (Stick) or 30442314 Welding Shielded Metal Arc IIA (Stick)
PREREQUISITE: 30442308S2 SMAWII or 30442308S1 SMAWII

31442320 Welding Gas Metal Arc IA

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

31442322 Welding Gas Metal Arc IB

...prepares the learner to demonstrate safe shop work practices; weld tube to plate making 1/4" fillet welds; make fillet welds in the horizontal, vertical, and overhead positions using .052" flux core electrode wire on mild steel; make groove welds in the horizontal, vertical, and overhead positions using 1/2 inch steel plate. Using .052" flux core electrode wire; weld mild steel plate in the flat and horizontal positions using .052 metal core wire.
COREQUISITE: 31442320 Welding Gas Metal Arc IA (Wire/MIG) or 30442320 Welding Gas Metal Arc IA (Wire/MIG)
PREREQUISITE: 30442300GM GMAWI

31442324 Welding Gas Metal Arc IIA

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the flat position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Using .052" flux core electrode wire; make single bevel groove welds in the flat position using .052" metal core wire.
COREQUISITE: 31442322 Welding Gas Metal Arc IB (Wire/MIG) or 30442322 Welding Gas Metal Arc IB (Wire/MIG)
PREREQUISITE: 30442300GM GMAWI or 30442300M2 GMAWI

31442326 Welding Gas Metal Arc IIB

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate, and using .052" flux core electrode wire; make single bevel tee welds in the horizontal position using .052" metal core wire. Learners will be introduced to welding through corners and stagger starts and stops.
COREQUISITE: 31442324 Welding Gas Metal Arc IIA (Wire/MIG) or 30442324 Welding Gas Metal Arc IIA (Wire/MIG)
PREREQUISITE: 30442308M2 GMAWII or 30442308M1 GMAWII

31442330 Welding Gas Tungsten Arc IA

...prepares the learner to demonstrate safe shop work practices; weld mild steel in the flat position and horizontal positions, weld stainless steel in the flat position and horizontal positions, and weld aluminum in the flat position and horizontal positions using the GTAW process.
COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs
PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam

31442332 Welding Gas Tungsten Arc IB

...prepares the learner to demonstrate safe shop work practices, weld mild steel in the horizontal and vertical up positions, weld stainless steel in the horizontal and vertical up positions, weld aluminum in the horizontal and vertical up positions using the GTAW process, and weld mild steel using the GTAW pulse process.
COREQUISITE: 31442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) or 30442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG)
PREREQUISITE: 30442300GT GTAWI

31442334 Welding Gas Tungsten Arc IIA

...prepares the learner to demonstrate safe shop work practices; weld a square butt joint on mild steel in the flat, horizontal, and overhead positions using the GTAW process; weld a lap joint on mild steel in the horizontal, vertical, and overhead positions using the GTAW process; weld a tee joint on mild steel in the horizontal, vertical, and overhead positions using the GTAW process; and minimize oxidation in metals during welding.
COREQUISITE: 31442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) or 30442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG)
PREREQUISITE: 30442300GT GTAWI or 30442300T2 GTAWI

31442336 Welding Gas Tungsten Arc IIB

...prepares the learner to demonstrate safe shop work practices; weld 1/4" mild steel plate in the flat, horizontal, vertical, and overhead positions using the GTAW process; weld multi-pass fillets in 1/4" mild steel plate in the flat position using the GTAW "walking the cup" process; and make corner weldments in mild steel using the GTAW process.
COREQUISITE: 31442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) or 30442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG)
PREREQUISITE: 30442308T2 GTAW2 or 30442308T1 GTAW2

31442340 Welding Advance Process IA

...is the third course in a student selected welding process. In it the student will begin to use that process to weld specialty metals including pipe.
PREREQUISITE: 30442308M2 GMAWII; 30442308S2 SMAWII; 30442308T2 GTAW 2; **COREQUISITES:** 31442326 Wire/MIG; 30442326 Wire/MIG; 31442316 Stick; 30442316 Stick; 31442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG;
CONDITION: 314421 or 304422 Wldg prog reqmnts met

31442342 Welding Advance Process IB

...is the third course in a student selected welding process. In it the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing.
PREREQUISITE: 30442308M3 GMAWIII; 30442308S3 SMAWIII; 30442308T2 GTAW2
COREQUISITE: 31442340MC Wire/MIG; 30442340M3 Wire/MIG; 31442340S3 Stick; 30442340S3 Stick; 314442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG;
CONDITION: 314421 or 304422 Wldg prog req met

31442357 Welding Fabrication Introduction

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

31457311 Weld Math 1

...provides the learner with the necessary skills to solve problems involving whole numbers, fractions, and decimal numbers using pad and pencil and calculator. The course is self-paced, and designed for individualized student needs. This is credit one of the two math credits needed for the Welding program.

31457312 Weld Math 2

...prepares the learner with the necessary skills to use scientific calculators for the application of solving problems of ratio and proportion, precision, and accuracy in measurements, unit conversions, direct-length measurements, pre-algebra, and simple and complex equations using algebra concepts. The class is self-paced, and designed for individualized student needs. This is credit two of the two-credits needed for the Welding program.
COREQUISITE: 31457311 Welding Math 1

31457384 Welding Print Reading

...prepares the learner to apply orthographic projection principles and AWS symbology as it relates to welding fabrications. The class is self-paced, and designed for individualized student needs.

31462330 Maintenance Introduction for Welders

...prepares the learner to communicate using proper terminology used in industry, demonstrate safety practices in the work place, demonstrate the use of hand tools and the use of power tools, perform measurements of steel using measuring tools, classify mechanical fasteners (threaded), install threaded fasteners, and perform forklift operations.
COREQUISITE: 31457384 Welding Print Reading

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.

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.

Catalog No.	Class Title	Credit(s)
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 (Stick)	1.00
31442316	Welding Shielded Metal Arc IIB (Stick)	1.00
31442320	Welding Gas Metal Arc IA (Wire/Mig)	1.00
31442322	Welding Gas Arc IB (Wire/Mig)	1.00
31442324	Welding Gas Metal Arc IIA (Wire/MIG)	1.00
31442326	Welding Gas Metal Arc IIB (Wire/MIG)	1.00
31442330	Welding Gas Tungsten Arc IA (Heli-Arc/TIG)	1.00
31442332	Welding Gas Tungsten Arc IB (Heli-Arc/TIG)	1.00
31442334	Welding Gas Tungsten Arc IIA (Heli-Arc/TIG)	1.00
31442336	Welding Gas Tungsten Arc IIB (Heli-Arc/TIG)	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
31457384	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.

About the Career

Welding is the art of joining metal pieces together to form a strong bond that results in a complete unit. 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, especially with metals, have solid math and reading skills, are dedicated to accuracy and detail, and enjoy putting things together to form useful products, welding may be the perfect career for you.

Careers

- Fabricator, Maintenance, Production, and Structural Welder

Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Students are required to take the Bennett Mechanical Aptitude Test

Program Goals

You'll learn to:

- Apply safety practices while using the welding machines and metal working machines that are used.
- Recognize the safety hazards that are in a weld shop setting (grinders, hand tools, etc.).
- Interpret blueprints and welding symbols to AWS standards.
- Apply welding terminology used in industry.
- Troubleshoot problems when setting up welding equipment.
- Analyze weld quality on mild steel, stainless steel, and aluminum.
- Perform welding in all positions using SMAW, GMAW, and GTAW processes to AWS standards.

Other Program Expectations

You'll need to:

- Have normal or corrected vision.
- Have steady hands.
- Wear leather shoes, cotton pants, shirts, and must supply your own glasses, gloves, and welding cap.

Approximate Costs

- \$111 per credit (resident)
- \$158 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.

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	55
Write	18	60

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.

31442300 Welding Intro

...is an introduction to the welding field. The necessary safety, set up of welding equipment and fabrication machinery that is used in the industry are presented. The learner will practice welding skills using the SMAW, GMAW, and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.

31442304 Welding Submerged Arc (SAW)

...is a common arc welding process. It requires a continuously fed consumable electrode. The molten weld 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, SAW weld safety; and perform SAW welds in the flat position. **PREREQUISITE:** 30442300IN Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs 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; and perform a groove weld in the flat position on mild steel plate. Weld joints will be performed with using E6011 and E7018 stick electrodes. **COREQUISITE:** 31442300 Welding Intro or 30442300 Welding Intro or 30442300IN Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs or successful completion of 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:** 30442300SM SMAWI

31442314 Welding Shielded Metal Arc IIA

...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 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:** 30442300SM SMAWI or 30442300S2 SMAWI

31442316 Welding Shielded Metal Arc IIB

...prepares the learner to demonstrate safe shop work practices while making multi pass groove welds in single beveled 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 IIA (Stick) or 30442314 Welding Shielded Metal Arc IIA (Stick) **PREREQUISITE:** 30442308S2 SMAWI or 30442308S1 SMAWI

31442320 Welding Gas Metal Arc IA

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

31442322 Welding Gas Metal Arc IB

...prepares the learner to demonstrate safe shop work practices; weld tube to plate making 1/4" fillet welds; make fillet welds in the horizontal, vertical, and overhead positions using .052" flux core electrode wire on mild steel; make groove welds in the horizontal, vertical, and overhead positions using 1/2 inch steel plate. Using .052" flux core electrode wire; weld mild steel plate in the flat and horizontal positions using .052 metal core wire. **COREQUISITE:** 31442320 Welding Gas Metal Arc IA (Wire/MIG) or 30442320 Welding Gas Metal Arc IA (Wire/MIG) **PREREQUISITE:** 30442300GM GMAWI

31442324 Welding Gas Metal Arc IIA

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the flat position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Using .052" flux core electrode wire; make single bevel groove welds in the flat position using .052" metal core wire. **COREQUISITE:** 31442322 Welding Gas Metal Arc IB (Wire/MIG) or 30442322 Welding Gas Metal Arc IB (Wire/MIG) **PREREQUISITE:** 30442300GM GMAWI or 30442300M2 GMAWI

31442326 Welding Gas Metal Arc IIB

...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate, and using .052" flux core electrode wire; make single bevel tee welds in the horizontal position using .052" metal core wire. Learners will be introduced to welding through corners and stagger starts and stops. **COREQUISITE:** 31442324 Welding Gas Metal Arc IIA (Wire/MIG) or 30442324 Welding Gas Metal Arc IIA (Wire/MIG) **PREREQUISITE:** 30442308M2 GMAWI or 30442308M1 GMAWI

31442330 Welding Gas Tungsten Arc IA

...prepares the learner to demonstrate safe shop work practices; weld mild steel in the flat position and horizontal positions, weld stainless steel in the flat position and horizontal positions, and weld aluminum in the flat position and horizontal positions using the GTAW process. **COREQUISITE:** 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs **PREREQUISITE:** 304420300IN Welding Intro or successful completion of Welding Intro Hands-on exam

31442332 Welding Gas Tungsten Arc IB

...prepares the learner to demonstrate safe shop work practices, weld mild steel in the horizontal and vertical up positions, weld stainless steel in the horizontal and vertical up positions, weld aluminum in the horizontal and vertical up positions using the GTAW process, and weld mild steel using the GTAW pulse process. **COREQUISITE:** 31442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) or 30442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) **PREREQUISITE:** 30442300GT GTAWI

31442334 Welding Gas Tungsten Arc IIA

...prepares the learner to demonstrate safe shop work practices; weld a square butt joint on mild steel in the flat, horizontal, and overhead positions using the GTAW process; weld a lap joint on mild steel in the horizontal, vertical, and overhead positions using the GTAW process; weld a tee joint on mild steel in the horizontal, vertical, and overhead positions using the GTAW process; and minimize oxidation in metals during welding. **COREQUISITE:** 31442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) or 30442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) **PREREQUISITE:** 30442300GT GTAWI or 30442300T2 GTAWI

31442336 Welding Gas Tungsten Arc IIB

...prepares the learner to demonstrate safe shop work practices; weld 1/4" mild steel plate in the flat, horizontal, vertical, and overhead positions using the GTAW process; weld multi-pass fillets in 1/4" mild steel plate in the flat position using the GTAW "walking the cup" process; and make corner weldments in mild steel using the GTAW process. **COREQUISITE:** 31442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) or 30442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) **PREREQUISITE:** 30442308T2 GTAW2 or 30442308T1 GTAW2

31442340 Welding Advance Process IA

...is the third course in a student selected welding process. In it the student will begin to use that process to weld specialty metals including pipe. **PREREQUISITE:** 30442308M2 GMAWI; 30442308S2 SMAWI; 30442308T2 GTAW 2; **COREQUISITES:** 31442326 Wire/MIG; 30442326 Wire/MIG; 31442316 Stick; 30442316 Stick; 31442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; **CONDITION:** 314421 or 304422 Wldg prog reqmnts met

31442342 Welding Advance Process IB

...is the third course in a student selected welding process. In it the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing. **PREREQUISITE:** 30442308M3 GMAWI; 30442308S3 SMAWI; 30442308T2 GTAW2 **COREQUISITE:** 31442340MC Wire/MIG; 30442340M3 Wire/MIG; 31442340S3 Stick; 30442340S3 Stick; 31442336 Heli-Arc/TIG; 30442336 Heli-Arc/TIG; **CONDITION:** 314421 or 304422 Wldg prog req met

31442357 Welding Fabrication Introduction

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

31457384 Welding Print Reading

...prepares the learner to apply orthographic projection principles and AWS symbology as it relates to welding fabrications. The class is self-paced, and designed for individualized student needs.

Catalog No. Class Title Credit(s)

Term 1

10482101	Intro to Wind Systems	3.00
10482102C1	Wind System Technician I	1.00
10620120	Basic Tools and Measurement	1.00
10620122	Practical Wiring Applications	1.00
10620159	Hydraulics I	2.00
10660105	DC Fundamentals	3.00
10804113	College Technical	3.00
	Mathematics 1A OR	
	10804115 College Technical	
	Mathematics 1 (5 cr)	
10804114	College Technical	2.00
	Mathematics 1B OR	
	10804115 College Technical	
	Mathematics 1 (5 cr)	
Total		16.00

Term 2

10660110	AC Fundamentals	3.00
10482102C2	Wind System Technician I	2.00
10620138	Programmable Controllers - Allen Bradley	3.00
10620141	Industrial Controls and Motors	3.00
10809196	Introduction to Sociology OR	3.00
	10809195 Economics	
Total		14.00

Summer

10482103	Wind Farm Internship	3.00
Total		3.00

Term 3

10620130	Mechanisms Mechanics	3.00
	Introduction to	
10620140	Programmable Controllers - Allen Bradley Advanced	3.00
10620160	Hydraulics II	2.00
10620164	Electromechanical Systems	3.00
10801196	Oral/Interpersonal Communication	3.00
10806154	General Physics I	4.00
Total		18.00

Term 4

10482105	Wind System Technician II	3.00
10620147	Electronic Devices/Transducers	3.00
10620192	Industrial Codes Troubleshooting and Frequency Drive Procedures	3.00
10801195	Written Communication	3.00
10809198	Introduction to Psychology	3.00
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.

About the Career

The wind energy industry is the fastest growing segment of renewable energy production. The 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 intense demand for upper-level technicians within U.S. and international wind turbine manufacturers; these include: installation technician, quality control technician, and warranty and commissioning technicians. Operation and maintenance positions 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

Program Goals

You'll learn to:

- Install, test, service and repair wind turbine components
- Troubleshoot and maintain control and PLC systems
- Troubleshoot and maintain SCADA systems
- Wear PPE for climbing and identify safety practices for climbing
- Practice safe wind turbine tower climbing skills

Other Program Expectations

You'll need to:

- See with normal or corrected vision
- Hear with normal or corrected hearing
- Lift up to 50 lbs.
- Stand for long periods of time
- Work outside in various climate conditions
- Walk and climb towers of 270 feet
- Have manual dexterity
- Have strong communication skills

Approximate Costs

- \$107 per credit (resident)
- \$158 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, and health-related exams)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	18	79
Read	18	74
Write	18	86

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.

Transfer agreements are available with the following institutions:

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

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

10482101 Introduction to Wind Systems

...prepares the learner to assess the global energy picture; analyze the causes of wind and wind flow properties; explore small, medium, and large wind turbine designs; assess the environmental effects of wind turbines; perform business and site assessments for a wind turbine project, plan your wind turbine project, evaluate, operation and maintenance of the turbine system, and analyze the future of wind energy.

10482102 Wind Systems Technician 1

...allows participants to develop essential skills and attitudes for employment in the wind industry. Topics include: safety, electrical hazard, confined space, climbing practices, tool use, calibration, documentation and routine maintenance operations.

PREREQUISITE: 10482101 *Wind Systems Introduction* or 10468101 *Wind Systems Introduction* and 10620122 *Basic Tools and Measurement*, 10620122 *Practical Wiring*, 10620159 *Hydraulics I*, and 10660105 *DC Fundamentals*

10482103 Wind Farm Internship

...will allow participants to develop skill portfolios through hands-on activities in the maintenance, installation and troubleshooting of commercial wind turbines. Employment in the wind industry equires safe tower climbing practices beyond 300 feet. Internship locations vary across the United States. Extended travel is necessary.

PREREQUISITE: 10468102 *Wind Systems Technician I* or 10482102 *Wind Systems Technician I* and 10482102C1 *Wind Systems Technician I*, 10482102C2 *Wind Systems Technician I*, 10660110 *AC Fundamentals*, and 10620138 *Programmable Controllers-Allen Bradley*

10482105 Wind Systems Technician II

...allows participants to develop skills leading towards installation, repair and fine tuning technical electrical system of commercial wind turbines. Industry software, training manual and field trips create the course standards.

PREREQUISITE: 1048 2102C1 *Wind System Technician I* and 10482102C2 *Wind System Technician I* or 10482102 *Wind System Technician I* and 10620147 *Electronic Devices/Transducers* or 10660130 *Electronic Devices/Digital*

10620120 Basic Tools and Measurement

...prepares the learner to use hand tools, fasteners, and simple shaft alignments. Participants identify and describe the function and learn to adjust simple mechanisms.

10620122 Practical Wiring Applications

...prepares the learner to construct electrical circuits; measure electrical quantities using a VOM and/or DVM; analyze measured values using electrical circuit laws; construct typical residential circuits; and analyze typical residential electrical circuits.

COREQUISITES: 10660105 *DC Fundamentals* (3 cr) or 10660105C1 *DC Fundamentals* (3 cr)

10620130 Mechanisms Mechanics Introduction to

...prepares the learner to use tools and fasteners safely; identify belt and chain drive components; install and adjust belt and chain drives; apply bearing and lubrication information; perform coupling alignment using straight edge, feeler gauge, and dial indicator methods; identify various gear drives; calculate gear ratios; and analyze first-, second-, and third-class levers.

10620138 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 500 software and the RSLINX communication software; become familiar with communicating with and programming SLC-500 and Micrologix PLCs.

10620140 Programmable Controllers - Allen Bradley Advanced

...prepares the student to develop applications utilizing subroutine instructions, analog modules and RTD and Thermocouple modules; gain a basic understanding of creating and troubleshooting programs using the ControlLogix, RSLOGIX5000 software.

PREREQUISITE: 10620138 *Prog Cntrlrs/AB* or 10620138C1 *Prog Cntrlrs/AB* (3 cr)

10620141 Industrial Controls and Motors

...prepares the learner to select control devices by function and operation; illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic solenoids; apply motor control techniques; select relay type for industrial application; apply the basic rules of line and wiring diagrams; compare the types of timers and timing circuits used in control and explain the coding systems used; explain each type of control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; select DC and AC motor types for general applications; identify AC motor components and wiring applications; verify single-phase operational theory; identify three phase motor components and wiring applications; verify three-phase motor operational theory; identify motor starting methods for industrial applications; verify electro-mechanical motor starting principals of operation; select the motor breaking method for industrial applications; verify the operational theory of speed and acceleration methods for motors used in industrial applications; design three-phase power motor circuits for industrial applications; design control circuits for three phase power motor circuits.

COREQUISITES: 10660110 *AC Fundamentals* or 10660110C1 *AC Fundamentals* (3 cr) or 10605110 *AC Fundamentals* or 10605110C1 *AC Fundamentals* (3 cr)

10620147 Electronic Devices/Transducers

...prepares the learner to evaluate characteristics of solid-state electronics, evaluate diodes and circuits, evaluate transistors and circuits, evaluate thyristor controlled circuits, interpret digital electronics terminology, convert among numbering systems used in digital electronics, evaluate the specifications, listed on a data sheet for an integrated circuit, evaluate operational amplifiers and circuits, analyze Digital-to-Analog (D/A), and Analog-to-Digital (A/D) devices and circuits.

COREQUISITES: 10660110 *AC Fundamentals* or 10660110C1 *AC Fundamentals* (3 cr) or 10605110 *AC Fundamentals* or 10605110C1 *AC Fundamentals* (3 cr)

10620159 Hydraulics 1

...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.

10620160 Hydraulics II

...enhances the learner's ability to read schematics containing hydraulic component symbols; assemble a hydraulic system using a hydraulic schematic; analyze a hydraulic system's operation using a hydraulic schematic; evaluate the general characteristics and terms of hydraulic fluids, hydraulic conditioning (filtering), hydraulic fluid conductors, hydraulic reservoirs, hydraulic accumulators, hydraulic pressure control valves, and regenerative circuits; troubleshoot regenerative circuits; identify general types of accumulators; analyze the operation of hydraulic pressure control valves in various hydraulic circuits; apply manufacturer's specifications to test the main components of a hydraulic system; and troubleshoot a malfunctioning hydraulic system.

COREQUISITES: 10620159 *Hydraulics I* or 10620159C1 *Hydraulics* (2 cr)

10620164 Electromechanical Systems

...prepares the student to communicate with, tune, run and troubleshoot Allen-Bradley Ultra 3000 servos; utilize electrical control of hydraulic systems; explore PID control of motor speed; and investigate loop and closed loop control systems.

PREREQUISITES: 10620141 *Industrial Controls & Motors* or 10620141C1 *Industrial Controls & Motors* (3 cr) and 10620160 *Hydraulics II* or 10620160C1 *Hydraulics II* (2 cr) and 10620161 *Pneumatics I* **COREQUISITE:** 10620162 *Pneumatics*

10620192 Industrial Controls Troubleshooting and Frequency Drive Procedures

...prepares the learner to conduct effective machine control troubleshooting techniques; apply proper methods and specifications to install or replace a motor; and apply the National Electrical Code and the NFPA to practical motor installations. It also prepares the learner to explain the function and construction of a variable speed drive as well as program and modify the operational characteristics of the drive for practical applications.

PREREQUISITES: 10620141 *Motor Operation & Control* or 10620141C1 *Motor Operation & Control* (3 cr)

10660105 DC Fundamentals

...prepares 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; use 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 phasers and AC math, analyze AC waveforms, measure and analyze AC power, analyze capacitors and inductors in DC and AC circuits, analyze AC circuits containing reactance and calculate resonance, apply the elements and properties of basic measuring circuits, and describe transformer characteristics.

PREREQUISITES: 10660105 *DC Fundamentals* or 10660105C1 *DC Fundamentals* (3 cr) or 10605105 *DC Fundamentals* or 10605105C1 *DC Fundamentals* (3 cr)

10801195 Written Communication

...teaches 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; use 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.

PREREQUISITE: 10831103 *Intro to College Writing* or **CONDITION:** *Accuplacer Writing minimum score of 86 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.

10804113 College Technical Mathematics 1A

...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: *Accuplacer Math minimum score of 79 or Equivalent* or 10804100 *Math Proficiency*

10804114 College Technical Math 1B

...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

PREREQUISITE: 10804196 *College Tech Math 1A*, or 10804109 *Algebra Computation* or **COREQUISITE:** 10804113 *College Tech Math 1A*

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, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.

COREQUISITE: 10804197 *College Tech Math 1B* or 10804114 *College Tech Math 1B* or 10804115 *College Tech Math 1*

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.

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.

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Career Certificates

Career certificates allow you to study a concentrated area—with just a few courses and a limited time commitment—that can prepare you for a brand new career or give you the skills you need to advance in your current career. OnTarget certificates cover a wide range of careers so you can find the area of study that's right for you, whether this will be your first college experience or you already have a degree. Each certificate is streamlined to give you laser-focused skills that open up new job possibilities if you are looking to quickly enter a new career, want to advance your current technical skills, or are looking for an edge in addition to another college degree.

Many of the certificate classes you take apply to an LTC degree program.

College Acceptance Requirements

- Application
- Application Fee

Approximate Costs

- \$107 per credit (resident)
- \$107 per credit plus \$10 online fee for online courses only (resident and out of state)
- \$158 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.

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.

LTC is an equal opportunity/access employer and educator.

Technical Certificates

19-103-2 Microsoft® Office Integration (11 credits)

The Microsoft Office Integration certificate is designed for people who wish to develop specialized skills that can be a real advantage in the workplace. You'll learn to create a database, table, query, and report; create, modify, and format worksheets while entering formulas; prepare slide presentations, including animation and slide show effects; apply concepts to produce letters, memos, reports, envelopes, and labels; identify desktop elements and elements of a window and dialog box; and integrate Word, PowerPoint, Excel, and Access.

19-104-3 Customer Service (12 credits)

This Customer Service certificate is designed to provide the training and preparation to be successful in all aspects of customer service. Developing long-term relationships with consumers is critical to remain competitive in business today. The Customer Service certificate will assist managers, marketers, and employees in developing customer service skills to meet the needs of consumers and develop long-term relationships.

19-104-4 Sales and Marketing (18 credits)

The Sales and Marketing certificate program is designed to give participants first-hand experience to learn the basics and promotional principles used in the marketing mix, to apply consumer behavior to brand strategies, to apply the concepts of service quality, and to gain the ability to use data to develop marketing strategies. It is recommended that participants take classes in Microsoft Word, PowerPoint, and Excel either before or concurrently with the certificate classes.

19-106-1 Desktop Publishing and Digital Design (11 credits)

This certificate is designed for those with computer experience. It will be of benefit to administrative assistants, secretaries, office assistants, printing industry employees, and others in occupations in business and industry who find themselves responsible for creating company publications. Desktop publishing training can also be beneficial to those in retail businesses, government agencies, and nonprofit private sector organizations. The person who earns a Desktop Publishing and Digital Design certificate will acquire a solid knowledge of desktop publishing skills.

19-107-5 Global Positioning Systems (GPS) (3 credits)

Global Positioning Systems (GPS) are found and used everywhere these days, from cellular phones to automobile navigation systems; emergency services; recreation such as hiking, hunting, and fishing; commercial vehicle tracking; and implanted personal identification chips. As GPS technology becomes more prevalent in both personal and business applications, there is an increased demand for everyone to understand the technology, its potential uses and misuses, and its current limitations. Lakeshore Technical College has responded to this increased demand by creating a Global Positioning Systems (GPS) certificate.

19-107-6 Geographical Information Systems (GIS) (3 credits)

The Geographical Information Systems (GIS) class at LTC introduces the learner to GIS uses and capabilities, digital map layers, desktop GIS software, data collection and evaluation, map features and symbols, themes, spatial data and relationships, data query tools, criteria-based map features, tabular data editing, charts, map layouts, shapes, and geocoding. This certificate will involve you in this emerging trend in information systems, help you obtain a very marketable skill for increased employability, give you cutting-edge skills to immediately apply GIS technology, and give you skills that may be implemented to improve your current place of employment. Classes are scheduled on Friday evenings and Saturday days for four weeks over the course of January-March at LTC, Cleveland Campus.

19-109-1 Meeting and Event Planning (12 credits)

The all-online Meeting and Event Planning certificate is designed to provide the student with the components of managing and planning well-executed meetings and events, including goals and objectives, budgeting, technology methods and needs, contract and legal issues, and the latest developments in the industry. The entire certificate is taught in an online format and is directed at existing meeting and event planners, administrative professionals, marketing assistants, conference coordinators, or others seeking skills in planning meetings and events.

19-109-2 Hospitality Management Professional (14 credits)

The Hospitality Management Professional certificate is designed for people who wish to receive education and training in a management career within the hotel/hospitality industry. It emphasizes theory, experience, and skill development needed for a supervisory position in food and lodging operations. Hotel/hospitality management skills are also applicable to a variety of other hospitality operations, which include conference centers, sports and entertainment facilities, and other careers.

19-110-2 Paralegal Post-Baccalaureate (21 credits)

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, locate legal research material using both traditional and computerized techniques, explain and use proper citation format, generate work product using a variety of computer software typical in a modern law office, apply substantive legal knowledge to solve legal problems, and locate facts and evidence through interviews and investigations.

19-152-1 Web Design (14 credits)

The Web Design certificate includes an overview of how to create Web sites that communicate effectively, contain proper information flow, design pages, and build Web graphics. Students will gain the skills and understanding, using Dreamweaver, Fireworks, and Flash, to design Web sites that communicate effectively, are accessible to the widest audience, and are attractively designed.

19-154-1 Information Security (6 credits)

In today's society, information security affects virtually everyone. As electronic transport and storage of professional and personal information increases dramatically, we have a growing need to know that all of our vital and sensitive data is secure from prying eyes. Lakeshore Technical College has responded to this increased demand for information security by creating the Information Security certificate. The Information Security certificate is designed for persons who work with information security within an organization. The three courses will provide in-depth investigation of principles, management, policies, and ethics of information security.

19-182-1 Supply Chain Health Care (13 credits)

The four-course sequence is designed for the people who wish to receive education/training in the health care field for supply chain management. Students will learn how small and large health care organizations manage their supply chain management/purchasing functions.

19-182-2 Supply Chain Management (24 credits)

The Supply Chain Management certificate program is designed for those who wish to pursue a certificate in the supply chain management field. The foundation of the program is the APICS (Association for Operations Management) and ISM (Institute of Supply Management) body of knowledge. The Supply Chain Management career enables individuals to work with people, data, and supply chain systems, both internally and externally. Within this certificate, the participant will receive education/training in MRP concepts, purchasing, negotiations, logistics, and lean manufacturing concepts. These credits apply to the Supply Chain Management associate degree program. It is highly recommended to have skills in Microsoft Word, PowerPoint, and Excel.

19-182-4 Transportation, Distribution, and Logistics (24 credits)

The Transportation, Distribution, and Logistics certificate is designed for those who wish to pursue a certificate 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 service 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.

19-194-1 Real Estate (6 credits)

The Sales and Real Estate certificate is designed to acquaint students with the field of real estate, including Wisconsin real estate laws as well as areas of market analysis, planning staff compensation, real estate marketing, and business management. It also prepares the student for the Wisconsin Real Estate Salesperson's examination and the Wisconsin Real Estate Brokerage Licensing examination.

19-196-2 Human Resource Administration—Fundamentals (19 credits)

The first part of the seven-course sequence for the Human Resource Administration—Fundamentals certificate is designed for those people who wish to receive education/training in the human resource function's requirements and regulations necessary to work effectively as a human resource specialist or as a manager with broad human resource responsibilities. Each class is scheduled for eight weeks on various evenings from 5:30 to 9:30 p.m.

19-196-3 Human Resource Administration—Advanced (17 credits)

The second part of a six-course sequence is designed for the people who wish to receive advanced training in the human resource function's requirements and regulations necessary to work effectively as a human resource specialist or as a manager with broad human resource responsibilities. Each class is scheduled for eight weeks on various evenings from 5:30 to 9:30 p.m.

19-196-6 Supervisory Skills—Introduction (21 credits)

The Supervisory Skills—Introduction certificate will enhance the participant's interpersonal skills and increase understanding of leadership, supervision, and teambuilding. Courses are theory/application based; and competence is evaluated through class discussions, role playing, and with a final research application paper and presentation. Core courses are scheduled on various evenings from 5:30 to 9:30 p.m. These courses are derived from the Supervisory Management associate degree program and can be taken in any sequential order. It is required that a participant have basic knowledge of Microsoft Word, PowerPoint, and Excel or take them concurrently with these classes. A testout for each of the software classes is available.

19-196-7 Supervisory Skills—Advanced (17 credits)

The Supervisory Skills—Advanced certificate program will enhance 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 changing needs within the business organization.

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, a career in early childhood education may be a rewarding choice for you. You'll learn to apply child development theory to practice; cultivate relationships with children, family, and the community; assess child growth and development; use best practices in teaching and learning; demonstrate professionalism; and integrate health, safety, and nutrition practices.

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, schools, and 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, learning how to include ALL children will be an important part of a career in early childhood education. 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.

19-307-4 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, a career in early childhood education may be a rewarding choice for you. You'll learn to apply child development theory to practice and assess child growth and development.

19-420-1 Machine Tool CNC Operations

This certificate provides additional training in the field of machine tool operations. Areas covered include machine tool measuring, machine tool tooling, CNC turning centers, CNC machining centers, and CNC programming.

10-442-1 Welder Trainer Short Term (16 credits)

This certificate provides basic level welding skills for job entry in a 200-hour format. Employers provide further training on specific welding processes. Job advancement opportunities require advanced welding processes available in the technical diploma program.

19-501-1 Health Care Technician (31 credits)

This certificate uses a planned, sequenced course progression to cross-train the learner prior to employment in a variety of health care environments or provides a ladder to advance to higher level programs of instruction. Skills include competencies in nursing assistant, health unit coordinator, phlebotomy, EKG, health care customer service, and other roles. Upon completion, learners will demonstrate a broad base of core knowledge of the field as well as developed skills in patient care, processes that support patients, and professionalism.

19-513-1 Phlebotomy (3 credits)

This certificate provides learners with basic laboratory skills and opportunities to perform routine venipuncture, routine capillary puncture, and special collection procedures. Learners will explore health career options and the fundamental principles and procedures performed in the clinical laboratory using medical terminology and basic laboratory equipment. Safety and infection control procedures will be followed, and simple laboratory tests will be performed.

19-536-1 Employed Pharmacy Technician (17 credits)

These classes are designed for pharmacy technicians who have been trained on the job and have worked for at least two years. These certificate courses offer 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.

19-575-4 Community Based Residential Facility (CBRF) Caregiver (6 modules; 2.15 credits)

The Community Based Residential Facility (CBRF) Caregiver certificate is composed of six modules which meet the requirements established by the Wisconsin Department of Health and Family Services—Bureau of Quality Assurance for CBRF workers. Module topics include first aid and procedures to alleviate choking, standard precautions, medications, client specific training, dietary training, and fire safety training.

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 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 pursuing 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.

19-623-1 Certified Quality Technician (22 credits)

This six-course Quality Technician certificate is designed for those who wish to pursue a certificate in the quality technician field. The foundation of the program is the ASQ body of knowledge. The quality technician career enables individuals to work with people, data, and quality systems, both internally and externally. Within this certificate, the participant will receive education/training in the Six Sigma concepts at the Green Belt level. Classes are scheduled on Wednesday evenings for approximately eight or ten weeks at the LTC Cleveland campus.

19-623-2 Six Sigma Tools for Green Belts (10 credits)

The Six Sigma certificate is designed for those who wish to pursue a certificate in the Six Sigma concepts at the Green Belt level. The ASQC's body of knowledge for Black Belts was utilized in developing the curriculum. The instructor is certified in Green Belt training and has ASQC certification as a certified quality engineer and a Six Sigma Black Belt. Hands-on statistical methods (Minitab and other quality software tools) are utilized to describe and optimize processes. A tool set is developed involving a disciplined problem-solving methodology that can be applied to all processes in which waste, scrap, excess cost, and defects in general may occur.

19-624-1 Radiation Safety Technician (34 credits)

Radiation Safety Technician is an occupational field that specializes in the control and proper use of radiation and radioactive materials in order to protect fellow workers from ionizing radiation. Radiation safety in today's health care, energy, manufacturing, defense, and research fields depends on qualified technicians to perform many technical duties. Radiation Safety Technicians play a vital role in the health, safety, and well being of their coworkers, patients, the public, and the environment by implementing compliance with state and federal laws regulating the use of radioactive materials. Most of the Radiation Safety Technician certificate program classes are offered online. This means that the learning material comes to you rather than the standard model that requires classroom attendance. Laboratory work is completed at a local laboratory facility.

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, advanced technical certificate, Adult Basic Education (ABE), High School Equivalency Diploma (HSED), General Educational Development (GED), special programs for business and industry, high school credit, 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.

ADVANCED TECHNICAL CERTIFICATE PROGRAMS

Advanced technical certificate programs are approved by the Wisconsin Technical College System Board and are designed to provide instruction for presently employed individuals who already possess an associate degree or equivalent. The certificate consists of 9 to 12 credits of technical knowledge and skills in specific occupational areas beyond that provided by associate degree programs.

ASSOCIATE DEGREE PROGRAMS

Applied science associate degree programs consist of classes designed to provide the attitudes, knowledge, and skills necessary to function at a technician or mid management level. Each program is approved by the Wisconsin Technical College System Board and is made up of classes according to its guidelines. 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. The training of an apprentice will vary from two to five years, depending upon the trade. Depending upon the trade, the apprentice must attend school for 324 to 1,152 hours of related training during which time the employer pays the apprentice the specified hourly rate. 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 INFORMATION

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 vitally important career and life skills that enable the student to cope productively with inevitable changes throughout life. General education and supportive class instructors provide current, applied information to prepare students for a lifetime of success in any career path they may choose. These classes are included in most programs at LTC.

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.

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, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; 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; Assessment Services; Diversity Services; Financial Aid; Health Service; Learning Support Services; Personal, Career, and Academic Counseling; Student Billing; Student Central; Career Placement Services; Student Records; and Recruitment.

STUDENT CENTRAL

Student Central 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 go to Student Central 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, Manager of Student Services, Learning Support Services Specialist, and Diversity Coordinator
- Obtain student picture ID
- Rent student lockers
- Sign up for student activities and promotional events and purchase related event 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
- Obtain automobile battery charger
- Obtain photocopy charge card
- Check out basketballs, golf discs, and volleyballs
- Purchase event and movie tickets

ADMISSIONS

LTC operates under an "open-door" admissions policy. Anyone who can profit from an instructional program can be admitted.

The process of admission involves the following:

- Submitting a completed application form along with a \$30 nonrefundable application fee.
- Submitting a high school transcript and/or other post-high school transcripts, if appropriate.

- Scheduling an Accuplacer entrance assessment (math, reading, and English assessment). Satisfactory assessment scores are a requirement for college and program acceptance. Accuplacer, Asset, SAT, ACT test scores, successful college class completion with a grade of "C-" or better, or a degree may waive the requirement.
- A program advising session may be required to complete the admissions process.

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.

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:

- Interact with current students.
- Learn how to make college count.
- Get your student photo ID card, parking permit, and emergency card.

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.

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

STUDENT SERVICES

LTC STUDENT EMAIL

All students who take credit classes are automatically provided an LTC email account. This email address will remain active for one year after you have stopped taking credit courses.

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.

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 this fee.
- 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 \$95.
- 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 Testing 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.
- HOBET Fee – Associate Degree Nursing and Licensed Practical Nursing students are required to take the Health Occupations Basic Entrance Test and the cost is \$25.
- World of Work Career Assessment – This assessment can aid in career selection. The cost of \$30 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 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. 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 withholding 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.

STUDENT SERVICES

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

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.
- Students enrolling in courses are entitled to fee refunds equal to 80 percent of the fees if they withdraw before or at the time 10 percent of the course's potential hours of instruction have been completed. 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.

Students must request a refund in writing 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 available from the staff in the Student Services Records Office and must be returned to the Records secretary in the Student Services Records Office for processing. If students are receiving financial aid, the Title IV refund policy will be used.

Students seeking advanced standing in classes in which they are currently enrolled can receive approval at any time. Successful advanced standing requests receive full class refunds when the student is withdrawn from the class.

Additional information on refunds is available on the LTC website: <http://gotoltc.edu/refunds>.

REGISTRATION SCHEDULING SESSIONS

Students will be able to meet with counseling/advisement staff 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.

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 Central 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 Central 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 quantitative (number of credits earned) and qualitative (grade point average progress).

All courses enrolled in will be figured in the calculation of standards of progress regardless of whether the student received financial aid when enrolled in those courses. Students who withdraw from school before the completion of their enrollment period may have their financial aid eligibility suspended unless the withdrawal is due to extenuating circumstances. All credits enrolled in will be counted toward credits attempted, including advanced standing, testout, repeated courses, withdrawals, incompletes, and noncredit remedial courses.

Satisfactory Academic Progress will be calculated at the end of each academic semester. Students are expected to receive a grade point average (GPA) of at least 2.0 and complete at least 67 percent of their credits attempted to remain in good standing.

Quantitative measure is based on the 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. After the first offense, the student is placed on probation. After the second offense, the student is suspended.

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Qualitative measure is based on a student's grade point average (GPA). Students must maintain a GPA of 2.0 to remain in good standing. If a student receives a GPA of 0.00-1.99, the student will be placed on probation. If the student receives a GPA of less than 2.0 while on probation, the student will be suspended.

If a student is on probation in a following semester the student must complete at least 67 percent of their courses (a minimum of 6 credits) and receive at least a 2.0 GPA or they will be suspended.

You have the right to appeal the loss of financial aid because of not making satisfactory academic progress because of extenuating circumstances. Following are the steps to use in the appeal process:

- Fill out an Academic Petition for Reinstatement of Financial Aid form.
- Submit with an educational plan, which has been approved by your counselor.

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 WISCONSIN GI BILL

To obtain the Wisconsin GI Bill tuition/material fee waiver, you are required to maintain satisfactory academic progress in the classes in which you are enrolled. 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 the waiver 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 the tuition/material fee waiver. 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 tuition and material fees will be waived by LTC. 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 waiver the semester following this.

If you feel you have extenuating circumstances, you will need to notify the LTC veterans certifying official of the circumstances in writing. The certifying official will forward this to the Financial Aid/Veterans manager, who will make a decision regarding whether the extenuating circumstances are beyond your control.

Notification of extenuating circumstances can be mailed or emailed to:

**Veterans Certifying Official
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015
Email: finaid@gotoltc.edu**

Veteran progress records are maintained according to the college's record retention policy.

LAKESHORE 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 and individuals who elect to invest in their community by supporting technical education, the college, and its students.

For student convenience, the LTC Financial Aid Office maintains LTC Foundation scholarship information as well as scholarship offers from other sources. Additional information and an online scholarship application form can be found on the LTC website.

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. Each counselor has responsibilities for students within a major educational division of the LTC organization.

STUDENT SERVICES

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.

ADA/INSTRUCTIONAL SUPPORT SERVICES

LTC employs a Learning Support Specialist. The following services are provided:

- All students requesting accommodations must meet with the Learning Support Services coordinator and complete a Request for Reasonable Accommodation form. All requests must be approved in writing by the Learning Support Services coordinator prior to the start of the semester.
- Instructional support services and peer tutoring to individuals identified as having disabilities, special needs, academic difficulties, and/or limited-English proficiency.
- Direct and indirect instructional support services and learning strategies to both students and instructors.
- Teaching techniques and/or material to provide necessary accommodations.

- Assistance in evaluating, determining, and obtaining 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 Skills Center; LTC Manitowoc and LTC Sheboygan; Counseling, Assessment Center, and Career Placement Services; and coordination with high schools, Division of Vocational Rehabilitation, and other professionals.
- Current documentation of disabilities is required for some services.

Referrals are made by students, high school teachers/counselors, Division of Vocational Rehabilitation staff, Lakeshore Technical College personnel, and parents. ADA/Instructional support is provided by Lakeshore Technical College at no cost.

For assistance in any of the above areas, contact Student Services at the LTC Cleveland Campus.

ASSESSMENT CENTER

A wide variety of testing is provided including Accuplacer-LTC's entrance assessment; GED/HSED testing; testouts for Microsoft Office products and keyboarding; CLEP (College Level Examination Program) credit by examination; and proctored instructional testing. Students should contact the Assessment Center at 920.693.1184 for information and scheduling.

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 SKILLS CENTER-CLEVELAND

The Academic Skills Center provides services to all individuals interested in assessing and/or improving their academic skills in the areas of reading, math, English, social science, science, and study skills. Services provided include:

- Class assistance for a variety of General Education classes and programs.
- Assessment and individualized programs in basic education.
- 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.

STUDENT SERVICES

- Study Skills: Managing time, note taking, test taking, and critical thinking.
- Program preparation for those who plan to enter a post-high school course or training program and need to review and/or develop skills in the following areas:
 - o Reading
 - o Writing
 - o Math
 - o Study Skills
- Assistance in studying for the GED or HSED.
 - o General Education Development (GED)/High School Equivalency Diploma (HSED) are options available for adults who have not graduated from high school.
- The certificate of General Educational Development (GED) requires successful completion of Career Awareness and the following five tests:
 - o Writing Skills
 - o Social Studies
 - o Science
 - o Interpreting Literature and the Arts
 - o Math
- The High School Equivalency Diploma (HSED) requires successful completion of the certificate of General Educational Development PLUS the following requirements:
 - o Civic Literacy
 - o Health
 - o Employability Skills

Enrollment is open to all individuals. There is a \$15 enrollment fee each semester, except for LTC class-related assistance, which is free.

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.

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.
- Access to employers' job openings through TechConnect, the employment information system developed exclusively for Wisconsin Technical College System graduates. Current students have unsecured access to TechConnect from any LTC Cleveland Campus computer and select computers at LTC Manitowoc and LTC Sheboygan. Visit gotoltc.edu/techconnect. Graduating students and alumni are invited to register with techconnectservices@gotoltc.edu for secured, off-campus rights to TechConnect.

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 is not required for applicants whose native language is English.

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- After receiving these documents, the student will complete either ACT/SAT, COMPASS/ASSET, or Accuplacer to determine eligibility for program admission.
- 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 Scott Lieburn, 920.693.1378, or Jenny Beltran, 920.693.1127.

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 offers 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.
- The Adult Learning Center, in cooperation with the Sheboygan Area School District, is a family literacy program for parents with children. The program allows the parents and their children to learn together. Classes are offered at the Early Learning Center in Sheboygan only.
- 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 Monday/Wednesday from 8:30 a.m. to 3 p.m.; Tuesday/Thursday from 8:30 a.m. to 4 p.m.; and Friday from 8:30 a.m. to 1 p.m. during the school year at the Health Office located in the 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 designee 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.

- Delayed opening
- Day and evening classes are cancelled
- Evening classes are cancelled

If school is delayed or cancelled, 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
 - o Decision is made by 6 a.m. and announced by 6:30 a.m.
 - o If day classes are cancelled, evening classes are cancelled too.
 - o 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
 - o Decision is made by 2:30 p.m. and announced by 3 p.m. The campus will close at 4 p.m.
 - o If weather conditions warrant early dismissal, Evening Operations staff will make a PA announcement to close.
- Weekend classes
 - o Decision is made by 6 a.m. and announced by 6:30 a.m.

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

COLLEGE SERVICES AND PROCEDURES

Milwaukee	WTMJ WTKI	620 AM 94.5 FM
TV		
Green Bay	WBAY-TV WFRV-TV WLUK-TV WGBA-TV	Channel 2 Channel 5 Channel 11 Channel 26
Milwaukee	WTMJ-TV WITI-TV WISN-TV	Channel 4 Channel 6 Channel 12

Questions can be directed to the Executive Assistant,
920.693.1631 or foua.hang@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, and the time will be given as to when the switchboard was notified of the absence. This message will be updated as often as necessary throughout the day. The message will state the date and time. If you call in at 3:30 p.m. and the messages states a time of 8:15 a.m., there have been no additions since 8:15 a.m. School closings are also posted on the website at gotoltc.edu.

TELEPHONES

Pay telephones are available on the LTC Cleveland Campus. Three (3) pay telephones are available in the Lakeshore Building: Student Services entrance, Health and Human Services entrance, and outside conference entrance. One (1) pay telephone is available outside the Trade & Industry Building. There is no deposit required for toll-free calls. LTC is part of the TDS telephone company. Calls may also be made from a courtesy phone at the Switchboard.

MESSAGES

Messages for students will be received by Student Central 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 Central 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 Central. 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 semester. 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 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 landlord. 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." Visit gotoltc.edu/carpool to register.

LOST AND FOUND

Lost and found items may be claimed at Student Central upon proper identification by the owner. Valuables will be secured by Campus Police.

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 7:30 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.

COLLEGE SERVICES AND PROCEDURES

THE STUDENT LOUNGE

The Student Lounge is located next to the Multipurpose Room (gym) 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 9 a.m. to 6 p.m. Monday through Thursday and 9 a.m. to 3 p.m. on Friday. Changes in hours for holidays and summer will be announced.

The bookstore offers a mix of new and used textbooks. The bookstore, if meeting the required criteria, will buy back your 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 diskettes, greeting cards, printed sportswear, gift items, and more. Accepted forms of payment are cash, check, MasterCard, Visa, Discover, and American Express.

ACADEMIC INFORMATION

ENTRANCE ASSESSMENT

Accuplacer is the entrance assessment LTC administers. This assessment helps determine academic skill in writing, reading, and math. College readiness preparation is available for anyone needing to brush up or build skills in any area.

Accuplacer assessments must be completed by the student prior to program acceptance. ACT or completed college courses may waive the assessment requirement.

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.

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 the Student Records Office for processing.
- Drop/Add a class online via MyLTC.

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

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.

ACADEMIC INFORMATION

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.

GRADUATION GRADE POINT AVERAGE REQUIREMENTS

A program grade point average (GPA) of 2.000 or higher is required for graduation. The grade point average is calculated using all classes included in the specific program.

If a class is repeated during subsequent enrollment, the higher grade is recorded on the permanent academic record, and the lower grade is changed to a grade of “R”.

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 $(4 \times 4) + (4 \times 3) + (4 \times 2) = 36$ 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.

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.

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 the 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.

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 the Student Services Records Office for processing.

The LTC district reserves the right to restrict the auditing of certain classes.

PREREQUISITES

Prerequisites for classes are designated on the Program Curriculum Sheet on 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 and “C” or higher, P, or TR) required in the prerequisite class.

ACADEMIC INFORMATION

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 the Student Services Records Office, 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.

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.”

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; or
- 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.

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.

CREDIT FOR PRIOR LEARNING GUIDELINES

- Credit for prior learning must be applied toward a specific program at the College.
- Non-curricular students are not eligible for advanced standing.
- Students need to be aware that credits awarded through prior learning at LTC may not be accepted in transfer by other post-secondary institutions.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit-by-portfolio may be awarded for up to 25% of the total program credits.
- At least 25% of the technical/occupational courses required for the degree, certificate or diploma requirements will be completed at Lakeshore Technical College.
- The College reserves the right to place time limits on prior learning for which credit may be granted. Individual programs may have time limits for accepting credit for courses or experiential learning based on technological changes specific to that field.
- Students are responsible for providing the College with appropriate official documentation of prior learning experiences. In the case of foreign transcripts, the student assumes the responsibility of having transcripts evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts is found on page 6.
- The student's LTC transcript will specify which credits have been earned through LTC course completion and which have been awarded through credit for prior learning.
- Grades earned from other institutions will not be included in the LTC grade point average.
- For students in shared programs, the 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, regardless of location.
- Minimum grades required for Credit for Prior Learning awards are based on a 4.0 grading scale.
- Original transcripts are required from the institution awarding the credit.

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:

ACADEMIC INFORMATION

- 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.

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, regardless of location. 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.

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.

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.

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 Assessment Center 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 the Assessment Center.

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.

ACADEMIC INFORMATION

TRANSFER OF CREDITS AND TRANSCRIPTS

To transfer to another postsecondary institution, students need to contact the Student Records Office 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 signed 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 UW/WTCS Transfer Information System website at <http://www.uwsa.edu/tis/>.

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 term's program registration.
- Pay the one-time only nonrefundable \$25 graduation processing fee.
- Complete program of study with at least a program grade point average (GPA) of 2.000. GPA is calculated using all the classes included in a specific program
- Complete technical studies courses with a grade of 2.000 or higher. Technical studies courses are specific to or support the development of technical skill or knowledge.
- Complete at least 25 percent of the program requirements at LTC.

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 above.
- Be enrolled in a program.
- 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.
- Be enrolled in a program.
- 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 CLASSES

Online classes can be taken using a computer and connected to the internet. Classes usually begin at the start of the semester and must be completed by the end of semester. Assignments are posted on the web, and communication between the instructor and students takes place via online discussion, email or telephone.

Take a class online with 24 hours/365 days a year of technical support using a toll-free number or email.

What you'll need for an online class:

- Access to a computer with internet access.
- 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.

ONLINE ORIENTATION

The Online Orientation is designed to acquaint learners with the technologies and resources needed to successfully complete their degree program. As such, this information should prove very useful to you as you begin your course work at Lakeshore Technical College. Please allow ample time and energy to complete this orientation prior to the start of classes. This orientation only needs to be completed one time.

To complete the orientation visit:

- www.gotoltc.edu/flexible
- Click on the Online Orientation link (found towards the bottom of the page).

BLENDED COURSES

In most blended courses, online learning activities are used 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.

PRINT-BASED INTERACTIVE TELEVISION AND TELECOURSE/VIDEO BASED CLASSES

These classes are designed to offer you greater convenience and learning options to fit your busy schedule without having to travel. They are designed for the learner who wants to earn credit for an associate degree program or for professional and personal enrichment.

- Print-based classes are delivered using print-based correspondence
- Interactive Television classes 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. - 7:30 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. The library is located on the first floor of the Lakeshore Building 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.

ORIENTATIONS

Orientation to the Library's resources and services is available upon request. This includes a demonstration of the online card catalog, available online databases, and the electronic reserve system. Group orientations require advance notice.

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. Some reserve titles may be available online through our electronic reserve system. Electronic reserve materials need a password provided by your instructor for access.

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.

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 on the next page. 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.

COMPUTER LAB

A computer lab is available for students with most of the software that is needed for LTC classes and to access the internet. A user name and password are required and will be provided before or at the general college orientation.

E-BOOKS AND REFERENCE E-BOOKS

Our electronic collection contains a growing number of books and reference books. Accessible On-and off-campus access is available to currently enrolled students through the online catalog, <http://ltclib.wctc.edu>, or from the Lakeshore Technical College homepage: <http://www.gotoltc.edu>. Click on "MY LTC" in the upper right hand corner. Log in with your LTC user name and password, click on the "LTC Online Databases" tab. E-Books are located on the left hand side.

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.

ELECTRONIC DATABASES

On-and off-campus access to electronic databases is available to currently enrolled students via the Lakeshore Technical College home page: <http://www.gotoltc.edu>. Click on "MY LTC" in the upper right hand corner. Log in with your LTC user name and password, click on the "LTC Online Databases" tab.

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."

Type	Loan Period	Overdue Services Charge
Audiovisual Materials	2 weeks	\$.25/day
Books	2 weeks	\$.25/day
Equipment	As designated by library staff	\$1.00/day
Interlibrary Loan Material	As designated by lender	\$1.00/day
Magazines	2 weeks	\$.25/day
Pamphlets	2 weeks	\$.25/day
Reference Books	As designated by library staff	\$1.00/day
Reserves	As designated by instructor	\$1.00/day
Nursing Educational Materials	2 weeks	\$2.50/day
Lost or Damaged Materials		Cost of materials plus accumulated fines

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT CODE

Lakeshore Technical College maintains high standards of instruction and provides a reasonably safe and clean campus for all persons requesting and using its programs and services. All students are expected to conduct themselves in a professional and civil manner at all times. Further, all students must:

- Comply with all LTC District Board policies and civil and criminal laws.
- Not interfere with the institution's mission or educational process in any manner.

STUDENT CONDUCT/DISRUPTIVE BEHAVIOR

- Conduct themselves so as not to endanger the safety and wellbeing of other persons. If a student's conduct is unruly while at a school function, the student will be required to leave the premises.
- Know that food and beverages are permitted only in the Cafeteria, Student Lounge, conference rooms, staff office complexes, and other designated areas.
- Make every effort to participate in keeping the buildings and grounds neat and clean.

WEAPONS ON CAMPUS

- The possession of weapons, including firearms, fireworks, explosives, knives, swords, or weapons of any kind including replicas or facsimiles thereof, is prohibited on campus grounds. The only exception to this policy will be that of law enforcement officers, either on duty or on call, who may wear a firearm on campus as part of their prescribed equipment. Failure to comply will result in disciplinary action and/or criminal prosecution.

HARASSMENT

- Know that any form of harassment on campus will not be tolerated and will subject the student to discipline up to, and including, expulsion. Further, sexual assault is criminally punishable. The college will investigate such claims and, where necessary, refer the matter to local police authorities.

DRUGS

- Know that in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (34CFR Part 86), Lakeshore Technical College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college premises or while attending college business off the college premises. Violations of this policy will result in disciplinary action up to, and including, expulsion, as well as referral, when necessary, to local police authorities.

ALCOHOL

- Alcoholic beverages are not allowed on the college premises.

- The use of LTC or club funds for the purchase of alcoholic beverages at off-campus events is prohibited.
- The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip.
- The advertising of alcoholic beverages is prohibited on Lakeshore Technical College property and in college publications.

TOBACCO

- Know that the use of tobacco products is prohibited in all buildings owned or leased by Lakeshore Technical College. Designated smoking areas are provided outside each campus building. Violations will result in disciplinary action.

DISHONESTY

- Know that dishonesty (cheating, plagiarism, etc.) or knowingly furnishing false information to the college may subject the student to withdrawal from the class, activity, or program in which the incident occurred.
- Sanctions for violations of the Student Conduct Code include, but are not limited to:
 - o Written reprimand
 - o Disciplinary probation
 - o Suspension
 - o Expulsion

STUDENT CODE OF CONDUCT VIOLATION PROCEDURES

Student violations shall be referred to the Student Services Office, which initially will determine if the alleged conduct poses a health or safety risk to the student himself/herself or other individuals or endangers college facilities and property.

If an imminent threat or endangerment exists the Student Services Office will immediately contact all appropriate authorities for assistance.

Step 1

If no imminent threat or endangerment exists, the Manager of Student Services will conduct an investigation of the alleged conduct within three (3) school days of the incident to determine the facts surrounding the alleged violation. Interviews will be conducted with the student(s) at issue, appropriate faculty, and the division dean, if necessary.

Step 2

At the conclusion of the investigation, but no later than five (5) school days after the investigation, the Manager of Student Services will prepare a written report. If the student(s) admits to engaging in the misconduct, the Manager of Student Services will impose the appropriate discipline, ranging from disciplinary probation to expulsion from the college.

STUDENT RIGHTS AND RESPONSIBILITIES

Step 3

If the student(s) denies responsibility for the alleged misconduct, a disciplinary conference will be conducted by the Manager of Student Services within ten (10) school days following the incident.

In the case of a disciplinary hearing, the following procedure will be used:

- At least three (3) days before the conference, the student will be given written notice of the conference date and the alleged violations of the Student Conduct Code. If more than one student has been accused of violation of the code, separate disciplinary conferences will be held with the Manager of Student Services.
- The disciplinary conference will provide the student the opportunity to present all pertinent information regarding the student's involvement or noninvolvement in the alleged misconduct. The student also may present written or oral statements from students who witnessed, or who have direct knowledge of, the alleged conduct at issue. The disciplinary conference will not be open to the public, nor shall legal counsel be part of the hearing process.
- The Manager of Student Services may seek additional pertinent information in the form of written or oral statements from others on campus who witnessed, or have direct knowledge of, the alleged conduct at issue.

Step 4

At the conclusion of the disciplinary conference, the Manager of Student Services will review all relevant documentation and statements and prepare a written decision. The decision will be issued to the student within ten (10) school days of the conference and shall describe, if necessary, the appropriate sanction to be imposed.

Sanctions for violations of the Student Conduct Code include, but are not limited to:

- Written reprimand
- Disciplinary probation
- Suspension
- Expulsion
- In addition, the Manager of Student Services may determine to impose one or more of the following:
 - o A letter of apology from the student to any relevant party.
 - o A meeting with a college official to discuss the student's attitude, means of improving relationships, etc.
 - o Social probation which may preclude the student from participation in extracurricular activities.
 - o Fines and/or restitution where appropriate when damage has been done to college facilities and/or the property of others.

Step 5

Should the student(s) wish to appeal the decision of the Manager of Student Services, he/she must submit a written appeal to the Office of the Vice President of Instruction within five (5) school days of the issuance of the Manager of Student Services decision. The request must identify the basis for the appeal and include all pertinent documentation for review by the Vice President of Instruction.

Step 6

The Office of the Vice President of Instruction will notify the student(s) of the place, date, and time for an appeal hearing. If more than one student appeals the decision of the Manager of Student Services relating to violations of the code for the same event, separate appeal hearings will be held. Prior to the hearing, the Vice President of Instruction shall review all pertinent information relating to the conduct at issue. The Vice President of Instruction then will meet with the student(s) and others with direct information about the conduct at issue.

Step 7

Following the Appeal Hearing, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision. The written decision will be issued within ten (10) school days of the hearing. The Vice President of Instruction's decision is considered to be final.

Note: Copies of the student violation(s) and penalties imposed will be placed in the student's file. During the Grievance Resolutions Steps, the Manager of Student Services will inform the appropriate instructional dean of the process, "if warranted."

ACADEMIC INTEGRITY CODE

Lakeshore Technical College is an academic community. Its fundamental purpose is the pursuit of knowledge. Essential to the success of this purpose is a commitment to the principles of academic integrity. Every member of the college is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, also are responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

ACADEMIC DISHONESTY DEFINITIONS

Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following:

- **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).

STUDENT RIGHTS AND RESPONSIBILITIES

- **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, fudging 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).

Penalties for violation of the Academic Integrity Code include, but are not limited to, the following:

- **Reprimand:** A letter of reprimand identifying the violation(s) will be written to the student, and a copy of the letter will be placed in the student's academic record.
- **Loss of Credit for a Specific Assignment:** A student may be required to repeat an assignment or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course; however, the loss of credit discipline will be noted in the student's record.
- **Failing Grade:** A failing grade or denial of credit for the course in which multiple offenses occurred may be imposed. A statement with regard to the violation of the Academic Integrity Code will be entered in the student's record.
- **Suspension:** The student may be suspended by the college for a period of one (1) semester or longer. A statement with regard to the violation of the Academic Integrity Code and the form of discipline imposed will be entered in the student's record.

- **Dismissal:** A student may be dismissed from the college for a specific term or permanently. A statement with regard to the violation of the Academic Integrity Code and the penalty imposed will be entered in the student's record. If a student has been dismissed from the college for a specified term, once that term has expired, the student may apply for readmission to the college. Readmission will be subject to the approval of the Vice President of Instruction. A statement regarding violation of the Academic Integrity Code and the penalty imposed will be entered in the student's record.

ACADEMIC INTEGRITY POLICY PROCEDURE

Step 1

If a faculty member believes a case of academic dishonesty has occurred but that it has resulted from a case of poor judgment by the student rather than from deliberate dishonesty, the faculty member may use the event to review the code with the student and require the student to rewrite an assignment or submit a substitute assignment. However, a summary of this event and the action taken by the faculty member must be forwarded to the appropriate division dean and Manager of Student Services.

If, however, a case of deliberate dishonesty occurs, the matter should be reported to the division dean and the Manager of Student Services along with copies of the academic materials in question, within five (5) school days of the alleged incident. The individual reporting the violation also must provide additional pertinent evidence to support the allegation that the code has been violated.

Step 2

Upon receipt, the division dean and Manager of Student Services will review the documents to determine if a formal hearing is required.

Step 3

If such a hearing is required, the Manager of Student Services shall inform the student, in writing, that a violation of the code has been alleged. The letter also shall describe the type of violation and all supporting documentation; the time, date and place of the hearing; and the range of penalties if academic dishonesty is found.

Step 4

Should the student wish to resolve the matter, (prior to a hearing), he/she must meet with the Manager of Student Services and file a statement that identifies his/her responsibility for the incident of academic dishonesty and acceptance of the appropriate penalty imposed by the Manager of Student Services. Copies of the violation, student statement, and penalty imposed will be placed in the student's file.

STUDENT RIGHTS AND RESPONSIBILITIES

Step 5

At the direction of the Manager of Student Services a hearing shall be conducted by the Academic Integrity Committee. The Academic Integrity Committee is comprised of the Manager of Student Services, two members of the faculty who are not members of the division in which the alleged violation occurred, and two neutral students (appointed by the Student Government Association). The hearing shall occur within twenty (20) days of the alleged incident.

Step 6

Prior to the hearing, the student shall meet with one of the college's Academic Integrity Advisors (Manager of Student Services will assign), a faculty member who is not a member of the Academic Integrity Committee, to review the allegations, the evidence to be presented, and the hearing procedures.

Step 7

At the hearing, the student will have an opportunity to present written evidence or oral statements from others who have direct knowledge of the incident at issue. If more than one student is accused of a violation for the same event, separate hearings will be held.

The Academic Integrity Committee also shall hear from the individual who alleged the violation of the Academic Integrity Code along with the dean of the specific division.

The hearing will not be open to the public, nor shall legal counsel be part of the hearing process.

Step 8

At the conclusion of the hearing, the Academic Integrity Committee shall review all relevant documentation and statements made. The student shall be informed, in writing, no later than ten (10) days after the hearing, as to whether or not the Academic Integrity Committee determined that a violation of the Academic Integrity Code occurred and the sanction to be imposed for that violation.

Step 9

If the Academic Integrity Committee determines that a violation occurred, the student may appeal, within five (5) school days, after receiving the Academic Integrity Committee's decision. The written appeal must be filed with the Office of the Vice President for Instruction and include a statement describing the basis for the appeal.

Step 10

The Vice President for Instruction will review all relevant documentation and notify the student of the time, date, and place of the appeal.

Step 11

During the appeal conference, the Vice President for Instruction will ask the student to discuss the reasons for the appeal. At the conclusion of the conference, the Vice President for Instruction will review all relevant documents and statements. The Vice President for Instruction then will issue a written decision no later than ten (10) school days following the conference. The decision of the Vice President for Instruction is considered to be final.

Penalties for violations of the Academic Integrity Code include, but are not limited to, the following:

- **Reprimand:** A letter of reprimand identifying the violation(s) will be written to the student and a copy of the letter will be placed in the student's academic record.
- **Loss of Credit for a Specific Assignment:** A student may be required to repeat an assignment or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course; however, the loss of credit discipline will be noted in the student's record.
- **Failing Grade:** A failing grade or denial of credit for the course in which the offense occurred may be imposed. A statement with regard to the violation of the Academic Integrity Code will be entered in the student's record.
- **Suspension:** The student may be suspended by the college for a period of one (1) semester or longer. A statement with regard to the violation of the Academic Integrity Code and the form of discipline imposed will be entered in the student's record.
- **Dismissal:** A student may be dismissed from the college or a specified term or permanently. A statement with regard to the violation of the Academic Integrity Code and the penalty imposed will be entered in the student's record. If a student has been dismissed from the college for a specified term, once that term has expired, the student may apply for readmission to the College. Readmission will be subject to the approval of the Vice President for Instruction. A statement regarding violation of the Academic Integrity Code and the penalty imposed will be entered in the student's record.

STUDENT ACADEMIC APPEALS

Students attending Lakeshore Technical College may appeal a variety of decisions made by the institution that directly impact their academic standing or progress, such as:

- Academic probation and suspension.
- Academic grades.
- Transfer credit awards.
- Satisfaction of graduation requirements.

All grade appeals must be initiated via a formal written grievance no later than twenty-one (21) school days following the alleged incident and submitted to the Student Services Office. However, before any academic appeal is filed with the Student Services Office, evidence of compliance with Steps 1 and 2 below must be shown.

STUDENT RIGHTS AND RESPONSIBILITIES

Step 1

The student must contact the instructor or other appropriate staff member who was directly involved in the alleged incident to determine if there is any informal means available to resolve the dispute within ten (10) school days.

Step 2

In the event that the academic issue or dispute cannot be resolved, the student must contact the Program Dean or Associate Dean within ten (10) school days and may proceed to Step 3.

Step 3

Should efforts of resolution at Steps 1 and 2 fail, a student shall submit his/her written grievance, along with any appropriate documentation, to the Student Services Office. The Manager of Student Services will then review the grievance 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 grievance. If, however, the matter requires further clarification or information, the Manager of Student Services may: (a) direct the grievance back to the appropriate Dean for further consideration or (b) convene an Internal Investigative Committee. The committee will be comprised of one 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 needs to recuse him or herself to ensure impartiality. The Committee will be convened as soon as practicable to review the grievance.

Step 4

The Committee shall review the grievance and conduct a hearing, if necessary, which will include the student, instructor, and other appropriate staff. Following all presentations and submissions of pertinent documentation, the committee will convene and make a decision. Written notice of the committee's decision will be sent to the student within ten (10) school days after the conclusion of the hearing.

Step 5

Any 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 Vice President of Instruction will review all information relating to the grievance. If necessary, the Vice President of Instruction may ask for additional information or documentation. The Vice President of Instruction will then issue a written decision to the student. This decision will be considered final.

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.

STUDENT ACCESS TO RECORDS

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 education records within 45 days from the day the college receives a request for access. You should submit to the Student Records office or the Registrar written requests that identify the record(s) you wish to inspect.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 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.

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 the Student Records office in writing. A form for Authorization to Release Confidential Information is also available from the Student Records office.

- 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.

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, LTC may disclose records to other educational agencies or institutions that have requested the records and in which the student intends to enroll or receive services.

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

STUDENT RIGHTS AND RESPONSIBILITIES

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 920.693.1708.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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.

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 Manager of Student Services 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.

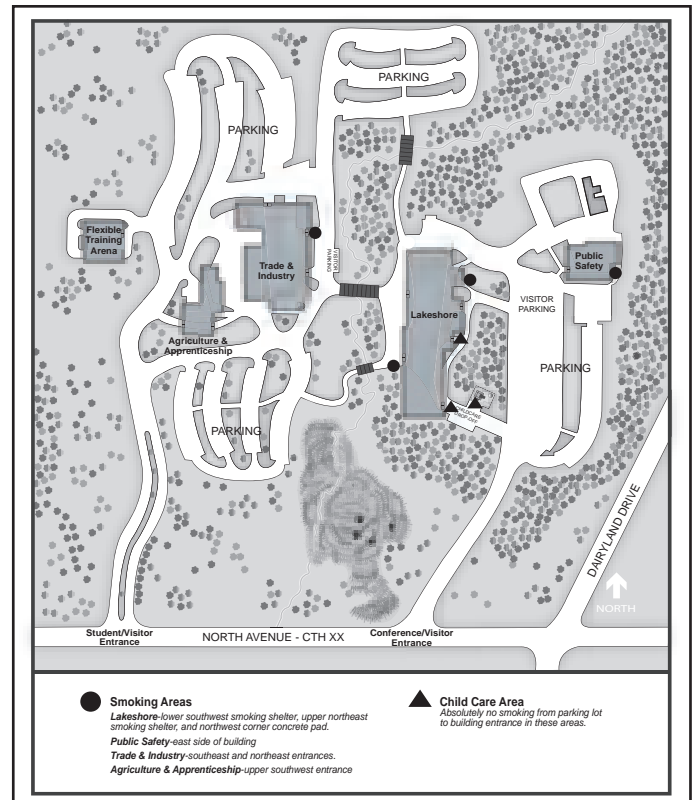
TOBACCO/SMOKE-FREE

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. After a careful review of available health information and efforts of the LTC Smoking Policy Advisory Committee regarding the use of tobacco products, the college has decided to take positive steps to promote a healthier environment for students, employees, and visitors at LTC.

Therefore, the following ban on the use of tobacco products has been instituted:

- The use of tobacco products is prohibited in all buildings owned or leased by Lakeshore Technical College.
- 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.



ALCOHOL POLICY FOR LTC STUDENTS

Lakeshore Technical College recognizes that the misuse and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life.

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

STUDENT RIGHTS AND RESPONSIBILITIES

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 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 Officer, and/or Nicole Yang, Diversity Services Coordinator, Equal Opportunity Officer.

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 distributed 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 off 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

STUDENT RIGHTS AND RESPONSIBILITIES

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.

MOTOR VEHICLE REGULATIONS

- LTC has three parking permits:
 - Permits for student parking.
 - Permits for staff parking.
 - Permits for temporary parking.
- 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.
- 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.
- The enforced speed limit for vehicles operated on campus is fifteen (15) miles per hour.
- Parking Regulations and Violations:
 - All roadways and building approaches are considered lanes. Parking in these areas is prohibited.
 - 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.
 - Parking on lawns and/or sidewalks is prohibited.
- Student vehicles should use the first entrance from Interstate-43 marked "Campus Entrance".

- Bicycle parking racks are available in the south parking lot, and the east side and north side of the Lakeshore Building.
- 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.



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

STUDENT RIGHTS AND RESPONSIBILITIES

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.

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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. 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.

V. 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.

VI. SUSPENSION OF PRIVILEGES BY MANAGER OF STUDENT SERVICES

A. The College's Manager of Student Services 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

Operations 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 Manager of Student Services 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 Manager of Student Services' immediate supervisor if the student is dissatisfied with the outcome of the meeting.

B. The Manager of Student Services may refer the matter for action under the student code of conduct.

STUDENT RIGHTS AND RESPONSIBILITIES

VII. VIOLATION OF POLICY

- A. Any violation of this policy will be considered “misconduct” under the College student code of conduct 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 a revocation or suspension of access privileges in addition to the sanction provided under the student code of conduct.
- 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.

VIII. 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).

MULTIPURPOSE ROOM (GYM)

LTC has a recreational facility designed around the philosophy of "lifetime fitness." Good physical condition is essential to total health and ultimate success in a career. Additional benefits of student participation in athletics involve opportunities to develop critical life skills in the areas of self-concept, teamwork, social interaction, and stress management. Therefore, LTC offers a variety of fitness and athletic opportunities for students, faculty, staff, and the general public. The Multipurpose Room (gym) offers an indoor area for basketball, volleyball, soccer, walking, etc., and is located near Student Central in the Lakeshore Building. Room usage signs will be posted with daily scheduled events and open gym time. Organizations are charged the college's room fee for this area.

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

Many career programs have developed clubs related to their program objectives. Each club has a faculty advisor and provides educational experiences for members. Clubs may be started by any interested group of students or by an instructor. In order for a club to be approved by the Student Government Association, it is required to have a constitution and an advisor. Many programs have developed a club which not only promotes Lakeshore Technical College but helps various civic organizations by conducting surveys, collecting money for charities, giving scholarships, and helping with workshops. Members of these clubs support their common career goals by attending workshops and seminars, taking tours, participating in state and national activities, setting up programs, and becoming acquainted with various organizations of their profession. Assistance is given to official program-related clubs through the Student Government Association.

PROGRAM-RELATED CLUBS

AUTO COLLISION CLUB

Membership in the Auto Collision Club is open to students enrolled in the Auto Collision Repair and Refinish Technician program. This club serves as the professional club for the Auto Collision Repair and Refinish Technician program. Activities include educational and social events.

AUTO TECH CLUB

Membership in the Auto Tech Club is open to students enrolled in the Automotive Maintenance Technician program. This club serves as the professional club for the Automotive Maintenance Technician program. Activities include educational and social events.

BUSINESS PROFESSIONALS OF AMERICA

The Business Professionals of America—Cleveland Chapter is made up of students enrolled in business education programs. Members of Business Professionals of America have the opportunity to:

- Learn how to work effectively with others.
- Learn and understand the needs of employers.
- Demonstrate occupational and leadership skills in competitive events.
- Derive satisfaction from helping others and serving their community.
- Develop leadership skills through activities, workshops, and conferences.
- Increase their knowledge of business and office occupations through professional activities involving speakers, tours, and seminars.

CRIMINAL JUSTICE STUDENTS ASSOCIATION

All Criminal Justice program students are encouraged to join this association. The association has been active in community programs such as The March of Dimes Walk America, Two

Rivers Community Care Day, Manitowoc Crime Prevention, and others. The students have also sponsored the “Adopt a Highway” program and are responsible for the highway in front of the college. The students also have formed study groups and have had several social events. Club-sponsored guest speakers have presented interesting topics at several meetings. The Criminal Justice Students Association has traditionally been very active in promoting the program, the career, and Lakeshore Technical College.

DAIRY CLUB

Students enrolled in the Dairy Herd Management program are eligible for membership in the Dairy Club. The Dairy Club, an active club on campus, promotes dairying and agriculture throughout the nation and provides leadership opportunities for its members. Activities include judging workshops, skills contests, banquets, club tours, fund-raising activities, and state and national competitions.

DENTAL ASSISTANT CLUB

Students enrolled in the Dental Assistant program may join the Dental Assistant Club. The club’s objectives are to plan, finance, and undertake field trips or other social activities that are planned for the Dental Assistant program class. Club members visit elementary schools in the area to explain the benefits of good dental health during Dental Health Month in February. They may also participate in other community service projects during the year.

DENTAL HYGIENE CLUB

The Dental Hygiene Club is organized to cultivate, promote, and sustain the art and science of dental hygiene and to represent the interests of the members in collaboration with other dental professionals.

EMERGENCY MEDICAL SERVICES (EMS) STUDENT ASSOCIATION

The purpose of the association shall be to encourage understanding and cooperation among those engaged in academic and active Emergency Medical fields; to promote expansion of education, training, and teamwork; and to allow for social communication among educators, students, and emergency medical services personnel.

FARM BUSINESS & PRODUCTION MANAGEMENT CLUB

The Farm Business & Production Management Club is comprised of currently enrolled students. Tours and activities highlighting new trends and technologies in the agribusiness field, in addition to the yearly raffle, are functions of this club.

LTC OFFICIAL STUDENT CLUBS

FUTURE TEACHERS CLUB

Membership in the Future Teachers Club (formerly the Child Awareness Association) is open to students enrolled in the Early Childhood Education program. This club serves as the professional club for the Early Childhood Education program. Activities include educational and social events.

INDUSTRIAL MAINTENANCE CLUB

This club, open to students enrolled in the Industrial Maintenance program, serves as the professional club for the Industrial Maintenance program. Activities include educational and social events as well as field trips.

INFORMATION TECHNOLOGY (IT) CLUB

This club is open to any full- or part-time student enrolled at LTC who wish to develop a better understanding of the nature and functions of information technology. The club is actively involved and affiliated with its parent chapter of the Association of Information Technology Professionals (AITP) by attending the AITP monthly meetings and outings.

LCSNA (LAKESHORE CHAPTER OF THE STUDENT NURSES ASSOCIATION)

Any student enrolled in the Nursing--Associate Degree program or enrolled at LTC as a prenursing student is eligible to become a member. The purpose of LCSNA is to aid in the development of the individual student and to urge students of nursing, as future health professionals, to be aware of and to contribute to improving health care for all people. LCSNA promotes support among fellow nursing students through regularly scheduled meetings, service projects, and social gatherings. Meetings provide a forum for program updates, speaker presentations to explore various nursing roles, and student body concerns. Annually, students are elected as delegates to represent LCSNA at the state convention. LCSNA officers comprise the executive board.

LTC SHRM (SOCIETY OF HUMAN RESOURCE MANAGEMENT) STUDENT CHAPTER

The purpose of this club is acquaint LTC students with professionals in human resource management, to acquaint students with the study of human resource management, to keep students up to date on new developments in the field via networking and internship opportunities, to develop a nucleus of future human resource professionals, and to adhere to a strict code of ethics as described by the Society of Human Resource Management.

MACHINE TOOL CLUB

This club, open to students enrolled in the Machine Tool Operation program, serves as the professional club for the Machine Tool Operation program. Activities include educational and social events.

MEDICAL ASSISTANT CLUB

The Medical Assistant Club is open to all students (full- and part-time) enrolled in the Medical Assistant program. The club's objectives are to plan various social and educational events and to organize fund-raising activities to help finance these events. The club also serves to provide a basis for friendship among students at LTC and provides its members with the opportunity to meet with the Lakeshore Medical Assistant Club.

MEDICAL ADMINISTRATIVE SPECIALIST/TRANSCRIPTIONIST (MAST) CLUB

The members of the Medical Administrative Specialist/Transcriptionist Club are students enrolled in the Medical Administrative Specialist/Transcriptionist program and a faculty advisor. The purposes of the Medical Administrative Specialist/Transcriptionist Club are:

- To develop a better understanding of the medical secretary field and the role of the medical secretary in the workplace through professional activities involving speakers, tours, and seminars.
- To promote the medical secretary field through different projects.
- To supply members with information from the national organizations of the American Association for Medical Transcription, the Health Information Management Association, and others, if pertinent.
- To serve as a social club for Medical Administrative Specialist/Transcriptionist program students.
- To provide a basis of friendship and close understanding of the students.
- To serve as a means to raise monies to provide for social or professional events planned by its members.

PARALEGAL ASSOCIATION

Membership in this association is open to students enrolled in the Paralegal program. Members are given the opportunity to develop leadership skills through community service, fund-raising, and planning of activities.

SUPPLY CHAIN MANAGEMENT CLUB (STUDENT APICS CHAPTER)

This club, open to all currently enrolled Supply Chain Management program students and alumni of the program, has the purpose of providing communications between the currently enrolled students and alumni. The past and present members of this club will also maintain close communication with the professional organizations of materials management (namely, the American Production and Inventory Control Society, National Association of Purchasing Management, traffic organizations, and the Society of Advancement of Value Engineering) in order to continually improve themselves professionally. The club also conducts charitable and social activities to bring about public awareness of this career and to help those in need. The funds for these activities will be provided by fund-raising activities.

LTC OFFICIAL STUDENT CLUBS

WELDING CLUB

The Welding Club is open to any student in an LTC Welding program. This club will provide input on Welding program issues to faculty and advisory committees; plan activities, trips, seminars and speakers; and develop better job skills.

WISCONSIN MARKETING & MANAGEMENT ASSOCIATION (WMMA/MARKETING CLUB)

The WMMA/Marketing Club is organized to promote the study, practice, and teaching of marketing; to encourage open ideas and views; to promote relationship among all members and of

the business community; and to further the understanding of the importance of marketing. This club is dedicated to developing understanding of members' knowledge and interest in marketing-related issues and opportunities to the fullest extent of benefits for society as a whole. Membership shall be composed of any and all students in the Marketing program with an interest in developing knowledge in marketing-related issues.

NONPROGRAM-RELATED CLUBS

DISC GOLF CLUB

This organization will serve as an institution of fun, excitement, relief and adventure from the norm of campus life. These activities will be completed by, but are not limited to, practicing and improving general disc golf skills, engaging in friendly disc golf competition and hosting tournaments and events to raise both awareness and encourage involvement in the sport of disc golf.

GAY-STRAIGHT ALLIANCE

Do you want to join a group on campus that stands for equality among all? Are you interested in learning more about what you can do in your community and in your world? The Gay-Straight Alliance promotes education and information on equality for all regarding issues such as gender, gender identity, and sexual orientation. This group is open to all interested students who want to make a difference.

INTERNATIONAL BRIDGES CLUB

The purpose of the International Club is to gather students from diverse backgrounds who are interested in learning about and exploring international topics and places to increase their knowledge and excitement about our global society. The club shall consist of LTC students, both current and non-current who are interested in learning and promoting more about International Education. Those studying internationally through LTC programs are expected to have active membership in the club.

NONTRADITIONAL OCCUPATIONS CLUB

This organization is designed to generate interest from the general public, encourage cooperation and understanding among those pursuing a nontraditional occupation, provide support in reference to particular challenges faced by those in or seeking a nontraditional occupation, raise awareness of

career opportunities, and encourage children in our community to explore their career and education options. Any student or faculty member of LTC may become a member of the NTO club.

PHI THETA KAPPA

The vision of the LTC Chapter of Phi Theta Kappa is to enhance the experience of membership, to increase volunteerism, to promote fun activities that will strengthen members' bonds with Phi Theta Kappa, and to provide our members with leadership opportunities that will enhance future work ethics and provide the skills necessary for a lifetime of success.

STUDENT IMPACT CLUB

You want to make new friends and get involved at LTC, right? Student Impact is for you! Student Impact is an interdenominational, student-led, Christian organization open to all LTC students and staff. Student Impact exists to provide regular opportunities to study and discuss the Bible, worship and pray, all in a group setting, which also provides opportunities for fellowship, encouragement, and spiritual growth among members. We seek to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books, and articles, all for their benefit and consideration. We also seek to be a catalyst for caring and compassion toward others which involves volunteering at and supporting various charitable organizations. We hope to share the love of Christ while providing a safe and comfortable opportunity for Christians and non-Christians alike.

STUDENTS FOR DIVERSITY CLUB

Students for Diversity is a club of multicultural students and students who are interested in issues of diversity. The group brings students together to discuss multicultural issues on campus and in our communities and sponsors campus events celebrating diversity. All students are welcome to join.

STUDENT VETERANS ASSOCIATION

The mission of the LTC Student Veterans Association (SVA) is to provide assistance to veterans, their spouses and children to help them successfully navigate the challenges of college life.

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 calendars 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.