



Emergency Medical Technician—Paramedic

Program No: 31-531-1

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs
Term 1			<p>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.</p> <p>Careers</p> <p>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.</p> <p>Admissions Steps</p> <ul style="list-style-type: none">• Application• Application Fee• Entrance Assessment Scores• Transcripts• Background Check• Program Advising Session• Health/TB/Tetanus Form• Wisconsin Emergency Medical Technician-Basic license.• Functional Abilities Statement of Understanding Form <p>Program Outcomes</p> <p>You will learn to:</p> <ul style="list-style-type: none">• Prepare for incident response and EMS operations.• Integrate pathophysiological principles and assessment findings for a variety of patient encounters.• Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.• Communicate effectively with others.• Demonstrate professional behavior.• Meet state and national competency requirements for paramedic credentialing. <p>Other Program Expectations</p> <p>You will need to:</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
10531911	EMS Fundamentals	2.00		
10531912	Paramedic Medical Principles	4.00		
10531913	Advanced Patient Assessment Principles	3.00		
10531914	Advanced Prehospital Pharmacology	3.00		
10531915	Paramedic Respiratory Management	2.00		
10531916	Paramedic Cardiology	4.00		
10531917	Paramedic Clinical/Field 1	3.00		
10531918	Advanced Emergency Resuscitation	1.00		
	Total	22.00		
Term 2				<p>Special Note</p> <p>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.</p> <p>LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.</p> <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> <p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>
10531919	Paramedic Medical Emergencies	4.00		
10531920	Paramedic Trauma	3.00		
10531921	Special Patient Populations	3.00		
10531922	EMS Operations	1.00		
10531923	Paramedic Capstone	1.00		
10531924	Paramedic Clinical/Field 2	4.00		
	Total	16.00		
	Program Total	38.00		
Note:	Program start dates vary; check with your counselor for details.			
Curriculum and program acceptance requirements are subject to change.				

10531911 EMS Fundamentals

...provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with intended outcome of improving EMS personnel, patients and the community.

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

10531912 Paramedic Medical Principles

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

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

10531913 Advanced Patient Assessment Principles

...provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.

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

10531914 Advanced Prehospital Pharmacology

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

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

10531915 Paramedic Respiratory Management

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

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

10531916 Paramedic Cardiology

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

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

10531917 Paramedic Clinical/Field 1

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

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

10531918 Advanced Emergency Resuscitation

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

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

10531919 Medical Emergencies

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

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

10531920 Paramedic Trauma

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

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

10531921 Special Patient Populations

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

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

10531922 EMS Operations

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

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

10531923 Paramedic Capstone

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

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531922 EMS Operations

10531924 Paramedic Clinical/Field 2

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

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



Accounting Assistant

Program No: 31-101-1

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10101111	Accounting 1	4.00
10101135	Payroll Accounting	3.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	OR 10834110 Elementary Algebra	
	Total	14.00

Term 2

10101113	Accounting 2	4.00
10101180	Spreadsheet Data Management	2.00
10102160	Business Law 1	3.00
10101191	Portfolio Assessment	1.00
10809195	Economics	3.00
10101182	Accounting Software Applications	3.00
	Total	16.00
	Program Total	30.00

** Must have Microsoft Skills Check (Word, Excel and Powerpoint)

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

Curriculum and program acceptance requirements are subject to change.

About the Program

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

Careers

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

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

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

Divisional Grading Policy

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed with a grade of "C" or better for program graduation.

10101111 Accounting 1

...provides the learner with the skills to understand accounting principles and procedures and financial statements useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

10101113 Accounting 2

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

PREREQUISITE: 10101111 Accounting I

10101135 Payroll Accounting

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

COREQUISITE: 10101111A Accounting 1

10101180 Spreadsheet Data Management

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

COREQUISITES: 10101111 Accounting 1 and Microsoft Excel skills or equivalent

10101182 Accounting Software Applications

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

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: 10105124 Intro to Portfolio and 10101111 Accounting 1 and CONDITION: 101011 Accounting program requirements met or 311011 Accounting Assistant 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.

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

PREREQUISITE: Accuplacer Math minimum score of 79 or

Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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



Accounting

Program No: 10-101-1

Associate Degree in Applied Science

Degree Completion Time: Four Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10101111	Accounting 1	4.00
10101135	Payroll Accounting	3.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications OR 10834110 Elementary Algebra	3.00
10809196	Introduction to Sociology OR 10809172 Introduction to Diversity Studies	3.00
Total		17.00

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	Personal Branding	2.00
Total		17.00

Term 4

10101129	Applied Tax	1.00
10101117	Accounting 4	4.00
10101126	Accounting Cost 2	2.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10101199	Accounting Capstone	3.00
10809198	Introduction to Psychology	3.00
Total		16.00
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

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 Financial Accountants
- Accounts Payable/Receivable Specialists
- Cost Accountant
- Financial Systems Accountant
- Payroll Accountant
- Staff Accountant
- Tax Accountant

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform organizational and/or individual tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

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

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed with a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Platteville
UW-Stout

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 and financial statements useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

10101113 Accounting 2

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

PREREQUISITE: 10101111 Accounting I

10101115 Accounting 3

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

PREREQUISITE: 10101113 Accounting 2 and Microsoft Word and PowerPoint skills or equivalent and
COREQUISITES: 10101180 Spreadsheet Data Management

10101117 Accounting 4

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

PREREQUISITE: 10101115 Accounting III

10101123 Income Tax

...introduces the learner to the federal income tax laws and their underlying principles, including filing status, gross income (inclusions and exclusions), deductions and exemptions, tax forms and schedules, tax credits, computation of taxes; and use of tax forms both manual and computerized.

10101125 Accounting Cost 1

...provides the learner with the skills to understand cost behavior and analysis emphasizing manufacturing enterprises it includes budgeting concepts, cost reports, job-order costing, process costing, joint and byproducts, standard and variance analysis.

PREREQUISITE: 10101111 Accounting I

10101126 Accounting Cost 2

...expands the learner's ability to understand accounting for manufacturing enterprises, including break-even analysis, differential costs, and capital expenditures.

PREREQUISITE: 10101125 Accounting Cost I

10101129 Applied Tax

...provides the opportunity for the learner to expand tax preparation skills acquired in the Income Tax course and apply those skills to real-life situations in preparing taxes for the local community through the IRS Volunteer Income Tax Assistance (VITA) program. Learners will gain certification from the IRS through the course.

PREREQUISITE: 1011123 Income Tax

10101130 Accounting Information Systems

...introduces the learner to current accounting information systems theory. It includes procedures, financial data reporting methods, system analysis and design related to accounting systems, internal control, flowcharting, form design, and database concepts.

PREREQUISITE: 10101113 Accounting 2 and Microsoft Excel Skills or equivalent

10101135 Payroll Accounting

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

COREQUISITE: 10101111 Accounting 1

10101180 Spreadsheet Data Management

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

COREQUISITES: 10101111 Accounting 1 and Microsoft Excel skills or equivalent

10101182 Accounting Software Applications

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

PREREQUISITE: 10101111 Accounting I

10101199 Accounting Capstone

...requires the learner to synthesize the theory and practices learned in other accounting courses via capstone projects that apply those skills in developing recommendations for specific business situations. The learner will also assess their achievement of core abilities and program outcomes by completing their portfolio. This course is an exercise in professional analysis and decision making - reemphasizing the need for effective communication and professional skills.

COREQUISITE: 10101117 Accounting 4 and
PREREQUISITES: 101011115 Accounting 3, 10101125 Accounting Cost 1, 10101123 Income Tax, 10101130 Accounting Information Systems and 10105128 Personal Branding

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web 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 Wrtg or
CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and
COREQUISITE: 10838105 Intro Rdg & Study Skills or
CONDITION: Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Administrative Professional

Program No: 10-106-6

Associate Degree in Applied Science

Degree Completion Time: Four Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10106102	Information Management	3.00
10106131	Document Formatting	2.00
10106164	Information Technology Essentials	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
Total		15.00

Term 2

10106130	Office Professionalism	3.00
10101150	Office Accounting	3.00
10106194	Web Page Design	2.00
10106124	eCommunications	3.00
10106166	Microcomputer Business Applications 1	2.00
10106168	Microcomputer Business Applications 2	2.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
Total		18.00

Term 3

10106172	MS Project	2.00
10105128	Personal Branding	2.00
10106167	Microcomputer Business Applications 3	3.00
10106174	Desktop Publishing	2.00
10106137	Small Business Software Applications	2.00
10809195	Economics	3.00
10809198	Introduction to Psychology	3.00
Total		17.00

Term 4

10106169	Microcomputer Business Applications 4	4.00
10106160	Internship—Administrative Professional	1.00
10106192	Training Techniques	2.00
10106135	Event Planning & Coordination	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		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

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 professional 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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships.
- Model professionalism in the workplace.
- Plan and conduct training sessions.
- Demonstrate time and stress management skills.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

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.

10105128 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

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.

PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Personal Branding

10106124 eCommunications

...prepares the learner to apply proofreading skills - punctuation, grammar, spelling, word usage, capitalization, number usage—to edit documents; transcribe documents from prerecorded dictation; correctly format transcribed business documents; take and transcribe meeting minutes; distribute documents via e-mail as attachments; and dictate podcasts.

PREREQUISITE: 10106131 Document Formatting; 101060164 Info Technology Essentials

10106130 Office Professionalism

...prepares the learner to identify the importance of positive attitudes and personality development; develop self-awareness of elements affecting their personal and work relationships; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; apply business protocol in a culturally diverse, international market. Areas of study will also include telephone and customer service techniques, ethics, etiquette, and ergonomics.

PREREQUISITE: 10106131 Document Formatting

10106131 Document Formatting

...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

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

10106137 Small Business Software Applications

...will explore upcoming software/hardware trends for small businesses. Applications that are easy access and affordable will be covered, as well as devices such as iPads, SmartPhones, and tablets. Emphasis will be placed on researching and learning the most efficient way to accomplish tasks for a small business.

10106160 Internship—Administrative Professional

...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.

PREREQUISITE: Verification of eligibility by the Internship Coordinator

10106164 Information Technology Essentials

...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros.

PREREQUISITE: 10106131 Document Formatting

10106167 Microcomputer Business Applications 3

...will teach students the intermediate topics of Microsoft Office. Students will be presented with material covering the intermediate level of Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. Emphasis will be on final projects using all of the software packages, especially 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

...prepares students to work with the advanced features of the Microsoft Office suite, as well as act as an employee in an office simulation environment. Students will build teams, study conflict resolution concepts, develop leadership skills, perform employee reviews, manage budgets, and explore lean culture concepts. Decision-making, professionalism, and work ethic are emphasized throughout the course.

PREREQUISITE: 10106167 Microcomputer Business Applications 3

10106172 MS Project

...will teach students how to use the software MS Project as a tool to assist in project management. Creating tasks and a work breakdown structure, scheduling, assigning resources, tracking cost and schedule, leveling of resources, and communicating project details will be covered. In addition, standard project management phases will be covered.

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

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

10106135 Event Planning and Coordination

...prepares the learner to manage preplanning activities for an event, coordinate equipment and facility setup, communicate with outside vendors/suppliers, and conduct follow-up activities. Each student will be required to participate in planning a real-life event and/or assisting an organization through a service learning experience.

PREREQUISITE: 10106167 Microcomputer Business Applications 3

101206194 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: 10106164 Information Technology Essentials

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	
Term 1			Whether you own an old car in need of restoration or have the misfortune of owning a new car crumpled in an accident, having a highly skilled auto collision technician work on your car is your top priority. This program prepares learners to enter the competitive collision repair industry. The Auto Collision Repair & Refinish Technician program is for driven, highly motivated individuals who like hands-on type work and who enjoy seeing the results of their labors.	<ul style="list-style-type: none">• Troubleshoot and repair automotive air conditioning systems (can become EPA and Wisconsin State certified (ATCP 136) for air conditioning).• Complete customer work according to industry standards.• Maintain a clean and safe working environment.• Apply corrosion protection.• Detail automotive finishes.
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	2.00		
31405326	Auto Collision Panel Replacement and Alignment	3.00		
31405328	Auto Collision Structural Analysis	3.00		
31405332	Auto Collision Wire Welding	2.00		
31809363	Challenging Issues	1.00		
Total		18.00		
Term 2			Whether you own an old car in need of restoration or have the misfortune of owning a new car crumpled in an accident, having a highly skilled auto collision technician work on your car is your top priority. This program prepares learners to enter the competitive collision repair industry. The Auto Collision Repair & Refinish Technician program is for driven, highly motivated individuals who like hands-on type work and who enjoy seeing the results of their labors.	<ul style="list-style-type: none">• Troubleshoot and repair automotive air conditioning systems (can become EPA and Wisconsin State certified (ATCP 136) for air conditioning).• Complete customer work according to industry standards.• Maintain a clean and safe working environment.• Apply corrosion protection.• Detail automotive finishes.
31405340	Auto Refinishing Orientation/Safety	1.00		
31405342	Auto Refinishing Masking/Preparation	2.00		
31405344	Auto Refinishing Multiple Panel	3.00		
31405346	Auto Refinishing Color Matching/Blending	4.00		
31408348	Auto Refinishing Water Borne Systems	3.00		
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.			
			Careers	
			<ul style="list-style-type: none">• Auto Body Painter• Customer Service Representative• Estimator• Auto Collision Technician• Auto Sales Representative• Industrial Refinishing Technician• Insurance Adjuster• Paint Company Representative	
			Admissions Steps	
			<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form• Complete the OSHA Medical Evaluation Questionnaire	
			Program Outcomes	
			You'll learn to:	
			<ul style="list-style-type: none">• 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.	
			Approximate Costs	
			<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)	
			Certification and Testing Options	
			The program is certified by NATEF (National Automotive Technicians Education Foundation). Students are eligible for I-CAR Welding Certification Testing. Students are well prepared to take the ASE (Automotive Service Excellence) Exam.	
			Special Note	
			Students are required to purchase Snap-On tools. Tool cost average \$3,200 as you progress through the program.	
			Functional Abilities	
			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. See program website for functional abilities.	
			Placement Scores	
			Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.	

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 Refinishing Orientation/Safety

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

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

31405342 Auto Refinishing Masking/Preparation

...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 Refinishing Orientation/Safety

31405344 Auto Refinishing Multiple Panel

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

COREQUISITE: 31405342 Auto Refinishing Masking/Preparation and 31405340 Auto Refinishing Orientation/Safety and 31405348 Auto Refinishing Water Borne Systems

31405346 Auto Refinishing Color Matching/Blending

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

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

31405348 Auto Refinishing Water Borne Systems

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

COREQUISITES: 31405340 Auto Refinishing Orientation/Safety and 31405342 Auto Refinishing Masking/Preparation

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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

31404301	Auto Orientation & Safety	1.00
31442345	Auto Servicing Welding	1.00
31404370	Auto Brakes	3.00
31404372	Auto Suspension and Steering	3.00
31404376	Auto Engine Repair	4.00
Total		12.00

Term 2

31404348	Automotive Air Conditioning and Certification	3.00
31404315	Automatic Transmissions	4.00
31404316	Differential & Manual Transmissions	3.00
31809362	Psychology for Life	1.00
31809363	Challenging Issues	1.00
Total		12.00

Term 3

31404317	Auto Electricity 1	2.00
31404318	Auto Electricity 2	2.00
31404319	Auto Electricity 3	2.00
31404320	Auto Electricity 4	3.00
31801359	Communication Skills for the Workplace	2.00
Total		11.00

Term 4

31404382	Auto Engine Performance 1	5.00
31404384	Auto Engine Performance 2	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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Use information software for diagnosing and repairing of vehicles.
- Demonstrate the use of safe work practices in all aspects of vehicle repair.
- Develop technical competency in all eight areas of ASE certification including:
 - Engine repair.
 - Automatic transmission and transaxle repair.
 - Manual drive train and axle repair.
 - Suspension and steering repair.
 - Brake system repair.
 - Electrical and electronic system repair.
 - Heating and air conditioning repair.
 - Engine performance.
- Address customers in a professional manner.
- Utilize proper customer service techniques when creating and closing repair orders, ordering parts, and contacting customers.

Other Program Expectations

You'll need to:

- Drive manual transmissions.
- Have a valid driver's license.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Certification

Certified by NATEF (National Automotive Technicians Education Foundation).

Special Note

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

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

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 1

...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 2

...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 1

31404319 Auto Electricity 3

...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 2

31404320 Auto Electricity 4

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

COREQUISITE: 31404319 Auto Electricity 3

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 1

...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

31404384 Auto Engine Performance 2

...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 1

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.



Broadcast Captioning

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

Degree Completion Time: Two Years Plus Summer School

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

2013-2014

Catalog No.	Class Title	Credit(s)	About Shared Programs	
Term 1			LTC offers its Broadcast Captioning program in cooperation with technical colleges across the state. As a broadcast captioning student, you'll:	
10106104	Realtime Reporting 1	5.00	<ul style="list-style-type: none">Attend live, interactive TV classes sent from LTC to your local technical college.Take general studies classes and labs at your local technical college.	
10106144	Realtime Reporting Orientation	1.00		
10106159	Legal Terminology	1.00		
10106184	English for Realtime Reporters	1.00		
10106804	Realtime Reporting 1 Lab	1.00		
10801195	Written Communication	3.00	<ul style="list-style-type: none">LTC shares its Broadcast Captioning program with Fox Valley Technical College (FVTC) - Appleton and Northeast Wisconsin Technical College (NWTCC) - Green Bay.LTC also offers an opportunity for students to complete the program at the Lakeland College West Allis Campus.	
10809198	Introduction to Psychology	3.00		
	Total	15.00		
Term 2				
10106105	Realtime Reporting 2	5.00		
10106158	Realtime Reporting Technology	2.00		
10106805	Realtime Reporting 2 Lab	1.00		
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00		
10809122	Introduction To American Government OR 10809172 Introduction to Diversity Studies	3.00		
10809196	Introduction to Sociology	3.00		
	Total	17.00		
Term 3 (Summer)				
10106108	Realtime Reporting Speed Development Skillbuilding 1, 2, or 3 (optional)	2.00		
	Total	2.00		
Term 4				
10106109	Literary 1 - Advanced	2.00	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.	
10106128	Jury Charge 1 - Advanced	2.00		
10106156	Testimony 1 - Advanced	3.00		
10106809	Literary 1 Lab - Advanced	1.00		
10106828	Jury Charge 1 Lab - Advanced	1.00		
10106859	Testimony 1 Lab - Advanced	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	16.00		
Term 5				
10106111	Literary 2 - Advanced	2.00		
10106129	Jury Charge 2 - Advanced	2.00		
10106142	Judicial Reporting Procedures	2.00		
10106143	Judicial Reporting Internship	1.00		
10106157	Testimony 2 - Advanced	3.00		
10106171	Medical Reporting & Terminology	2.00	Careers <ul style="list-style-type: none">Broadcast CaptionerCART ReporterInternet ReporterOffline CaptionerConference and Convention Reporter	
10106811	Literary 2 Lab - Advanced	1.00		
10106829	Jury Charge 2 Lab - Advanced	1.00		
10106857	Testimony 2 Lab - Advanced	1.00		
	Total	15.00		
Term 6 (Summer)				
10170101	Captioning/CART	4.00		
10170143	Internship in Broadcast Captioning/CART	1.00		
	Total	5.00		
	Program Total	70.00		
Beginning Courses Required Prior to Advanced Courses				
10106121	Jury Charge 1 - Beginner	2.00	Admissions Steps <ul style="list-style-type: none">Submit Application and \$30 Processing FeeComplete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check)Submit Official Transcripts (High School and Other Colleges)Meet with Program Advisor	
10106826	Jury Charge 1 Lab - Beginner	2.00		
10106122	Jury Charge 2 - Beginner	2.00		
10106827	Jury Charge 2 Lab - Beginner	2.00		
10106113	Literary 1 - Beginner	2.00		
10106808	Literary 1 Lab - Beginner	2.00	Program Outcomes You'll learn to: <ul style="list-style-type: none">Develop proficiency in machine shorthand using realtime theory.Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.	
10106114	Literary 2 - Beginner	2.00		
10106810	Literary 2 Lab - Beginner	2.00		
10106153	Testimony 1 - Beginner	2.00		
10106858	Testimony 1 Lab - Beginner	2.00		
10106154	Testimony 2 - Beginner	2.00	Other Program Expectations You'll need to hear, speak, see, and use both hands to manipulate a computer keyboard and stenograph machine.	
10106855	Testimony 2 Lab - Beginner	2.00		
Optional Credits				
10106161	Realtime Reporting Technology Advanced	2.00		

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 103	English - 21

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10106104 Realtime Reporting 1

...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 1 Lab is required.

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

10106105 Realtime Reporting 2

...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 1 and 10106804 Realtime Reporting 1 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 1 - Advanced

...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 - Advanced is required.

PREREQUISITE: 10106113 Literary 1 - Beginner or Minimum of 130 WPM met

10106111 Literary 2 - Advanced

...prepares the learner 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 2 Lab - Advanced is required.

PREREQUISITE: 10106114 Literary 2 - Beginner or Minimum of 160 WPM met

10106128 Jury Charge 1 - Advanced

...prepares the learner 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 1 Lab - Advanced is required.

PREREQUISITE: 10106121 Jury Charge 1 - Beginner or Minimum of 130 WPM met

10106129 Jury Charge 2 - Advanced

...prepares the learner to write jury charge material at 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 enrollment in Jury Charge 2 Lab - Advanced is required.

PREREQUISITE: 10106122 Jury Charge 2 - Beginner or Minimum of 180 WPM met

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, 10106128 Jury Charge 1-Adv, 10106109 Literary 1-Adv, 10106156 Testimony 1-Adv and **COREQUISITES:** 10106129 Jury Charge 2-Adv, 10106111 Literary 2-Adv and 10106157 Testimony 2-Adv

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 1 - Advanced

...prepares the student 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 and prepare salable transcripts. Concurrent registration in Testimony 1 Lab - Advanced is required.

PREREQUISITE: 10106153 Testimony 1 - Beginner or Minimum of 130 WPM met

10106157 Testimony 2 - Advanced

...prepares the learner to write 2-voice testimony material at 225 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 Testimony 2 Lab - Advanced is required.

PREREQUISITE: 10106154 Testimony 2 - Beginner or Minimum of 190 WPM met

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 1 – Advanced

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 1 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 2 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 1 Lab - Advanced

...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 1 – Advanced

10106811 Literary 2 Lab - Advanced

...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 2 - Advanced is required.

COREQUISITE: 10106111 Literary 2 – Advanced

10106828 Jury Charge 1 Lab - Advanced

...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 1 – Advanced

10106829 Jury Charge 2 Lab - Advanced

...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 2 - Advanced is required.

COREQUISITE: 10106129 Jury Charge 2 – Advanced

10106857 Testimony 2 Lab - Advanced

...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 2 - Advanced is required.

COREQUISITE: 10106157 Testimony 2 – Advanced

10106859 Testimony 1 Lab - Advanced

...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 1 – Advanced

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 2-Adv, 10106111 Literary 2-Adv, 10106157 Testimony 2-Adv 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Business Management

Program No: 10-102-3

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

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	
Term 1			<p>Business managers are found in every sector of the economy in nearly all work settings. The program provides graduates with the business knowledge and skills for positions such as an entry-level manager, assistant manager, office manager, or team leader or graduates may start their own business.</p> <p>The successful business manager oversees day-to-day activities and leads the team or organization to the next level of performance. Managers plan, organize, staff, and control the tasks that carry out the work of the business or nonprofit organization.</p> <p>If you set goals for yourself and strive to accomplish them, prefer working with others rather than alone, enjoy serving as a leader even if it means more work, and want to improve your skills and promotion potential, then a career in business management may be a good choice for you.</p>	<ul style="list-style-type: none">• Direct individuals and/or processes to meet organizational goals.• Control business processes.
10104102	Marketing, Principles of	3.00		
10105124	Portfolio Introduction	1.00		
10196189	Team Building and Problem Solving	3.00		
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 OR 10801196 Oral/Interpersonal Comm	3.00		
10809122	Introduction to American Government	3.00		
10182102	Service Operations Management	3.00		
	Total	18.00		
Term 3				
10101127	Managerial Accounting	3.00		
10105128	Personal Branding	2.00		
10182108	Purchasing	3.00		
10116105	Recruitment and Retention of Employees	3.00		
10809195	Economics	3.00		
10809198	Introduction to Psychology	3.00		
	Total	17.00		
Term 4				
10101106	Payroll Applications	2.00		
10102107	Internship - Business Management OR 10102106 Business Applications OR 10138101 Introduction to International Business	3.00		
10102123	Business Management-Capstone	3.00		
10102127	Portfolio Assessment-Business Management	1.00		
10102160	Business Law	3.00		
10806112	Principles of Sustainability	3.00		
	Total	15.00		
	Program Total	66.00		
Note:	Program start dates vary; check with your counselor for details.		Careers <ul style="list-style-type: none">• Manager• Assistant Manager• Office Manager• Team Leader• Entrepreneur Admissions Steps <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form Program Outcomes <p>You'll learn to:</p> <ul style="list-style-type: none">• Plan the operation of a business across functional areas.• Organize resources to achieve the goals of the organization.	
	Curriculum and program acceptance requirements are subject to change.			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

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 1 prerequisite requirement for this course.)

PREREQUISITE: 10101131 Business Accounting or 10101111 Accounting 1

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. **PREREQUISITE:** 10804123 Math with Business Applications and **COREQUISITE:** Microsoft Excel skills or equivalent

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

PREREQUISITE: 10105128 Career Exploration or 10105126 Career Assessment & 10105124 Portfolio Intro & 10105128 Career Exploration & **CONDITION:** Verification of eligibility by Business Mgmt coordinator (student needs 45 credits of Business Mgmt program)

10102123 Business Management-Capstone

...assess the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities. **CONDITION:** Students must have earned 50 credits or more prior to taking this course

10102127 Portfolio Assessment-Business Management

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

PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment or 10105128 Career Exploration

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.

10104102 Marketing, Principles of

...introduces the student to the consumer decision process model, the bases used to segment a market, basic concepts about goods, services, and ideas, the nature of supply chain and distribution, integrated marketing communications, and the stages of the product life cycle and their impact on the marketing mix. **COREQUISITE:** Microsoft Word and PowerPoint skills or equivalent or **CONDITION:** 105361 Pharm 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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10116105 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.

10182102 Service Operations Management

...introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP) and supply chain management concepts in the service sector.

10182108 Purchasing

...introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career. **COREQUISITE:** Microsoft PowerPoint or equivalent or **CONDITION:** 105361 Pharmacy Services Management or 315361 Pharmacy Technician

10116105 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.

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 **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Carpentry–Apprentice

Program No: 50-410-1

Journey-Level Card

Work Hours (including day school): 6240

Day School Hours: 400 • Evening School Hours: 120

4-Year Contract/Indenture

2013-2014

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

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

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

Careers

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

Construction Apprentice Application Requirements

- Apprentice Application
- Birth Certificate Copy
- Carpentry Entrance Assessment
- Driver's License Copy
- Final High School Transcripts
- Advisory Committee Interview

Program Outcomes

You'll learn to:

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

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 1

...introduces the apprentice to the basic math skills needed for the trade, prepares the apprentices for continuing blueprint reading, provides the skills needed for using a variety of leveling instruments with an emphasis on site development, and introduces the proper and safe use of hand tools.

CONDITION: 504101 Carpentry Apprentice requirements met

50410502 Carpentry Apprentice 2

....introduces the apprentice to foundation systems used in commercial and residential construction, explains the forces that concrete placement creates and the proper placement of same, and expands the apprentice's blueprint reading and safety skills.

CONDITION: 504101 Carpentry Apprentice requirements met.

50410503 Carpentry Apprentice 3

...prepares the apprentice to frame floors and walls using a wide variety of methods and materials used in residential and commercial applications and expands the apprentice's blueprint reading and safety skills.

CONDITION: 504101 Carpentry Apprentice requirements met.

50410504 Carpentry Apprentice 4

...prepares the apprentice to frame roofs and stairs using a wide variety of methods and materials used in residential and commercial applications and expands the apprentice's blueprint reading and safety skills.

CONDITION: 504101 Carpentry Apprentice requirements met.

50410505 Carpentry Apprentice 5

...prepares the apprentice to install a wide variety of interior trim systems; provides an introduction to door hardware, inter-wall systems, and resilient flooring; and expands the apprentice's blueprint reading and safety skills.

CONDITION: 504101 Carpentry Apprentice requirements met.

50410506 Carpentry Apprentice 6

...prepares the apprentice with an understanding of exterior finish systems as well as insulation and sound proofing systems and expands the apprentice's blueprint reading and safety skills.

CONDITION: 504101 Carpentry Apprentice requirements met.



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

4-Year Contract/Indenture

2013-2014

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

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 86	English - 18

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.



Child Care Services

Program No: 31-307-1

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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs
Term 1			<p>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.</p> <p>Careers</p> <ul style="list-style-type: none">• 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 <p>Admissions Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Complete the Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form With Program Staff• Submit Infant/Child CPR/AED Certification to Program Staff• Complete Background Check Review With Program Staff <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
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	Introduction to Diversity Studies			
	Total	18.00		
	Program Total	35.00		
<p>Note: Program start dates vary; check with your counselor for details.</p> <p>Curriculum and program acceptance requirements are subject to change.</p>			<p>Special Note</p> <p>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.</p> <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> <p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>	

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.

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

10804100 Math Proficiency

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

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

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.



Clinical Laboratory Technician

Program No:10-513-1

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.

2013-2014

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	4.00
ECON-195	Economics OR 10809195 Economics (LTC)	3.00
HEALTH-101	Medical Terminology	3.00
Total		17.00

Term 2		
ENG-152	Communication Skills 2 OR 10801195 Written Comm (LTC)	3.00
NATSCI-197	Microbiology	4.00
SOCS-197	Contemporary American Society	3.00
PSYCH-199	Psychology of Human Relations	3.00
Total		13.00

Term 3		
CLABT-100	Basic Lab Skills ***	1.00
CLABT-111	Phlebotomy	2.00
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		16.00

Term 4		
CLABT-130	Advanced Hematology*	2.00
CLABT-131	Clinical Chemistry 1***	3.00
CLABT-132	Clinical Chemistry 2***	2.00
CLABT-133	Clinical Microbiology*	4.00
CLABT-140	Advanced Microbiology**	2.00
CLABT-151	Clinical Experience 1	3.00
CLABT-143	Seminar	1.00
Total		17.00

Summer Session		
CLABT-152	Clinical Experience 2	4.00
Total		4.00
Program Total		67.00

Terms 1 & 2 Recommended Electives (6 Credits Required)		
MLABT-160	Introduction to Computing for Healthcare	2.00
MLABT-161	Computer Applications for the Medical Laboratory	1.00
MLABT-166	Phlebotomy Clinical Experiences	3.00
MLABT-190	Medical Laboratory Diagnostic Services	2.00
NATSCI-211	Chemistry 1	5.00
NATSCI-212	Chemistry 2	5.00
PHYED-210	An Active Approach to Wellness 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

Work with Admissions Specialist to:

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete the Health Requirements

Meet with Program Advisor to:

- Complete Functional Ability Statement of Understanding Form
- Complete Algebra Requirement
- Complete Biology Requirement
- Complete Chemistry Requirement

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 65	Mathematics - 16
Reading - 70	Reading - 16
Sentence Skills - 76	English - 16
Elem. Algebra - 40	Elem. Algebra - NA

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

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

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

CLABT-110 Basic Lab Skills

This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.
Prerequisite: Admitted to either the Clinical Laboratory Technician or Phlebotomy Diploma program.

CLABT-111 Phlebotomy

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

CLABT-113 QA Lab Math

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

CLABT-114 Urinalysis

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

CLABT-115 Basic Immunology Concepts

This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections.

CLABT-120 Basic Hematology

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

CLABT-121 Coagulation

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

CLABT-122 Introduction to Blood Bank

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

CLABT-123 Advanced Blood Bank

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

CLABT-130 Advanced Hematology

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

CLABT-131 Clinical Chemistry 1

Introduces clinical chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrate, lipids, proteins, renal function and blood gas analysis.
Prerequisites: NATSCI-177, NATSCI-202, CLABT-110, CLABT-113 and CLABT-114.

CLABT-132 Clinical Chemistry 2

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

CLABT-133 Clinical Microbiology

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

CLABT-140 Advanced Microbiology

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

CLABT-143 Seminar

This course provides a review from previous courses that helps the student prepare for national certification examinations for the clinical laboratory technician level. It also assists students with resume development, job interview practice, and job searches.
Prerequisite: CLABT-113.

CLABT-151 Clinical Experience 1

In this clinical you will practice the principles and procedures of laboratory medicine as an entry-level Medical/Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state-of-the-art instruments and report results on Laboratory Information Systems.
Prerequisites: CLABT-110, CLABT-111, CLABT-113, CLABT-114, CLABT-115, CLABT-120, CLABT-121, CLABT-122, CLABT-123, CLABT-130, CLABT-131, CLABT-132 and CLABT-133.

CLABT-152 Clinical Experience 2

In this clinical you will practice the principles and procedures of laboratory medicine as an entry-level Medical/Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state-of-the-art instruments and report results on Laboratory Information Systems.
Prerequisite: CLABT-151.

ECON-195 Economics

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

ENG-151 Communication Skills 1

This course is designed to improve the student's speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays, as well as the construction and presentation of short speeches.
Prerequisite: Satisfactory MATC placement test score.

ENG-152 Communication Skills 2

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

HEALTH-101 Medical Terminology

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

NATSCI-177 General Anatomy and Physiology

This course examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function 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. (This course also provides the foundation to and is prerequisite for NATSCI-179.)
Prerequisites: Two semesters of high school chemistry or one semester of college chemistry (minimum grade C) and one semester of college English (minimum grade C) or satisfactory MATC placement test score.

NATSCI-186 Introductory Biochemistry

This course provides students with skills and knowledge of organic and biological chemistry necessary for application within Health Occupations careers. Emphasis is placed on recognizing structure, physical properties and chemical reactions of organic molecules, body fluids and acids. The course also emphasizes biological functions and relationships to enzymes, proteins, lipids, carbohydrates and DNA.
Prerequisites: Two semester of high school chemistry (minimum grade C) or one semester college chemistry (minimum grade C) and one semester college English (minimum grade C) or satisfactory scores on the MATC placement test.

NATSCI-197 Microbiology

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. The course also examines the role of microbes in the environment, industry and biotechnology.
Prerequisite: NATSCI-177 or NATSCI-201 (minimum grade C).

PSYCH-199 Psychology of Human Relations

This course is a survey of psychological principles that assist in the understanding of interpersonal relations in the family and in the work setting. Motivation, emotion, learning, personality, cultural attitudes and healthy lifestyles are among topics considered with reference to effective individual and group behavior.

SOCSCI-197 Contemporary American Society

This course examines the network of interdependent social systems that affect students as employees, family members and citizens. The study of institutions and exploration of contemporary issues and trends expand students' use of thinking skills, enabling them to advocate positions and participate fully in a democracy.



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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10804107	College Mathematics	3.00
10504900	Introduction to Criminal Justice	3.00
10504902	Criminal Law	3.00
10504903	Professional Communications	3.00
10809198	Introduction to Psychology	3.00
10801195	Written Communication	3.00
Total		18.00

Term 2

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

Term 3

10504905	Report Writing	3.00
10504906	Criminal Investigation Theory	3.00
10504911	Pursuit Intervention Techniques	1.00
10504953	Standard Field Sobriety Testing	1.00
10504955	Healthy Lifestyles for Law Enforcement	3.00
10504960	Unified Tactical Skills: Emergency Vehicle Operations	2.00
10504970	Spanish for Law Enforcement	1.00
10809196	Introduction to Sociology	3.00
Total		17.00

Term 4

10504910	Law Enforcement Career Development	2.00
10504912	Radar Certification	1.00
10504954	Emergency Response for Law Enforcement	2.00
10504956	Law Enforcement Practical Applications	1.00
10504957	Unified Tactical Skills: Firearms	2.00
10504958	Unified Tactical Skills: DAAT/UOF	2.00
10504959	Unified Tactical Skills: Vehicle Contacts	2.00
10801198	Speech	3.00
Total		15.00
Program Total		68.00

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

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

Curriculum and program acceptance requirements are subject to change.

About the Career

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

Careers

Criminal Justice—Law Enforcement graduates are prepared for positions in:

- City/County/State/Federal Law Enforcement Agencies
- Corrections Fields with State and County Agencies
- Law Enforcement Management
- Private Investigation
- Private Security/Loss Prevention Agencies

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Background Check and \$16 Processing Fee (No Felony Arrest or Domestic Violence Convictions)
- Verify a Valid Wisconsin Driver's License
- Complete Firearms User Background Disclosure Form
- Submit US Citizenship Status

Program Outcomes

You'll learn to:

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

Other Program Expectations

You'll need to:

- Be in and maintain good physical condition.
- Participate in self-defense training.
- Bend, jump, run, lift weights (for fitness).

- Speak, hear, and have normal or corrected vision.
- Program must be completed within 3 years.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Tactical Course Requirements

Students will be required to complete all courses according to the program sheet or the three-year plan, including General Education courses, and must pass with a "C" or better to proceed in the program with their tactical training 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
Marquette University
Mount Mary College
Ottawa University

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

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

10504900 Introduction to Criminal Justice

...will teach learners how to distinguish between the roles and functions of courts with jurisdiction in Wisconsin; differentiate between the roles and functions of federal, state and local law enforcement agencies; apply professional principles as a law enforcement officer; determine modern police functions and policies from an historical perspective; identify the role of law enforcement officers in American society; utilize a decision-making model; identify the characteristics of a good decision maker; describe how professionalism, ethics, and moral standards relate to a law enforcement career; practice a code of behavior; incorporate ethical decision-making strategies; describe how decisions are made; enhance an officer's critical thinking and police problem solving skills; apply principles of critical thinking, decision-making, and problem solving; identify required law enforcement policies; defend the importance of written agency policies; and distinguish between "ministerial" and "discretionary" duties.
CONDITION: 105041 Criminal Justice-Law Enforcement program requirements met

10504901 Constitutional Law

...will diagram the structure of the criminal justice system, identify situations where constitutional rules are applicable, identify situations where an officer may use reasonable suspicion to contact a subject, identify the elements of a lawful arrest, identify search-related activities where the 4th amendment is not applicable, identify the requirements that pertain to search warrants, analyze situations where an officer may conduct a search without a warrant, compare the requirements for conducting routine searches with those for searching disabled persons and strip searches, identify the requirements of the laws governing confessions and statements, and analyze the various requirements that evidence must meet before it can be admitted in court.
PREREQUISITE: 10504900 Introduction to Criminal Justice or 10504110 Introduction to Criminal Justice and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504902 Criminal Law

...will allow learners to identify basic concepts of criminal law; analyze facts, circumstances, and situations and determine which crimes against persons have been committed; analyze facts, circumstances, and situations and determine which crimes against property have been committed; and analyze facts, circumstances, and situations and determine which crimes involving drugs, alcohol or other criminal activity have been committed.
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504903 Professional Communications

...allows the learner to apply knowledge of the communication process, apply communication techniques, integrate verbal and physical intervention skills, develop strategies to obtain information in a variety of situations, differentiate between an interview and an interrogation, and analyze information for consideration as corroborative evidence.
CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504904 Juvenile Law

...will describe the juvenile justice system, describe the handling of cases of children in need of protection or services, describe the handling of cases of juveniles in need of protection or services or alleged to be delinquent, identify constitutional law issues that are relevant to juveniles, analyze the role of law enforcement in responding to child maltreatment, explain the issues involved in investigating incidents of child victimization, intervene and apply appropriate investigative strategies, describe the roles of other agencies in child maltreatment cases, and recognize the unique investigative issues for missing children.
PREREQUISITE: 10504900 Introduction to Criminal Justice or 10504110 Introduction to Criminal Justice and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504905 Report Writing

...will explain the process of report writing, take effective field notes, organize information in reports, write narratives, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **COREQUISITE:** 10801195 Written Communication or 10801195OL Written Communication-Online and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504906 Criminal Investigation Theory

...will describe the role evidence plays in criminal investigations and prosecutions; apply the steps for processing crime scenes; apply appropriate strategies to locate, handle, and package evidentiary items; document the crime scene; recognize the unique investigative issues for crimes against life; apply appropriate strategies to secure the scene, collect and preserve evidence, and investigate a death; recognize the dynamics of victimization; apply knowledge of the definitions and responsibilities for law enforcement; apply appropriate interview techniques with adult or child victims; analyze the role of law enforcement in responding to domestic abuse; intervene and apply appropriate investigative strategies; respond to an officer-involved domestic violence incident; analyze the role of law enforcement in responding to sexual abuse; demonstrate investigative techniques in a simulated sexual assault case; and identify other resources that can assist in sexual assault cases.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504907 Community Policing Strategies

...will identify community resources available in your area, describe the role of an advocacy group in the criminal justice community, explain the rewards and challenges that diversity brings to and causes in society, evaluate communication barriers in dealing with the public, respond to hate crimes, identify the types of situations and the characteristics of individuals that are likely to be encountered in crisis management situations, apply Wisconsin statutory requirements and general guidelines regarding emergency detentions and emergency protective placements of persons, identify key concepts and elements associated with law enforcement response to people in crisis, apply crisis intervention principles and techniques, articulate the decision-making process taken to manage persons in crisis, describe community-oriented policing, describe problem-oriented policing, describe other policing strategies, and apply principles of crime prevention.
PREREQUISITE: 10504900 Introduction to Criminal Justice or 10504900TV Criminal Justice ITV or 10504110 Introduction to Criminal Justice and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504908 Traffic Theory

...will teach the learner how to enforce Wisconsin traffic laws, detect traffic violations, issue traffic citations, direct traffic, identify responsibilities of a first responding officer, manage the response to a scene, take necessary steps to enable effective follow-up as needed, conduct an initial investigation at a crash scene, identify the mechanics of measuring and documenting traffic crash scenes, complete the Wisconsin Motor Vehicle Accident Report, record the crash scene using photography, take appropriate enforcement action based on information gathered, and recognize and interpret indicators of impaired driving.
PREREQUISITE: 10504900 Introduction to Criminal Justice or 10504110 Introduction to Criminal Justice and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504910 Law Enforcement Career Development

...provides an in-depth study of the hiring process commonly used by law enforcement agencies. It also focuses on the skills that are essential to obtain and maintain employment as a police officer and prepares the student for future interviews. In addition, the course provides meaningful information about career options in the Criminal Justice field as well as options within the law enforcement field itself.
PREREQUISITES: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement program requirements met

10504911 Pursuit Intervention Technique Basic Training

...provides the learner with the special knowledge and skills necessary to successfully perform the Pursuit Intervention Technique (PIT) and conduct modified high risk contacts to tactically handle the different vehicle alignments created by the PIT maneuver.
COREQUISITE: 10504960 Unified Tactical Skills: Emergency Vehicle Operations

10504912 Radar Certification

...provides knowledge and skills necessary to function as a radar operator. Included will be familiarity with the operation and side effects of a stationary and moving radar unit. The student will operate the radar unit during a practical exercise.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement Program Requirements Met

10504953 Standard Field Sobriety Test

...prepares the learner to interpret driving and other behavior that provides evidence of OMVWI, administer standardized field sobriety tests, conduct an OMVWI arrest, and prepare written reports and associated paperwork articulating the basis for OMVWI arrests.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504954 Emergency Response for Law Enforcement

...will teach students how to perform an initial medical assessment for an injury or medical condition, how to provide immediate treatment for a variety of injuries and conditions, and how to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED). This course is not designed to certify officers as "First Responders" (as defined in the medical field). It is designed to certify officers in First Aid and CPR/AED to give them the basic skills they need to know to provide help to injured people until more trained personnel (Emergency Medical Technicians (EMTs), paramedics, etc.) arrive on scene and take over. In this course officers will be trained to recognize and respond to medical emergencies, take precautions to prevent disease transmission, gain safe access to victim(s), determine whether any life-threatening conditions are present, provide needed care to victim(s), summon additional help when needed, and use techniques learned in the training. Officers should be trained to the level of equipment provided to them on the job.
PREREQUISITE: 10504953 Standard Field Sobriety Testing or 10504153 Standard Field Sobriety Testing and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504955 Healthy Lifestyle for Law Enforcement

...prepares the learner to apply stress management techniques, apply principles of teamwork and leadership, summarize proper techniques for teamwork, leadership, and motivation, summarize the benefits of a healthy diet; summarize the benefits of tobacco cessation; summarize the benefits of proper dental care; demonstrate proper ergonomic techniques with regard to sitting, standing, and lifting; recognize the symptoms of mental illness caused by on-duty events; summarize the health benefits of a cardio/aerobic/anaerobic/conditioning program; summarize the health benefits of a strength training program; demonstrate the benefits associated with strength and conditioning routines; demonstrate the health benefits associated with participation in team sports and activities.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504956 Law Enforcement Practical Applications

...requires the student to demonstrate overall program mastery through participation in various scenarios. The student is required meet the requirements set forth by the Wisconsin Department of Justice Training and Standards Bureau to include but not limited to: mastery of tactical and relation skills; demonstrate understanding of the standards established by the state and complete scenarios in accordance to its standards.
COREQUISITE: 10504957 UTS-Firearms, 10504958 UTS: DAAT-UOF and 10504959 UTS: Vehicle Contacts and 10504954 Emergency Responder-Law Enfor 10504157 UTS-Firearms, 10504158 UTS: DAAT-UOF and 10504159 UTS: Veh Contacts and 10504154 Emergency Resp-Law Enf

10504957 Unified Tactical Skills: Firearms

...prepares the learner to explain the basis for use of force by officers and the limits on that use of force, including Constitutional, statutory, administrative rule, and policy; apply the Incident Response and Disturbance Resolution Model; analyze the Intervention Options and the circumstances under which each mode is justified and appropriate; including the tactical use of communication skills; maintain the duty weapon and its associated equipment; fire the duty weapon in a variety of conditions and environments; exhibit good weapon-handling skills; make appropriate deadly force decisions; apply the principles of room clearing; apply the principles of tactical use of light; analyze the concepts of cover and concealment and their uses and limitations in tactical situations; and employ appropriate techniques for tactical movement.
PREREQUISITE: 10504953 Standard Field Sobriety Testing or 10504153 Standard Field Sobriety Testing and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504958 Unified Tactical Skills: DAAT/UOF

...prepares the learner to explain the basis for use of force by officers and the limits on that use of force, including Constitutional, statutory, administrative rule, and policy; apply the Incident Response and Disturbance Resolution Model; analyze the Intervention Options and the circumstances under which each mode is justified and appropriate; apply the techniques present in the Wisconsin DAAT system, including the tactical use of communication skills; and apply them to official action when off duty. The student will be trained in the use of ECD weapons and certified in the use of the taser ECD (X-26).
PREREQUISITE: 10504953 Standard Field Sobriety Testing or 10504153 Standard Field Sobriety Testing and **CONDITION:** 105041 Criminal Justice-Law Enforcement Admission Requirements Met

10504959 Unified Tactical Skills: Vehicle Contacts

...prepares the learner to analyze the legal and policy considerations surrounding law enforcement driving, inspect the vehicle for placing a patrol vehicle into service at the beginning of shift; explain the legal, policy, and safety considerations in initiating, conducting vehicle contacts, terminating pursuits, and using approach, non-approach and high risk contacts.
PREREQUISITE: 10504953 Standard Field Sobriety Testing or 10504153 Standard Field Sobriety Testing and **CONDITION:** 105041 Criminal Justice-Law Enforcement Program Requirements met

10504960 Unified Tactical Skills: Emergency Vehicle Operations

...prepares the learner to analyze the legal and policy considerations surrounding law enforcement driving, including normal patrol operation, emergency response, and pursuit driving; inspect the vehicle for placing a patrol vehicle into service at the beginning of shift; apply proper driving strategies and techniques for basic patrol operation of a vehicle; apply proper emergency driving techniques; and explain the legal, policy, and safety considerations in initiating, conducting, and terminating pursuits, including options to stop subject vehicles.
PREREQUISITE: 10504908 Traffic Theory or 10504114 Traffic Theory and **CONDITION:** 105041 Criminal Justice-Law Enforcement Program Requirements met

10504970 Simple Spanish for Law Enforcement Officers

...prepares the learner to communicate with Spanish speaking individuals during a police contact while maintaining safety. Prepares the learner to perform police duties using limited Spanish such as traffic stops, gaining verbal control when needed, and assess medical emergencies. It includes arrest commands, the ability to recognize danger words commonly used by Spanish speaking attackers, the Spanish translation for the Miranda Warnings and Standardized Field Sobriety Testing.
PREREQUISITE: 10504903 Professional Communications or 10504113 Professional Communications

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.
PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.
COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10804107 College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

Catalog No. Class Title Credit(s)

Term 1

10316101	Product Identification and Purchasing	2.00
10316102	Skill Development	3.00
10316103	Introduction to Stocks, Soups and Sauces	3.00
10316104	Introduction to Baking and Pastry	3.00
10316105	Culinary Practicum 1	2.00
10316106	Beverage and Wine Service	1.00
10801196	Oral Interpersonal Communication	3.00
Total		17.00

Term 2

10316110	Cooking Methods	3.00
10316111	Garde Manger	2.00
10316112	Catering, Buffet & Quantity Food Production	2.00
10316113	Introduction to Dining Room Service	2.00
10316114	Culinary Practicum 2	2.00
10809172	Introduction to Diversity Studies OR 10809196 Introduction to Sociology	3.00
10809103	Thinking Critically & Creatively	3.00
Total		17.00

Term 3

10316120	Nutrition	2.00
10316121	Advanced Garde Manger and Catering	2.00
10316122	Classic and Contemporary French Cuisine	3.00
10316123	Menu Planning and Cost Controls	2.00
10316124	Culinary Math	1.00
10316125	Culinary Practicum 3	2.00
10806112	Principles of Sustainability	3.00
10809198	Introduction to Psychology	3.00
Total		18.00

Term 4

10316130	European Cuisine	2.00
10316131	International and Fusion Cuisine	3.00
10106120	Business Etiquette and Professionalism	2.00
10316133	Advanced Patisserie and Desserts	1.00
10316134	Culinary Internship	3.00
10801195	Written Communications	3.00
10809128	Marriage and Family	3.00
Total		17.00
Program Total		69.00

Prerequisite Courses:

10109102	Professional Waitstaff Training	1.00
10109112	Sanitation for Food Service	1.00

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

Curriculum and program acceptance requirements are subject to change.

About the Program

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

About the Career

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

Careers

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

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Apply the principles of safety and sanitation in food service operations.
- Demonstrate proficiency with professional cooking techniques and knife skills.
- Demonstrate ability to produce end results within appropriate time frames.
- Integrate technology in the learning process.
- Apply classroom learning to laboratory and practical settings.
- Work collaboratively with colleagues to achieve mission and goals.

- Use mathematics effectively in meal preparation, budget management, inventory control, and purchasing.
- Communicate effectively and respectfully with colleagues and patrons.
- Demonstrate professionalism through appropriate dress, responsible work ethic, and professional behaviors as defined by the American Culinary Federation Professional Code of Ethics.
- Demonstrate critical thinking when approaching daily work and solving problems as an individual when collaborating with colleagues.
- Reflect integration of diverse clients, cultures, and nationalities in thought, action, and culinary practice.
- Demonstrate sustainable practices through selection of local products.
- Demonstrate a commitment to lifelong learning.
- Supervise food production activities that meet nutritional guidelines and budgetary controls with high client satisfaction.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

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.

10316101 Product Identification and Purchasing

...through identification, the study of origins and seasonality, discussion of quality, use, safe handling and fabrication, learners will explore vegetables, seafood, meats, fruits, herbs and spices. The USDA grading system and butchery concepts are included. Safety, sanitation and cost control concepts are applied.

CONDITION: 103161 or 103161Z Culinary Arts program requirements met

10316102 Skill Development

...introduces learners to the professional kitchen. Fundamental theories and techniques are explored through basic protein, starch, and vegetable cookery. Knife use, maintenance, and skill development is applied through basic vegetable prep, boning and fillet techniques. Content includes classical vegetable cuts, stock production, thickening agents, timing and multi-tasking, station organization, palate development, and basic culinary terms. Safety and sanitation concepts are applied.

CONDITION: 103161 or 103161Z Culinary Arts program requirements met

10316103 Introduction to Stocks, Soups and Sauces

...builds upon Skill Development. This course continues with fundamental principles of classic stocks, soups, and hot and cold sauces. The traditional mother and small sauces are covered. Stabilizing and thickening methods include roux, beurre manié, arrowroot, and puree, reduction, and emulsion techniques. Students practice in the use of tools, utensils, and equipment emphasizing safety and sanitation.

CONDITION: 103161 or 103161Z Culinary Arts program requirements met and **COREQUISITE:** 10316102 Skill Development

10316104 Introduction to Baking and Pastry

...introduces learners to the principles and techniques used in the preparation of high-quality baked goods and pastries. Students develop skills in breads, muffins, biscuits, custards, pies, cakes, pastries and specialized desserts. Skills include creaming, blending, meringues, straight dough, custards and frozen desserts. Safety, sanitation and cost control concepts are applied.

CONDITION: 103161 or 103161Z Culinary Arts program requirements met and **COREQUISITE:** 10316102 Skill Development

10316105 Culinary Practicum 1

...incorporates fundamental theories and techniques learned during the first semester in a restaurant setting. Safety, sanitation and cost control concepts are applied. Activities may include day, evening, and weekend requirements.

CONDITION: 103161 or 103161Z Culinary Arts program requirements met and **COREQUISITES:** 10316102 Skill Development and 10316103 Intro to Stocks, Soups, Sauces, and 10316104 Intro to Baking and Pastry

10316106 Beverage and Wine

...introduces learners to all areas of beverage service including wine, spirits, beer, mixology, and non-alcoholic drinks. A special focus is on wine tasting and appreciation. Safety, sanitation and cost control concepts are applied.

10316110 Cooking Methods

...will explore techniques and ingredients used in contemporary and classical cuisine for vegetables, starches, meat, poultry and fin-fish and shellfish. Basic concepts of timing, seasoning and garnishments are introduced. Classical and contemporary styles of plating and presentation are incorporated. A la carte, and three to four course daily menus are developed focusing on American regional cookery. Safety, sanitation and cost control concepts are applied.

PREREQUISITE: 10316105 Culinary Practicum 1

10316111 Garde Manger

...will help learners develop skills in the preparation and artistic presentation of cold cuisine and cold pantry. Basic preparation of appetizers and Hors d'Oeuvres, soups, salads, cheese displays, and menu items from previous program courses come together for a Grande Buffet presentation. Safety, sanitation and cost control concepts are applied.

PREREQUISITE: 10316105 Culinary Practicum 1

10316112 Catering, Buffet, and Quantity Food Production

...building on Garde Manger, learners examine the execution of banquets and catering events. Principles of large group menus, contemporary batch cookery, multiple station service, on demand preparation and volume feeding operations are covered. Safety, sanitation and cost control concepts are applied.

COREQUISITE: 10316111 Garde Manger

10316113 Introduction to Dining Room Service

...will help learners refine their customer service and meal delivery skills through the study of a variety of proper, customer-oriented dining room service environments and scenarios including etiquette, dining room safety, set up, American and French table service, guest-centric interaction, and menu knowledge skills. Concepts include histories of table services, psychology of the restaurant customer, and service sequence. CPR instruction is included.

10316114 Culinary Practicum 2

...will incorporate fundamental theories and techniques learned during the first and second semesters in a restaurant setting. Activities may include day, evening, and weekend requirements.

COREQUISITES: 10316110 Cooking Methods and 10316111 Garde Manger and 10316112 Catering, Buffet, and Quantity Food Production

10316120 Nutrition

...examines basic principles of nutrition and explores the nutritional needs for various populations including children, teens, the aging, vegetarians, sports enthusiasts, and those with conditions such as obesity, heart disease, diabetes, gastrointestinal disorders, hypertension and food allergies. Recipe modification, food quality and menu planning for these populations is a focus. Safety, sanitation and cost control concepts are applied. This course includes a service learning component.

10316121 Advanced Garde Manger and Catering

...covers executing finer techniques in smaller quantities, to allow learners to explore Charcuterie items including sausages, cured and smoked meats. Compound salads, terrines, pates, canapés, and vegetable and fruit displays are covered. Presentation techniques are emphasized including ice sculpting. Safety, sanitation and cost control concepts are applied.

PREREQUISITES: 10316114 Culinary Practicum 2 and 10801196 Oral/Interpersonal Communication

10316122 Classic and Contemporary French Cuisine

...teaches students the history, culture, and techniques of specific regions in France and countries influenced by French cooking. Formal and bistro recipes include savory soufflés, braises, sweet mousse, foie gras, truffles, flambé and table side service. Safety, sanitation and cost control concepts are applied.

PREREQUISITE: 10316114 Culinary Practicum 2

10316123 Menu Planning and Cost Controls

...introduces learners to recipe creation, menu planning, pricing, layout and design, menu sales performance and mix analysis, and revenue control. Purchasing, inventory control, productivity, schedule, marketing and the use of manual and point-of-sale systems are explored. Students will learn how to organize, plan, and operate the banquet kitchen.

PREREQUISITE: 10316114 Culinary Practicum 2

10316124 Culinary Math

...prepares learners to apply math concepts to culinary and food service settings. Competencies include calculation of basic units of measure, theoretical and actual food cost determination, calculation of yield percentage and edible portion costs as well as the use of conversion charts.

PREREQUISITES: 10316114 Culinary Practicum 2 and Accup Math 79 or Equivalent or ACT Math 18 or Equivalent or 10834109 Pre-Algebra and **COREQUISITES:** 10838105 Intro Rdg & Study Skills or Accup Reading 74 or Equivalent or ACT 18 Reading or Equivalent

10316125 Culinary Practicum 3

...incorporates fundamental theories and techniques learned during the first, second and third semesters in a restaurant setting. Activities may include day, evening, and weekend requirements.

COREQUISITES: 10316122 Classic and Contemporary French Cuisine and 10316121 Advanced Garde Manger and Catering

10316130 European Cuisine

...is a production experience that builds on previous semesters and applies skills and methods to production, seasoning, cooking techniques, plate presentation and speed while exploring Central and Eastern Europe, Mediterranean, and Italian cuisine. Safety, sanitation and cost control concepts are applied.

PREREQUISITE: 10316125 Culinary Practicum 3

10316131 International and Fusion Cuisine

...is a production experience that builds on previous semesters and applies skills and methods to production, seasoning, cooking techniques, plate presentation and speed while exploring the cuisines of the Orient and the Pacific Rim, South and Central America, Mexico, India and Sub-Saharan Africa. Safety, sanitation and cost control concepts are applied.

PREREQUISITE: 10316125 Culinary Practicum 3

10316133 Advanced Patisserie and Desserts

...will have learners producing confections and marzipan creations, cakes, tortes and gateaux. Crepes, tarts, flans, and hot and cold soufflés are created. Sorbets, gelatos and other frozen desserts are produced.

PREREQUISITE: 10316125 Culinary Practicum 3

10316134 Culinary Internship

...apply program objectives and competencies under supervision in culinary settings preparing foods that are cooked to order. Activities may include day, evening, and weekend requirements.

COREQUISITES: 10316130 European Cuisine and 10316131 International and Fusion Cuisine and 10106120 Business Etiquette and Professionalism and 10316133 Advanced Patisserie and Desserts

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

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

10809103 Thinking Critically & Creatively

...introduces the student to vital, realistic, and practical methods of thinking which are in high demand in all occupations of substance today. Decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more are considered in depth as the student applies specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations.

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

10809128 Marriage and Family

...introduces the student to the sociological aspects of marriage and family life in contemporary American society. Emphasis is on the study of cognitive, emotional, and behavioral patterns associated with courtship, love, mate selection, sexuality, and marriage; life span development in the family life cycle, balancing work and family, and parenting; and how knowledge and skills in the roles of spouse and parent can be applied to daily life. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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

Program Number 31-316-1 Technical Diploma • Four Terms

ABOUT THE PROGRAM

If you are creative, enjoy the constantly evolving food service industry, work well with people, and have a love of food, the Lakeshore Culinary Institute may be the best place to launch your career. Graduates of the program become chefs, independent restaurateurs, bakers or pastry chefs, sales staff for the food industry, food service managers, and corporate chefs. The program is offered at Sheboygan's Riverfront in a working restaurant setting. Students enjoy class sizes of 12 and rapid progression to graduation through four consecutive 15-week semesters. The program is rich with practical experience in American regional and international cuisines. Courses are offered in traditional and blended delivery. The program requires day, evening, and some Saturday hours.

PROGRAM OUTCOMES

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

ADMISSIONS STEPS

- Work with Admissions Specialist to:
 - Submit application and \$30 fee
 - Schedule an assessment for placement (Accuplacer or ACT)
 - Submit official transcripts (high school and other colleges)
 - Complete Background Check and \$16 Processing Fee
- Meet with Program Advisor/Counselor to discuss program details

APPROXIMATE COSTS

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Visit gotoltc.edu/payingforcollege for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/transfer.

CONTACT

Tanya Boettcher, Admissions Specialist
 920.693.1280 • tanya.boettcher@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10316101	Product Identification and Purchasing	2
10316102	Skill Development	3
10316103	Introduction to Stocks, Soups and Sauces	3
10316104	Introduction to Baking and Pastry	3
10316105	Culinary Practicum 1	2
10316106	Beverage and Wine Service	1
		14
Term 2		
10316110	Cooking Methods	3
10316111	Garde Manger	2
10316112	Catering, Buffet & Quantity Food Production	2
10316113	Introduction to Dining Room Service	2
10316114	Culinary Practicum 2	2
10801196	Oral Interpersonal Communication	3
		14
Term 3		
10316120	Nutrition	2
10316121	Advanced Garde Manger and Catering	2
10316122	Classic and Contemporary French Cuisine	3
10316123	Menu Planning and Cost Controls	2
10316124	Culinary Math	1
10316125	Culinary Practicum 3	2
		12
Term 4		
10316130	European Cuisine	2
10316131	International and Fusion Cuisine	3
10106120	Business Etiquette and Professionalism	2
10316133	Advanced Patisserie and Desserts	1
10316134	Culinary Internship	3
		11
		Total 51

Pre-Req courses		
10109102	Professional Waitstaff Training	1
10109112	Sanitation for Food Service	1

*Curriculum and Program Acceptance requirements are subject to change.
 Program start dates vary; check with your advisor/counselor for details.*



ADVANCED GARDE MANGER AND CATERING ...covers executing finer techniques in smaller quantities, to allow learners to explore Charcuterie items including sausages, cured and smoked meats. Compound salads, terrines, pates, canapés, and vegetable and fruit displays are covered. Presentation techniques are emphasized including ice sculpting. Safety, sanitation and cost control concepts are applied. **PREREQUISITES:** 10316114 Culinary Practicum 2

ADVANCED PATISSERIE AND DESSERTS ...will have learners producing confections and marzipan creations, cakes, tortes and gateaux. Crepes, tarts, flans, and hot and cold soufflés are created. Sorbets, gelatos and other frozen desserts are produced. **PREREQUISITE:** 10316125 Culinary Practicum 3

BEVERAGE AND WINE SERVICE ...introduces learners to all areas of beverage service including wine, spirits, beer, mixology, and non-alcoholic drinks. A special focus is on wine tasting and appreciation. Safety, sanitation and cost control concepts are applied.

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.

CATERING, BUFFET, AND QUANTITY FOOD PRODUCTION ...building on Garde Manger, learners examine the execution of banquets and catering events. Principles of large group menus, contemporary batch cookery, multiple station service, on demand preparation and volume feeding operations are covered. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316111 Garde Manager

CLASSIC AND CONTEMPORARY FRENCH CUISINE ...teaches students the history, culture, and techniques of specific regions in France and countries influenced by French cooking. Formal and bistro recipes include savory soufflés, braises, sweet mousse, foie gras, truffles, flambé and table side service. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316114 Culinary Practicum 2

COOKING METHODS ...will explore techniques and ingredients used in contemporary and classical cuisine for vegetables, starches, meat, poultry and fin-fish and shellfish. Basic concepts of timing, seasoning and garnishments are introduced. Classical and contemporary styles of plating and presentation are incorporated. A la carte, and three to four course daily menus are developed focusing on American regional cookery. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316105 Culinary Practicum 1

CULINARY INTERNSHIP ...apply program objectives and competencies under supervision in culinary settings preparing foods that are cooked to order. Activities may include day, evening, and weekend requirements. **COREQUISITES:** 10316133 Advanced Patisserie and Desserts and 10316121 Advanced Garde Manager and Catering and 10316135 European and Fusion Cooking

CULINARY MATH ...prepares learners to apply math concepts to culinary and food service settings. Competencies include calculation of basic units of measure, theoretical and actual food cost determination, calculation of yield percentage and edible portion costs as well as the use of conversion charts. **PREREQUISITES:** 10316114 Culinary Practicum 2 and Accup Math 79 or Equivalent or ACT Math 18 or Equivalent or 10834109 Pre-Algebra and **COREQUISITES:** 10838105 Intro Rdg & Study Skills or Accup Reading 74 or Equivalent or ACT 18 Reading or Equivalent

CULINARY PRACTICUM 1 ...incorporates fundamental theories and techniques learned during the first semester in a restaurant setting. Safety, sanitation and cost control concepts are applied. Activities may include day, evening, and weekend requirements. **CONDITION:** 103161 or 103161Z Culinary Arts program requirements met and **COREQUISITES:** 10316102 Skill Development and 10316104 Intro to Baking and Pastry

CULINARY PRACTICUM 2 ...will incorporate fundamental theories and techniques learned during the first and second semesters in a restaurant setting. Activities may include day, evening, and weekend requirements. **COREQUISITES:** 10316110 Cooking Methods and 10316111 Garde Manager and 10316103 Intro to Stocks, Soups, and Sauces

CULINARY PRACTICUM 3 ...incorporates fundamental theories and techniques learned during the first, second and third semesters in a restaurant setting. Activities may include day, evening, and weekend requirements. **COREQUISITES:** 10316122 Classic and Contemporary French Cuisine

EUROPEAN CUISINE ...is a production experience that builds on previous semesters and applies skills and methods to production, seasoning, cooking techniques, plate presentation and speed while exploring Central and Eastern Europe, Mediterranean, and Italian cuisine. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316125 Culinary Practicum 3

GARDE MANAGER ...will help learners develop skills in the preparation and artistic presentation of cold cuisine and cold pantry. Basic preparation of appetizers and Hors d'Oeuvres, soups, salads, cheese displays, and menu items from previous program courses come together for a Grande Buffet presentation. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316105 Culinary Practicum 1

INTERNATIONAL AND FUSION CUISINE ...is a production experience that builds on previous semesters and applies skills and methods to production, seasoning, cooking techniques, plate presentation and speed while exploring the cuisines of the Orient and the Pacific Rim, South and Central America, Mexico, India and Sub-Saharan Africa. Safety, sanitation and cost control concepts are applied. **PREREQUISITE:** 10316125 Culinary Practicum 3

INTRODUCTION TO BAKING AND PASTRY ...introduces learners to the principles and techniques used in the preparation of high-quality baked goods and pastries. Students develop skills in breads, muffins, biscuits, custards, pies, cakes, pastries and specialized desserts. Skills include creaming, blending, meringues, straight dough, custards and frozen desserts. Safety, sanitation and cost control concepts are applied. **CONDITION:** 103161 or 103161Z Culinary Arts program requirements met and **COREQUISITE:** 10316102 Skill Development

INTRODUCTION TO DINING ROOM SERVICE ...will help learners refine their customer service and meal delivery skills through the study of a variety of proper, customer-oriented dining room service environments and scenarios including etiquette, dining room safety, set up, American and French table service, guest-centric interaction, and menu knowledge skills. Concepts include histories of table services, psychology of the restaurant customer, and service sequence. CPR instruction is included.

INTRODUCTION TO STOCKS, SOUPS AND SAUCES ...builds upon Skill Development. This course continues with fundamental principles of classic stocks, soups, and hot and cold sauces. The traditional mother and small sauces are covered. Stabilizing and thickening methods include roux, beurre manié, arrowroot, and puree, reduction, and emulsion techniques. Students practice in the use of tools, utensils, and equipment emphasizing safety and sanitation. **CONDITION:** 103161 or 103161Z Culinary Arts program requirements met and **PREREQUISITE:** 10316102 Skill Development

MENU PLANNING AND COST CONTROLS ...includes review and application of essential kitchen cost and quality management skills with an emphasis on menu development, mathematics, and profitable production. Examines culinary mathematics, HACCP, standardized recipe development, recipe and menu costing, inventory, principles of cost efficient purchasing and receiving, along with a variety of approaches used in mastering the overall cost of kitchen operations. **PREREQUISITE:** 10316114 Culinary Practicum 2

NUTRITION ...examines basic principles of nutrition and explores the nutritional needs for various populations including children, teens, the aging, vegetarians, sports enthusiasts, and those with conditions such as obesity, heart disease, diabetes, gastrointestinal disorders, hypertension and food allergies. Recipe modification, food quality and menu planning for these populations is a focus. Safety, sanitation and cost control concepts are applied. This course includes a service learning component.

ORAL/INTERPERSONAL COMM ...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. **COREQUISITE:** 10838105 Intro Reading and Study Skills or equivalent

PRODUCT IDENTIFICATION AND PURCHASING ...through identification, the study of origins and seasonality, discussion of quality, use, safe handling and fabrication, learners will explore vegetables, seafood, meats, fruits, herbs and spices. The USDA grading system and butchery concepts are included. Safety, sanitation and cost control concepts are applied. **CONDITION:** 103161 or 103161Z Culinary Arts program requirements met

SKILL DEVELOPMENT ...introduces learners to the professional kitchen. Fundamental theories and techniques are explored through basic protein, starch, and vegetable cookery. Knife use, maintenance, and skill development is applied through basic vegetable prep, boning and fillet techniques. Content includes classical vegetable cuts, stock production, thickening agents, timing and multi-tasking, station organization, palate development, and basic culinary terms. Safety and sanitation concepts are applied. **CONDITION:** 103161 or 103161Z Culinary Arts program requirements met



Dairy Herd Management

Program No: 31-091-1

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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career		Certification
Term 1			<p>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.</p> <p>Careers</p> <ul style="list-style-type: none">• Herdsman• Dairy Herd Manager• Farm Owner• AI Technician• DHIA Supervisor• Feed and Nutrition Consultant <p>Admissions Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form• Complete On-Farm Placement and Release Form <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• 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:<ul style="list-style-type: none">• Make treatment decisions• Implement problem solving skills• Develop interpersonal skills <p>Approximate Costs</p> <ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)		Graduates of LTC's Dairy Herd Management program receive national AI certification.
10091145	Agriculture Financial Applications	1.00			<p>Special Note</p> <p>Each student will be assigned to a farm for supervised, on-the-job training.</p> <p>An internship agreement will be completed and signed by both the student and farm representative.</p> <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. Please view the Functional Abilities Statement of Understanding on the www.gotolc.edu website (Future Students, Academics, Areas of Study, Dairy Herd Management).</p> <p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p> <p>Grading Policy</p> <p>All program courses in the Agriculture Division must be passed with a grade of "C" or better for program graduation.</p>
10091101	Dairy Herd Management Skills	1.00			
31091348	Dairy Cattle Management OR 31091348C1 Dairy Cattle Mgmt - 2 cr AND 10006101 Animal Science 101	2.00			
10091160	Dairy Management Internship 1	3.00			
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 OR 31809363 Challenging Issues (1.00 credit)	1.00			
Total		20.00			
Term 2					
31801359	Communication Skills for the Workplace	2.00			
31091344	Dairy Business Management	2.00			
10091161	Dairy Management Internship 2	3.00			
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		17.00			
Program Total		37.00			
Note:	Program start dates available in both August and January.				
	Curriculum and program acceptance requirements are subject to change.				

10091101 Dairy Herd Management Skills

...provides the student with skills to troubleshoot basic electrical applications and communicate basic Spanish for farm operations.

10091145 Agriculture Financial Applications

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

10091160 Dairy Management Internship 1

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

COREQUISITES: 31091312 Dairy Feeding Management and 31091335 Dairy Cattle Genetics and Reproduction

10091161 Dairy Management Internship 2

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

COREQUISITES: 31091314 Dairy Feeding Management and 31091332 Dairy Cattle Industry and Applications

31091312 Dairy Feeding

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

31091314 Dairy Feeding Management

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

31091318 Dairy Lab I

...provides the student with the opportunity to observe first-hand the management practices on dairy farms to include farm visits, freeze branding, clipping cattle, judging, and linear evaluating.

COREQUISITES: 31091324 Milk Production and 31091348 Dairy Cattle Management

31091320 Dairy Lab II

...provides the student with additional opportunities to observe first-hand the management practices on dairy farms to include farm visits, seminars, and conferences.

COREQUISITES: 31091344 Dairy Business Management and 31091340 Dairy Housing and Farmstead Design

31091324 Milk Production

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

31091332 Dairy Cattle Industry and Applications

...provides the student with knowledge of basic dairy trends, agricultural policy, milk marketing, production testing, and breed history to make informed choices in the industry. It includes application of industry skills in a one-on-one rotation to selected site farms allowing troubleshooting and problem solving 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, estrus detection, and dairy software management systems including Dairy Comp 305 are introduced.. Live cattle for artificial insemination practice are featured.

31091340 Dairy Housing and Farmstead Design

...expands the student's ability to make the necessary choices for efficient farmstead operation utilizing principles of ventilation, housing facilities, manure systems, and farm safety 590 Plan completion.

31091344 Dairy Business Management

...prepares the student to efficiently manage the business aspects of a dairy farm by analyzing financial records, tax management, farm analysis, loan applications, and credit as well as understand farm business arrangements and estate planning.

31091348 Dairy Cattle Management

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

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.



Dental Assistant

Program No: 30-508-2

Technical Diploma—Short Term

Degree Completion Time: One Term

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

2013-2014

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Submit Healthcare Provider CPR or Professional Rescuer Certification
- Complete Dental Exam Form

Program Outcomes

You'll learn to:

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

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

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

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



Dental Hygienist

Program No: 10-508-1

Associate Degree in Applied Science

Degree Completion Time: Five Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Required General Education Coursework

10806177	General Anatomy & Physiology	4.00
10806186	Introduction to Biochemistry	4.00
10806197	Microbiology	4.00
10801195	Written Communications	3.00
10801196	Oral/Interpersonal Communications	3.00
10809172	Introduction to Diversity Studies	3.00
10809196	Introduction to Sociology	3.00
10809198	Psychology of Human Relations	3.00
	Elective	2.00
	Total	29.00

Term 1 Summer

10508101	Dental Health Safety*	1.00
	Total	1.00

Term 2 Fall

10508102	Oral Anatomy, Embry, Histology*	4.00
10508103	Dental Radiography*	2.00
10508105	Dental Hygiene Process 1^	4.00
	Total	10.00

Term 3 Spring

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
	Total	11.00

Term 4 Fall

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
	Total	13.00

Term 5 Spring

10508115	Community Dental Health	2.00
10508117	Dental Hygiene Process 4*	4.00
	Total	6.00
	Program Total	70.00

*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
- Public Health Departments
- Government Agencies

Admissions Steps

- Submit Application
- Complete an Assessment for Placement (Accuplacer or ACT and Computer Proficiency)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Functional Ability Statement of Understanding Form
- Complete Biology Requirement
- Complete Chemistry Requirement
- Meet with Program Advisor to Discuss:
 - Health Requirements
 - Clinical Observation
 - Healthcare Provider CPR
 - Dental Exam Form
 - Petition Process

Program Outcomes

- Ethics and Professionalism: Incorporate into dental hygiene practice professional laws, regulations, and policies established by the licensing state and regulatory agencies.
- Ethics and Professionalism: Model dental hygiene professional code of ethics in a rapidly changing environment.
- Ethics and Professionalism: Pursue lifelong professional growth and development through self-directed learning, participation in professional organizations, and continuing education.

- Promoting Oral Health: Counsel clients/patients to reduce health risks.
- Promoting Oral Health: Provide community oral health services in a variety of settings.
- Patient/Client Care: Infection Control: Manage infection and hazard control.
- Patient/Client Care: Assessment: Assess data on all aspects of patient/client health using methods consistent with dental 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

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Accreditation

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

Special Note

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

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

Functional Abilities

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

Entrance Assessment Scores

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

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

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

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 ultra-sonic 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 Wrtg or
CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

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

10801196 Oral/Interpersonal Communication

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

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 Biochemisry

...provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.
PREREQUISITE: 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent

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 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Psychology - Introduction to

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs		
Term 1			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.	<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)		
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					Careers <ul style="list-style-type: none">• 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	Special Note <p>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.</p> Functional Abilities <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> Placement Scores <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>
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	Introduction to Diversity Studies	3.00				
	Total	18.00				
Term 3			Admissions Steps <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Complete Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form With Program Staff• Complete Background Check Review With Program Staff• Submit Infant/Child CPR/AED Certification to Program Staff			
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				
10804107	College Mathematics	3.00				
10809196	Introduction to Sociology	3.00				
	Total	18.00				
Term 4					Program Outcomes <p>You'll learn to:</p> <ul style="list-style-type: none">• 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.	
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.						

Transfer agreements are available with the following institutions:

Bellevue University	Herzing University	UW-Green Bay	UW-Stout
Capella University	Lakeland College	UW-Milwaukee	UW-Superior
Cardinal Stritch University	Ottawa University	UW-Oshkosh	UW-Whitewater
Concordia University	Silver Lake College	UW-Parkside	
Excelsior College	University of Phoenix	UW-River Falls	
Franklin University	Upper Iowa University	UW-Stevens Point	

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

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.
COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent

10804107 College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10620120	Basic Tools and Measurement	1.00
10620122	Practical Wiring Applications	1.00
10620103	Fluid Power 1	2.00
10660105	DC Fundamentals	3.00
10804115	College Technical Mathematics 1	5.00
10809196	Introduction to Sociology OR 10809195 Economics	3.00
10801195	Written Communication OR 10801197 Technical Reporting	3.00
Total		18.00

Term 2

10620138	Programmable Controllers - Allen Bradley	3.00
10620130	Mechanisms Mechanics Introduction to	3.00
10620104	Fluid Power 2	3.00
10660110	AC Fundamentals	3.00
10806154	General Physics 1	4.00
Total		16.00

Term 3

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

Term 4

10620168	Intro to Fanuc Robot Programming	3.00
10620192	Industrial Codes Troubleshooting and Frequency Drive Procedures	3.00
10620196	Industrial Applications	4.00
10620198	Industrial Networks	3.00
10809198	Introduction to Psychology	3.00
Total		16.00
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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

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

Approximate Costs

- \$132 per credit (resident)
- \$198 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. Please see website for program-specific functional abilities.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Marian College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

10620103 Fluid Power 1

...prepares the learner to identify hydraulic and pneumatic 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 and pneumatic circuits; analyze meter-in, meter-out, and bypass flow control circuits; identify basic hydraulic and pneumatic control valves; and assemble hydraulic circuits.

COREQUISITES: 10804121 College Technical Math 1

10620104 Fluid Power 2

...enhances the learner's ability to read schematics containing fluid power component symbols; assemble systems using schematics; analyze system's operation using a schematic; evaluate the general characteristics and terms of fluids under pressure, fluid conditioning, conductors, reservoirs, accumulators, pressure control; and troubleshoot malfunctioning pressurized systems.

PREREQUISITE: 10620103 Fluid Power 1

10620120 Basic Tools and Measurement

...prepares the learner to use hand tools, precision measuring instruments, and torque tools.

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 and laser 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 programming SLC -500 and Micrologix PLCs. This course is highly computer based.

10620140 Programmable Controllers - Allen Bradley Advanced

...prepares the student to develop applications utilizing subroutine instructions, analog modules; gain a basic understanding of creating and troubleshooting programs using the ControlLogix, RSLOGIX5000 software. This course is highly computer based.

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; identify 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.

PREREQUISITES: 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 student to relate numbering systems with their functions in Electrical Ladder Diagrams and Data Transmission; gain an understanding of temperature and temperature sensing devices, weighing systems, ultrasonic and radar level detection, measuring flow, and pressure. The student will develop the ability to explain the operation of transducers that measure process variables and the transmitters that interface to industrial control systems. Transmitters will be analyzed, configured and calibrated to properly indicate the physical characteristic being measured and provide the information to control systems.

PREREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 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 open loop and closed loop control systems.

PREREQUISITES: 10620160 Hydraulics 2 or 10620160C1 Hydraulics 2 (2 cr) and 10620161 Pneumatics 2 or 10620162 Pneumatics or 10620104 Fluid Power 2 or **CONDITION:** 104821 Wind Energy Technology program requirements met

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. This course is highly computer based.

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, FactoryTalkME and Wonderware software applications. Students will create, edit and communicate with Allen-Bradley PLC programs for real-time control utilizing the touchscreen applications. This course is highly computer based.

COREQUISITES: 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. This course is highly computer based.

PREREQUISITE: 10620140 Program Cntrl/AB Adv or 10620140C1 Program Cntrl/AB Adv (3 cr) and 10620104 Fluid Power 2 and 10620194 Touch Screen Appl and **COREQUISITE:** 10620168 Intro Fanuc Robot Program and 10620192 Ind Codes Trblshtr Freq Drives

10620198 Industrial Networks

...prepares the learner to configure, install and troubleshoot device-level, control-level and enterprise-level industrial communication networks. This course is highly computer based.

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 lead components.

COREQUISITES: 10804121 College Technical Math 1

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

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804115 College Technical Mathematics 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.

PREREQUISITES: Accuplacer Math score of 79 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading Accuplacer minimum score of 74 or equivalent

10806154 General Physics 1

...presents the applications and theory of basic physics principles. 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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Hlth Phys Calc & Stats and 10804118 Intern Algebra

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Emergency Medical Technician—Basic

Program No: 30-531-3

Technical Diploma

Degree Completion Time: One Term

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

2013-2014

Catalog No.	Class Title	Credit(s)	
			About the Career
			Injuries, trauma, sudden illness—medical emergencies can happen at any time, in any place. Survival often depends on the initial care the injured or severely ill person receives at the scene.
			If you are calm under pressure, compassionate, good at problem solving, and have the desire to help people in need, a career as an emergency medical technician (EMT) may be an excellent choice for you.
			Careers
			Upon successful completion and state licensure, graduates may be employed as EMTs in the following areas:
			<ul style="list-style-type: none">• Ambulance Services• Fire Departments• First Responder Units• Hospital Emergency Services• Industrial Positions
			Admissions Steps
			<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete Background Check and \$16 Processing Fee• Complete Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form
			Program Outcomes
			You will learn to:
			<ul style="list-style-type: none">• Use essential ambulance and other emergency equipment.• Identify and treat common medical conditions and emergencies.• Identify and treat common injuries, wounds, and burns.• Utilize stretchers, long boards, and other devices used for moving patients.• Solve problems in assessing, stabilizing, and transporting patients with various illnesses and injuries.• Identify medical/legal problems an EMT may face.
			Other Program Expectations
			You will need to:
			<ul style="list-style-type: none">• Complete a Health/TB/Tetanus Form prior to required clinical experience.• Walk.• Climb.• Possess upper/lower body strength. Able to lift 125 pounds.
			<ul style="list-style-type: none">• Speak.• Listen.• In addition to the four hours per week of scheduled class time, students will be expected to spend four hours per week in the EMS Lab.
			Approximate Costs
			<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
			Special Note
			Students must be at least 18 years of age to sit for the National Registry Exam, but students who are 17 may take the class.
			Functional Abilities
			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.
			Special Note
			LTC's Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.

Catalog No.	Class Title	Credit(s)
Term 1		
30531301	Emergency Medical Technician—Basic	5.00
	Total	<u>5.00</u>
	Program Total	5.00

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

Curriculum and program acceptance requirements are subject to change.

30531301 Emergency Medical Technician

...provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.

CONDITION: 305313 Emergency Medical Technician-Basic Requirements Met



Emergency Medical Technician—Paramedic

Program No: 31-531-1

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	
Term 1			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.	<ul style="list-style-type: none">• Speak.• Listen.• In addition to class time, students will be expected to spend approximately 4 hours per week in the EMS/AT Lab.
10531911	EMS Fundamentals	2.00		
10531912	Paramedic Medical Principles	4.00		
10531913	Advanced Patient Assessment Principles	3.00		
10531914	Advanced Prehospital Pharmacology	3.00		
10531915	Paramedic Respiratory Management	2.00		
10531916	Paramedic Cardiology	4.00		
10531917	Paramedic Clinical/Field 1	3.00		
10531918	Advanced Emergency Resuscitation	1.00		
	Total	22.00		
Term 2				
10531919	Paramedic Medical Emergencies	4.00		
10531920	Paramedic Trauma	3.00		
10531921	Special Patient Populations	3.00		
10531922	EMS Operations	1.00		
10531923	Paramedic Capstone	1.00		
10531924	Paramedic Clinical/Field 2	4.00		
	Total	16.00		
	Program Total	38.00		
Note:	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			
			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	
			<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Complete Background Check and \$16 Processing Fee• Complete Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form• Submit Wisconsin Emergency Medical Technician-Basic License	
			Program Outcomes	
			You will learn to:	
			<ul style="list-style-type: none">• Prepare for incident response and EMS operations.• Integrate pathophysiological principles and assessment findings for a variety of patient encounters.• Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.• Communicate effectively with others.• Demonstrate professional behavior.• Meet state and national competency requirements for paramedic credentialing.	
			Other Program Expectations	
			You will need to:	
			<ul style="list-style-type: none">• 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).	
			Approximate Costs	
			<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)	
			Special Note	
			Students successfully completing the EMT-Basic course and the Terms 1 and 2 coursework are able to sit for the National Registry Paramedic exam, the licensing exam for the State of Wisconsin.	
			LTC’s Paramedic educational programming is accredited through CAHHEP, the Commission on Accreditation of Allied Health Education Programs.	
			Functional Abilities	
			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.	
			Placement Scores	
			Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.	

10531911 EMS Fundamentals

...provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with intended outcome of improving EMS personnel, patients and the community.

10531912 Paramedic Medical Principles

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

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

10531913 Advanced Patient Assessment Principles

...provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.

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

10531914 Advanced Prehospital Pharmacology

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

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

10531915 Paramedic Respiratory Management

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

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

10531916 Paramedic Cardiology

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

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

10531917 Paramedic Clinical/Field 1

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

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

10531918 Advanced Emergency Resuscitation

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

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

10531919 Medical Emergencies

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

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

10531920 Paramedic Trauma

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

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

10531921 Special Patient Populations

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

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

10531922 EMS Operations

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

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

10531923 Paramedic Capstone

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

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and COREQUISITE: 10531922 EMS Operations

10531924 Paramedic Clinical/Field 2

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

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



Energy Management Technology

Program No: 10-481-1

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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10413110	Energy Introduction to	2.00
10481114	Intro to Energy Management (ITV)	3.00
10660105	DC Fundamentals	3.00
10804118	Intermediate Algebra with Applications	4.00
10620103	Fluid Power 1	2.00
10809112	Principles of Sustainability	3.00
	Total	17.00
Term 2		
10804114	College Technical Mathematics 1B	2.00
10103115	Excel 2010 -Level 1	1.00
10103124	Intro to MS Project—Level 1	1.00
10620104	Fluid Power 2	3.00
10481106	Intro to Water Resources (ITV)	2.00
10620138	Programmable Controllers - Allen Bradley	3.00
10660110	AC Fundamentals	3.00
10801195	Written Communication	3.00
	Total	18.00
Term 3		
10806154	General Physics 1	4.00
10481109	Commercial HVACR Analysis ** (@NWTC)	3.00
10481111	Energy Control Strategies ** (@NWTC)	3.00
10481-115	Lighting Fundamentals ** (@NWTC)	3.00
10620141	Industrial Controls and Motors	3.00
10620164	Electromechanical Systems	3.00
	Total	19.00
Term 4		
10481107	Building Energy Simulation **	3.00
10481108	Commercial Energy Analysis **(@NWTC)	3.00
10481110	Energy Accounting ** (@NWTC)	2.00
10481113	Energy Investment Analysis **(@NWTC)	3.00
10801197	Technical Reporting	3.00
10809198	Introduction to Psychology	3.00
	Total	17.00
	Program Total	71.00

**Must travel to NWTC

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

Curriculum and program acceptance requirements are subject to change.

About the Shared Programs

Northeast Wisconsin Technical College (NWTC) offers its Energy Management Technology program in cooperation with LTC. As an Energy Management Technology student, you'll:

- Semester 1 and 2—Attend all classes at LTC.
- Semester 3 and 4—Attend classes at LTC and NWTC.
- Attend two live, interactive TV classes at LTC.
- Take general studies and business classes at LTC.

For program information and course scheduling, contact the LTC academic advisor.

About the Career

Conducting energy audits and assessments, energy management technologists identify energy efficiency improvement opportunities, evaluate energy usage patterns, and recommend energy conservation measures and alternative energy solutions. If you are detail-oriented, interested in energy management strategies, and eager to work with administrative and facilities management in detailing and following through on long-term energy implementation plans, this may be the career for you.

Careers

A graduate of the program will have the potential for employment with engineering firms, public and private utilities, energy equipment companies, HVAC contractors and departments of energy in the following careers:

- Energy Auditor
- Energy Management Consultant
- Program Coordinator
- Control System Specialist

Admissions Steps

- Submit Application and \$30 Processing Fee to NWTC
- Meet with Program Advisor

Requirements for Program Entry

Courses required for mastery of algebra skills. For a description of algebra skills, see the Basic Education Section of this catalog. The student will either provide proof of having completed course work in Windows, Word, and Excel or pass a proficiency test.

Program Outcomes

You will learn to:

- Evaluate the energy use patterns for commercial building and recommend energy efficiency and alternative energy solutions for high-energy consuming buildings.
- Troubleshoot, upgrade and maintain the Energy Management Systems (EMS); perform data recovery and backup duties.
- Monitor the efficiency of energy management operations, detecting, where possible, equipment failures.
- Construct energy evaluation technical reports and make presentations for potential project implementation.

- Upload and download information from remote and local networks to aid in the efficiency of energy management.
- Enhances energy management software and prepare program documentation and flow charts.
- Read and comprehend mechanical blueprints and control drawings.
- Respond to calls for heating, ventilating, air conditioning, and exterior lighting service independently; and determine whether to dispatch appropriate staff or to resolve problems remotely via the energy management system.
- Assist in the writing of specifications for additional energy management systems.
- Write technical proposals for energy projects.
- Provide training to campus users and facilities operations staff.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 101	Mathematics - 20
Reading - 79	Reading - 18
Sentence Skills - 89	English - 18
College Level Math - 50	NA
Algebra - 55	Elem. Algebra - 20

As a requirement for program entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program benchmarks are Reading Comprehension 55, Arithmetic 34, and Sentence Skills 60. However, we recommend a student receive the scores listed above to be successful in this program. Remediation options are available to reach recommended scores. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor at (920) 498-5444 or (888) 385-6982.

**Must travel to NWTC

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

10-481-106 Intro to Water Resources

Water use; basic hydrology, water stressors at multiple scales; storm water, wastewater and drinking water; water quality appropriate to use; water supply and demand management as well as emerging issues. This is an interactive TV course held at LTC.

PREREQUISITES: 10-481-112, *Energy Efficient Methods*; 10-481-114, *Intro to Energy Management*

10-481-107 Building Energy Simulators

...course covers the variety of computer programs available for analyzing commercial buildings including BIM methodology, hourly simulations and an overview of current programs on the market such as eQuest. This course is held at NWTCC.

PREREQUISITES: 10-481-109, *Commercial HVACR Systems Analysis*; 10-481-111, *Energy Control Strategies*; 10-481-115, *Lighting Applications*

10-481-108 Commercial Energy Analysis

...emphasis is on the analysis of energy use in commercial buildings including utility bill analysis, audit data, identifying energy efficiency measures, energy savings and investment calculations, audit report writing. This course is held at NWTCC.

PREREQUISITES: 10-481-109, *Commercial HVACR Systems Analysis*; 10-481-111, *Energy Control Strategies*, 10-481-115, *Lighting Applications*

10-481-109 Commercial HVACR Analysis

...identify commercial HVAC system types and the general energy use impact of each type. Calculations of system equipment efficiencies will be used to determine EER, SEER, AFUE, COP, combination and seasonal efficiency in boilers, balance point partial efficiency, BIN analysis. This course is held at NWTCC.

PREREQUISITES: 10-481-112, *Energy Efficient Methods*; 10-481-114, *Intro to Energy Management*

10-481-110 Energy Accounting

...review of energy units, data gathering for energy accounting utility rates and schedules, energy data organization, adjusted baselines, cost avoidance, load factor, data analysis, data presentation, use of Utility Manager software. This course is held at NWTCC.

PREREQUISITES: 10-481-109, *Commercial HVACR Systems Analysis*; 10-481-111, *Energy Control Strategies*, 10-481-115, *Lighting Applications*

10-481-111 Energy Control Strategies

...topics include building system control theory and devices; including electric, pneumatic and digital controls, emphasis is placed on identifying and understanding control strategies related to energy using systems and methods to estimate energy savings. This course is held at NWTCC.

PREREQUISITES: 10-481-112, *Energy Efficient Methods*; 10-481-114, *Intro to Energy Management*

10-481-113 Energy Investment Analysis

...emphasis on simple payback and life-cycle cost analysis, time value of money, cash flow equivalence, cost-benefit analysis, tax credits, depreciation, inflation and/or escalating fuel costs on energy investments and cost estimating. This course is held at NWTCC.

PREREQUISITES: 10-481-109, *Commercial HVACR Systems Analysis*; 10-481-111, *Energy Control Strategies*, 10-481-115, *Lighting Applications*

10-481-114 Intro to Energy Management

...defines the need for energy management as an integral part of society at all levels. The course will present the various opportunities available to energy management students through lectures, video and guest speakers. This is an interactive TV course held at LTC.

10-481-115 Lighting Applications

...assessment of quantity and quality of light, light sources, luminaries, lighting controls, manufacturer lamp and ballast specifications, lighting power density, lighting-HVAC interactions, retrofit opportunities, cost savings analysis and light codes/regulations. Students will critically evaluate lighting systems, luminaries and associated components. Understand and perform various types of luminance calculations, including point-by-point, lumen method and computerized procedures. This course is held at NWTCC.

PREREQUISITES: 10-481-112, *Energy Efficient Methods*; 10-481-114, *Intro to Energy Management*

10-103-124 Intro to MS Project - Level 1

...is a software tool used to enter, analyze, track, and summarize information about a project. This course prepares the learner to enter and edit tasks, durations, task dependencies, and lag and lead times. The learner will use the project time scale and calendar, review project statistics, work with a network diagram, create and assign resources, and track the progress of a project. This class is offered in a self-paced format.

10-103-115 Excel 2010 - Level 1

...introduces the learner to the following basic techniques: creating, modifying and formatting worksheets; entering formulas; working with functions; sorting, filtering and editing lists; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

10-413-110 Energy Introduction to

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

10620103 Fluid Power 1

...prepares the learner to identify hydraulic and pneumatic 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 and pneumatic circuits; analyze meter-in, meter-out, and bypass flow control circuits; identify basic hydraulic and pneumatic control valves; and assemble hydraulic circuits.

COREQUISITE: 10804118 *Intermediate Algebra with Applications*

10620104 Fluid Power 2

...enhances the learner's ability to read schematics containing fluid power component symbols; assemble systems using schematics; analyze system's operation using a schematic; evaluate the general characteristics and terms of fluids under pressure, fluid conditioning, conductors, reservoirs, accumulators, pressure control; and troubleshoot malfunctioning pressurized systems.

PREREQUISITE: 10620103 *Fluid Power 1* and **COREQUISITE:** 10804114 *College Technical Math 1B*

10-620-138 Programmable Controllers - Allen Bradley

...prepares the student to understand basic PLC structure and terminology; learn to create and troubleshoot basic PLC programs using the RSLOGIX 500 software and the RSLINX communication software; become familiar with communicating wit and programming SLC-500 and Micrologix PLCs.

10-620-141 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)*

10-620-164 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: 10620160 *Hydraulics II* or 10620160C1 *Hydraulics II (2 cr)* and 10620161 *Pneumatics I* or **COREQUISITE:** 10620162 *Pneumatics* or **CONDITION:** 104821 *Wind Energy Technology program requirements met*

10-660-105 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 lead components.

COREQUISITES: 10804118 *Intermediate Algebra with Applications*

10-660-110 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)*

10-801-195 Written Communication

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

PREREQUISITE: 10831103 *Intro to College Writing* or **CONDITION:** *Written Comm Prepared Learner (Accuplacer Writing min score of 86 or Equivalent)* and **COREQUISITE:** 10838105 *Intro Rdg & Study Skills* or **CONDITION:** *Reading Accuplacer min score of 74 or equivalent*

10-801-197 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: 10831103 *Intro to College Wrtg* or **CONDITION:** *Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent)* and **COREQUISITE:** 10838105 *Intro Rdg & Study Skills* or **CONDITION:** *Reading Accuplacer min score of 74 or equivalent*

10-804-114 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 **COREQUISITE:** 10804113 *College Tech Math 1A* or 10804118 *Intermediate Algebra with Applications*

10-804-118 Intermediate Algebra with Applications

...offers the learner algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

PREREQUISITES: *Accuplacer Math score of 100 and Accuplacer Algebra score of 55 or equivalent* or 10834110 *Elementary Algebra w Apps* and **COREQUISITE:** 10838105 *Intro Reading and Study Skills* or **CONDITION:** *Reading accuplacer minimum score of 74 or equivalent*

10-806-112 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.

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

10-806-154 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 10804114M1 *College Tech Math 1B Mod 1* and 10804114M2 *College Tech Math 1B Mod 2* or 10804115 *College Tech Math 1*

10-809-198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Shared Program
with NWTC
Pending Approval

Environmental Engineering—Waste & Water Technology

Program No: 10-506-2

Associate Degree in Applied Science

Degree Completion Time: Four Terms

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10-506-146	Intro to Environmental Science *	3.00
10-506-147	Environmental Biology *	4.00
10-804-118	Interm Algebra w Apps	4.00
10-806-134	General Chemistry	4.00
Total		15.00

Term 2

10-506-149	Intro to Environ. Compliance *	3.00
10-506-148	Environmental Chem Analysis *	4.00
10-413-100	Basic Electricity for Trades	3.00
10-620-157	Hydraulics-Industrial	2.00
10-620-158	Pneumatics-Industrial	1.00
10-801-195	Written Communications	3.00
10-809-195	Economics	3.00
Total		19.00

Term 3

10-506-150	Environmental Microbiology *	3.00
10-506-151	Wastewater Treatment & Analysis *	4.00
10-506-152	Ind. Safety & Emerg. Response *	3.00
10-620-130	Mechanisms, Mechanics Intro	3.00
10-620-138	Programmable Cntrlrs-Allen Bradley	3.00
10-801-197	Technical Reporting	3.00
Total		19.00

Term 4

10-506-153	Solid and Hazardous Waste *	4.00
10-506-154	Air Pollution Control Systems *	3.00
10-506-155	Water Treatment & Analysis *	4.00
10-809-172	Introduction to Diversity Studies	3.00
10-809-198	Intro to Psychology	3.00
Total		17.00
Program Total		70.00

* Must Travel to NWTC on Tuesdays and/or Thursdays

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

Curriculum and program acceptance requirements are subject to change.

About the Shared Programs

Northeast Wisconsin Technical College (NWTC) offers its Environmental Engineering—Waste & Water Technology program in cooperation with LTC. As an Environmental Engineering—Waste & Water Technology student, you'll:

- Attend all general studies and electrical/hydraulic/pneumatic courses at LTC.
- Semesters 1 and 2
 - Attend classes at LTC each week on Mondays, Wednesdays, and Fridays.
 - Attend live classes at NWTC each week on Tuesdays and Thursdays.
- Semesters 3 and 4
 - Attend classes at LTC on Mondays, Wednesdays, and Fridays.
 - Attend classes at NWTC on Tuesdays and Thursdays.
- Attend live, interactive TV classes.

About the Career

The Environmental Engineering—Waste & Water Technology program prepares learners to maintain the quality of water, air, waste, and other materials through testing, analysis, and monitoring to keep the environment and community healthy and safe. This program will meet a need for environmental engineering technicians in northeast Wisconsin.

Careers

A graduate of the program will have the potential for employment with diverse employers such as industrial facilities, municipalities, utilities, and governmental agencies in the following areas:

- Recycling coordinators establish, coordinate, and promote recycling programs and operations, often turning old products and waste from industrial processes into useful, environmentally-safe raw materials.
- Environmental engineering technicians apply theory and principles of environmental engineering to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental problems, including waste treatment and site remediation under the direction of engineering staff or scientists.
- Recycling and resource managers utilize best management practices to manage organizational resources and recycling and resource programs impacting the culture, community, and business practices of an organization.
- Water and waste water treatment plant and system operators operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater.
- Water resource specialists design and implement programs and strategies related to water resource issues such as supply, quality, and regulatory compliance issues.

With additional education and/or work experience, graduates may find other opportunities for employment, such as environmental engineer and environmental health and safety manager.

Admissions Steps

- Submit Application and \$30 Processing Fee to NWTC
- Meet with Program Advisor

Requirements for Program Entry

Courses required for mastery of algebra skills. For a description of algebra skills, see the Basic Education Section of this catalog. The student will either provide proof of having completed course work in Windows, Word, and Excel or pass a proficiency test.

Program Outcomes

You will learn to:

- Identify, monitor, and evaluate environmental hazards.
- Examine the effects of pollution.
- Determine strategies to minimize or prevent waste in order to reduce impact on the environment.
- Create and maintain environmental reports in accordance with applicable standards.
- Utilize applied science and mathematical skills to modify, test, and operate equipment used in the prevention, control, and remediation of environmental issues, including waste and water treatment.
- Perform periodic inspections in compliance with applicable standards.
- Use effective oral and written communication skills.
- Utilize problem solving skills.
- Perform safe work practices.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Accuplacer	ACT
Elem. Algebra - 61	NA
Reading - 55	Reading - 17
Sentence Skills - 75	English - 16

As a requirement for program entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program benchmarks are Reading Comprehension 55, Arithmetic 34, and Sentence Skills 60. However, we recommend a student receive the scores listed above to be successful in this program. Remediation options are available to reach recommended scores. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor at (920) 498-5444 or (888) 385-6982 and ask for Alana Eder. For other questions at LTC, please call Michelle Gibbs, Next Generation Energy Coordinator, at (920) 693-1372.

Bellevue University
 Capella University
 Concordia University
 Excelsior College
 Franklin University
 Herzing University

Lakeland College
 Ottawa University
 Silver Lake College
 University of Phoenix
 Upper Iowa University
 UW-Green Bay

UW-Oshkosh
 UW-Stout

10-413-100 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.

10-506-146 Intro to Environmental Science

...an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

10-506-147 Environmental Biology

...environmental problems are examined from scientific, ethical, economic and sociological perspectives. Emphasis is placed on protection of the human environment with discussion of environmental issues and environmentally related public health concerns

10-506-148 Environmental Chemical Analysis

...laboratory techniques are performed to determine the suitability of supply sources and purification processes in the water and wastewater industries.

PREREQUISITE: 10-806-134, General Chemistry

10-506-149 Intro to Environmental Compliance

...is an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

10-506-150 Environmental Microbiology

...is a study of the background and role of bacterial analysis. Sampling and analytic methods including quality control procedures and environmental parameters are studied and related to applicable standards.

PREREQUISITE: 10-506-174, Environmental Biology

10-506-151 Wastewater Treatment & Analysis

...physical, chemical, and biological principles of operation of water and wastewater treatment systems are studied. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities, and distribution systems are introduced

10-506-152 Industrial Safety & Emergency Response

...state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

10-506-153 Solid & Hazardous Waste

...identify the hierarchy of and regulations related to solid and hazardous waste, the waste stream, pollution prevention and disposal strategies. Learn detection techniques and proper transporting and handling methods.

10-506-154 Air Pollution Control Systems

... air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed.

10-506-155 Water Treatment & Analysis

...laboratory procedures and practices involved with operation of water and wastewater analysis and treatment including industrial waste treatment technologies.

PREREQUISITE: 10-506-151, Water & Wastewater Oper & Mgmt

10-620-130 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 and laser methods; identify various gear drives; calculate gear ratios; and analyze first-, second-, and third-class levers.

10-620-140 Programmable Controllers - Allen Bradley Advanced

...prepares the student to develop applications utilizing subroutine instructions, analog 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)

10-620-157 Hydraulics Industrial

...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.

PREREQUISITES: Math equivalency requirements met or 31457318 Trades Math Industrial Maint and 31457318T1 Trades Math Industrial Maint 1, 31457318T2 Trades Math Industrial Maint 2 or 10804118 Intern College Algebra or COREQUISITE: 10804114 Tech Math 1B

10-620-158 Pneumatics Industrial

...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.

COREQUISITES: 10620157 Hydraulics-Industrial or 10620159 Hydraulics 1

10-801-195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10-801-197 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: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10-804-118 Intermediate Algebra with Applications

...offers the learner algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

PREREQUISITES: Accuplacer Math score of 100 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplacer minimum score of 74 or equivalent

10-806-134 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 or 10804113 College Tech Math 1A or 10804109 Alg for Gen Chem or 10804121 Tech Math 1 or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or equiv or 10834110 Elem Algebra and 10838105 Intro Rdg & Study Skills or equiv*

10-809-172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10-809-195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10-809-198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



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.

2013-2014

Catalog No.	Class Title	Credit(s)
2013-14 & 2018-19		
39090387	Ag Interpersonal Skills & Goal Setting	4.00
2014-15 & 2019-20		
30090386	Farm Records & Business Analysis	4.00
2015-16 & 2020-21		
30090384	Livestock Nutrition	4.00
2016-17 & 2021-22		
30090383	Crops & Soils	4.00
2017-18 & 2022-23		
30090385	Livestock Management	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 requirements are subject to change.

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 working in production agriculture either as a career employee or a person involved in agribusiness occupations such as bankers, attorneys, and consultants. Additionally, many students and graduates are qualified for employment in a variety of other agribusiness careers.

Admissions Steps

- Register in current year's class

Program Outcomes

You'll learn to:

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

Approximate Costs

- \$132 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.

Progressive Operators of Agriculture

As part of your enrollment in the Farm Business and Production Management program, you are invited to attend this yearly two-part seminar series which is designed to increase producer profits as well as challenge your current practices and procedures. The focus of each year's seminars follows the course topic of the regular Farm Business and Production Management program. This seminar series provides an opportunity to gain valuable new insights useful to you for growing your business and boosting your bottom line.

In addition to the seminar series, DairyComp 305 training is available with your enrollment.

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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1 (January Start)

10503142	Firefighting Principles	4.00
10801195	Written Communication	3.00
10804107	College Mathematics	3.00
10503911	Company Level Inspection	2.00
10809198	Introduction to Psychology	3.00
Total		15.00

Term 2

10503144	Advanced Firefighting Concepts	2.00
10503107	Fire Apparatus Engineer	3.00
10801196	Oral/Interpersonal Communication	3.00
10809196	Intro to Sociology OR 10809122 Intro to American Government (3 credits)	3.00
10809159	Abnormal Psychology	3.00
10809166	Introduction to Ethics	3.00
Total		17.00

Term 3

10531911	EMS Fundamentals	2.00
10531912	Paramedic Medical Principles	4.00
10531913	Advanced Patient Assessment Principles	3.00
10531914	Advanced Prehospital Pharmacology	3.00
10531915	Paramedic Respiratory Management	2.00
10531916	Paramedic Cardiology	4.00
10531917	Paramedic Clinical/Field 1	3.00
10531918	Advanced Emergency Resuscitation	1.00
Total		22.00

Term 4

10531919	Paramedic Medical Emergencies	4.00
10531920	Paramedic Trauma	3.00
10531921	Special Patient Populations	3.00
10531922	EMS Operations	1.00
10531923	Paramedic Capstone	1.00
10531924	Paramedic Clinical/Field 2	4.00
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

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Submit Wisconsin Emergency Medical Technician-Basic License

Program Outcomes

You will learn to:

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

Other Program Expectations

You'll need to:

- Have a valid driver's license.
- Have a CDL instruction permit during the Fire Apparatus Engineer course.
- Be in and maintain good physical condition.

- Bend, jump, and lift weights (for fitness).
- Speak, hear, and have normal corrected vision.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Special Note

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

10503107 Fire Apparatus Engineer

...prepares firefighters to drive and operate fire department emergency apparatus. The course presents theories of hydraulics 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.

COREQUISITE: 10503911 Company Level Inspection

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

10503911 Company Level Inspections

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

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

10531911 EMS Fundamentals

...provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with intended outcome of improving EMS personnel, patients and the community.

10531912 Paramedic Medical Principles

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

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

10531913 Advanced Patient Assessment Principles

...provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. **CONDITION:** 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531912 Paramedic Medical Principles

10531914 Advanced Prehospital Pharmacology

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

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

10531915 Paramedic Respiratory Management

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

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

10531916 Paramedic Cardiology

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

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

10531917 Paramedic Clinical/Field 1

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

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

10531918 Advanced Emergency Resuscitation

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

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531916 Paramedic Cardiology

10531919 Medical Emergencies

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

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

10531920 Paramedic Trauma

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

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

10531921 Special Patient Populations

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

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

10531922 EMS Operations

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

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 1 10531921 Special Patient Populations

10531923 Paramedic Capstone

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

CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531922 EMS Operations

10531924 Paramedic Clinical/Field 2

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

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

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804107 College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics.

Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

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

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.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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

UW-Green Bay 19-800-1

Catalog No. Class Title Credit(s)

Communications

10801195	Written Communication	3.00
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Social Science

10809166	Introduction to Ethics: Theory and Application	3.00
10809172	Introduction to Diversity Studies	
10809195	Economics	3.00

Natural Science

10806134	General Chemistry OR 10804154 General Physics 1	4.00
10806112	Principles of Sustainability	3.00
10806103	Body Structure and Function	3.00

Mathematics

10804118	Intermediate Algebra with Applications	4.00
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Social/Behavioral Science Complete 2 Courses (6 Credits)

10809196	Introduction to Sociology	3.00
10809122	Introduction to American Government	3.00
10809198	Psychology - Introduction to	3.00
10809188	Developmental Psychology	3.00
	Total	32.00

LTC students must earn a grade of "C" (2.0) or better in each course and a minimum of a 2.5 grade point average to receive the certificate.

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

This Curriculum Is Under Revision

Catalog No. Class Title Credit(s)

Communications

10801195	Written Communication	3.00
10801197	Technical Reporting	3.00
10801198	Speech OR 10801196 Oral and Interpersonal Communication	3.00

Mathematics

10804118	Intermediate Algebra with Apps	4.00
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Physical Science

10806134	General Chemistry	4.00
10806154	General Physics 1	4.00
10806177	General Anatomy and Physiology	4.00

Humanities

10809166	Introduction to Ethics: Theory and Application	3.00
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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

10809122	Introduction to American Government	3.00
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10809172	Introduction to Diversity Studies	3.00
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10809195	Economics	3.00
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10809196	Introduction to Sociology Studies	3.00
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Total LTC Credits		30-37
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***Complete a minimum of 30 credits to transfer to UW-Oshkosh at sophomore status. Limit Social Science to 9 credits.**

LTC students must earn a grade of "C" (2.0) or better in each course and a minimum of a 2.5 grade point average to receive the certificate.

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

- Submit Application and \$10 Certificate Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete 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:

Bellevue University
Madison Area Technical College
Milwaukee Area Technical College
Nicolet Technical College

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

10801196 Oral/Interpersonal Communication

...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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Health Physics Calc & 10804118 Intern Algebra

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: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804118 Intermediate Algebra with Applications

...offers the learner algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

PREREQUISITES: Accuplacer Math score of 100 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 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.

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

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 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 or 10804113 College Tech Math 1A or 10804109 Alg for Gen Chem or 10804121 Tech Math I or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or equiv or 10834110 Elem Algebra and 10838105 Intro Rdg & Study Skills or equiv

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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Health Physics Calc & Stats or 10804118 Intern Algebra

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.

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

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.

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

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

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.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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

Catalog No.	Class Title	Credit(s)
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Term 1

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

Term 2

10325103	Golf Marketing and Merchandising	3.00
10809195	Economics	3.00
10109113	Food and Beverage Operations	2.00
10809122	Intro to American Government OR Prin of Sustainability (10-806-112)	3.00
10104128	Leadership and Professionalism	3.00
10801198	Speech OR 10801196 Oral/Interpersonal Communication	3.00
Total		17.00

(Summer)

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

Term 3

10325114	Techniques for Teaching Golf	2.00
10109115	Hospitality Law	3.00
10101158	Hotel/Hospitality Cost Control	2.00
10325113	Golf Car Fleet Management	2.00
10809172	Introduction to Diversity Studies or 10-809-196 Intro to Sociology	3.00
Total		12.00

Term 4

10325120	Portfolio Assessment-Golf Management	1.00
10101102	Hospitality Accounting	3.00
10325109	Turf Management and Environment	3.00
10116105	Recruitment & Retention of Employees	3.00
10325104	Private Club Management	3.00
10809198	Intro to Psychology	3.00
Total		16.00
Program Total		67.00

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

About the Career

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

Careers

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

Admission Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You will learn to:

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

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

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

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10101102 Hospitality Accounting

...provides students with an understanding of the basic structure of accounting in the hospitality area and how to interpret and understand financial statements to learn some internal controls. Students will learn some bottom-up cost control and some budgeting. The student will recognize the differences in hotel/hospitality accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes.

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

10101158 Hotel/Hospitality Cost Controls

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

COREQUISITE: Microsoft Excel or equivalent and
PREREQUISITE: 10804123 Math with Business Applications

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.

10104128 Leadership and Professionalism

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

10105124 Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-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.

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

...will apply legal practices in hospitality environments including analysis of the impact of U.S. employment laws, the 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.

PREREQUISITE: 10801195 Written Communication and 10109121 Introduction to Hotel/Hospitality Management or 10325101 Golf Operation Management

10109128 Personal Branding

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

COREQUISITE: 10105124 Portfolio Introduction

10116105 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.

10325101 Golf Operations Management

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

COREQUISITE: Microsoft Word skills or equivalent

10325103 Golf Marketing and Merchandising

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

COREQUISITE: Microsoft PowerPoint skills or equivalent

10325104 Private Club Management

...will teach students the various ownership structures available to private clubs. They evaluate membership categories, reciprocity agreements, selection and discipline of members. Organizational structures in equity and non-equity clubs are also identified.

PREREQUISITE: 10325108 Tournament Operations

10325106 Golf Course - Inside Internship

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

CONDITION: Verification of eligibility by the instructor

10325108 Tournament Operations

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

10325109 Turf Management and Environment

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

10325112 Golf Course - Outside Internship

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

CONDITION: Verification of eligibility by the instructor

10325113 Golf Car Fleet Management

...will teach students how to develop, organize and implement a profitable golf car rental program, incorporating safe, clean and well-maintained golf cars that add to customers' enjoyment of the game.

10325114 Techniques for Teaching Golf

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

10325120 Portfolio Assessment - Golf

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect 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 or 10109128 Hospitality Career Exploration and **COREQUISITES:** 10325104 Private Club Management and 10101102HA Hospitality Accounting

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accupcler minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Graphic and Web Design

Program No: 10-201-2

Associate Degree in Applied Science

Degree Completion Time: Varies

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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10201116	Graphic & Web Portfolio	1.00
10152111	Emerging Web Trends	1.00
10201101	Design Fundamentals	3.00
10201108	Photoshop	3.00
10201109	Illustration	3.00
10801195	Written Communication	3.00
10809198	Psychology, Introduction to	3.00
	Total	17.00
Term 2		
10201114	Typography	2.00
10201115	Digital Photography	2.00
10201110	InDesign	3.00
10152196	Web Development 1	3.00
10804123	Math with Business Applications OR 10806112 Principles of Sustainability	3.00
10801196	Oral/Interpersonal Communication	3.00
	Total	16.00
Term 3		
10105128	Personal Branding	2.00
10152118	Website Development Advanced	3.00
10152106	Integrated Web Concepts	4.00
10201106	CSS for Advanced Web Design	3.00
10201111	Production Essentials	2.00
10809196	Introduction to Sociology	3.00
	Total	17.00
Term 4		
10201112	Portfolio Assessment-Graphic and Web Design	1.00
10201103	Advanced Computer Graphics	3.00
10152122	Multimedia Concepts	3.00
10201113	Publication Design	3.00
10201105	Internship for Graphics and Web Design	1.00
10809195	Economics	3.00
10809122	Introduction to American Government	3.00
	Total	17.00
	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 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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You will learn to:

- Apply the principles of design to develop strategic marketing and communication products and services.
- Demonstrate proficiency in the use of design software, tools, and technology.
- Implement creative solutions from concept through completion using a formal process.

- Apply effective legal and ethical business practices and project management skills.
- Communicate artwork rationale in formal and informal settings.
- Demonstrate creative abilities and software knowledge when developing websites and press-ready electronic files.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

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

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Transfer agreements are available with the following institutions:

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Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10105128 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10152106 Integrated Web Concepts

...introduces the student to the three major components of the Web—design, development, and marketing. A common course among Graphic and Web Design, Web and Software Developer, and Marketing, students from each program will be responsible for working in teams and to coordinate projects and present their industry to students from the other programs.

PREREQUISITE: 10104102 Prin of Marketing and **COREQUISITES:** 10152187 Web Development 3 and 10201106 CSS for Adv Web Design and **CONDITION:** 1015 27 Web and Software Developer or 102012 Graphic and Web Design or 101043 Marketing program requirements met

10152111 Emerging Web Trends

...introduces students to the most current developments in the Web. Using resources and tools for staying current in relation to new technologies and trends related to Web design, development and marketing, students will assess current Web trends as they apply to their chosen profession.

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 Web Development 1

10152122 Multimedia Elements

...will teach students how to create various multimedia elements including video, audio, and basic animation and learn how to incorporate these elements into web pages.

PREREQUISITE: 10152196 Web Development 1

10152196 Web Development 1

...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

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 10152106 Integrated Web Concepts and **COREQUISITE:** 10201113 Publication Design and **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: 10201113 Publication Design and **PREREQUISITE:** 10201106 CSS for Advanced Web Design and 10201111 Production Essentials and participation in Mini Portfolio & verification of eligibility by the Internship Coordinator

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 Web Development 1

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 Illustration

...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 **PREREQUISITE:** 10201101 Design Fundamentals 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 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 Introduction and 10105128 Personal Branding and **CONDITION:** 102012 Graphic and Web Design Admissions Requirements Met

10201113 Publication Design

...will focus on creating and designing print material using desktop publishing software. A variety of documents, including brochures, annual reports, flyers, magazine articles, and multipage documents are created. Integrating Microsoft Office products with Adobe products are explored. The emphasis is on design and preparing files for print.

PREREQUISITE: 10201110 InDesign, 10201108 Photoshop, 10201108 Illustration and **CONDITION:** 102012 Graphic and Web Design admission requirements met

10201114 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

10201115 Digital Photography

...will help the individual understand photographic principles and file manipulation. Through in-class discussions, audio visuals, camera demonstrations, and in-the-field shooting sessions, the individual will learn shooting and lighting techniques designed to capture a better image. Printing, cropping, retouching and file management will also be covered.

10201116 Graphic and Web Portfolio

...prepares the student to develop a personal and professional portfolio for the graphic and web field. You will identify self-awareness through various self-assessments and apply these results to the workplace and other environments, write goal statements and understand their value, develop an individual history of events and achievements, and identify significant learning experiences. Students prepare for the mini-portfolio show at the end of the first year.

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Health Care Technician

Program No: 31-510-3

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs
Term 1			<p>The Health Care Technician program prepares graduates for work in one or multiple roles, making them highly flexible in today’s health care workforce. Health care organizations value multi-skilled professionals in combination roles, including nursing assistant, health unit coordinator, EKG/phlebotomy technician, and dietary aide and/or roles that utilize the EMT-Basic course.</p> <p>LTC’s Health Care Technician program uses a planned, sequenced course progression leading to an excellent career path. If you are interested in working in different roles in a health care setting, this is an excellent option for you.</p>	<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
10510108	Health Care and Health Behavior	3.00		
31509309	Medical Law, Ethics, and Professionalism	2.00		
10501101	Medical Terminology	3.00		
10501104	Healthcare Customer Service	2.00		
10501107	Introduction to Healthcare Computing	2.00		
10510109	EKG/Phlebotomy OR 30501301 Dietary Aide 3.00 cr.	4.00		
	Total	16.00		
Term 2				
30510301	Health Unit Coordinator Procedures 1	3.00		
30510302	Health Unit Coordinator Procedures 2	3.00		
30510303	Health Unit Coordinator Clinical	3.00		
10501102	Health Insurance and Reimbursement	3.00		
10530182	Human Diseases for the Health Professions	3.00		
	Total	15.00		
	Program Total	31.00		
PREREQUISITE COURSE:			<p>Careers</p> <ul style="list-style-type: none">• Nursing Assistant• Health Unit Coordinator• Phlebotomist• EKG Technician• Dietary Aide• Unit Clerk• Health Unit Secretary• Nursing Secretary• Unit Clerk Coordinator• Medical Receptionist• Communication Systems Coordinator <p>Admission Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Complete Background Check and \$16 Processing Fee• Complete Health Requirements• Admission to Nursing Assistant Program• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You will learn to:</p> <ul style="list-style-type: none">• Communicate professionally with clients, families, and coworkers.• Maintain and protect client rights.• Report and record observations.• Perform basic clinical and supportive skills.• Work under stress of time and job demands.• Maintain emotional control.• Coordinate health care and personal services.	
30543300	Nursing Assistant	3.00		
Note:				
Program start dates vary; check with your counselor for details.				
Curriculum and program acceptance requirements are subject to change.				

10501101 Medical Terminology

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

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10510108 Health Care and Health Behavior

...introduces learners to the U.S. health care delivery system including the role of hospitals, public health services, various health care professionals, and alternative providers and services. Learners will explore contemporary legal, ethical and societal issues impacting health care in America. Various behaviors of the ill patient, the relationship between social influences and illness, and theories of disease prevention through healthy lifestyles will be explored.

10510109 EKG/Phlebotomy

...cross-trains health care employees and students prior to employment with a variety of clinical skills including phlebotomy, Electrocardiography, and insertion and care of intravenous lines. This course is delivered using in-class lecture and laboratory, online learning and clinical experience.

10530182 Human Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

COREQUISITES: 10501101 Med Term or **CONDITION:** 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or **CONDITON:** 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

30501301 Dietary Aide

...prepares learners for work in dietary services including hospitals, long-term care, assisted living and educational institutions. Introduces learners to principles of sanitation and hygiene, infection control, preparation and service of meals, meeting unique nutritional needs, reporting appropriately and safety practices related to food service. The National Restaurant Association certification is included.

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 or 315103 Health Care Technician 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

31509309 Medical Law, Ethics & Profess

...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant or 315103 Health Care Technician program requirements met



Health Unit Coordinator

Program No: 30-510-2

Technical Diploma

Degree Completion Time: One Term

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

2013-2014

Catalog No.	Class Title	Credit(s)			
			About the Career		
			Today's healthcare environment is overflowing with opportunity for those interested in helping others. Health Unit Coordinators are valued members of the healthcare team who professionally coordinate health unit operations, transcribe medical orders, communicate effectively within the healthcare setting, and manage client information. If you want to help people in a healthcare career that is fast-paced, requiring excellent communication, organizational, technological and customer service skills, check into becoming a Health Unit Coordinator.		
			About the Program		
			You will learn to:		
			<ul style="list-style-type: none"> • 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		
			<ul style="list-style-type: none"> • 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		
			<ul style="list-style-type: none"> • Submit Application and \$30 Processing Fee • Complete an Assessment for Placement (Accuplacer or ACT) • Submit Official Transcripts (High School and Other Colleges) • Complete Background Check and \$16 Processing Fee • Complete Health Requirements • Meet with Program Advisor • Complete Functional Ability Statement of Understanding Form 		
			Program Outcomes		
			You will learn to:		
			<ul style="list-style-type: none"> • 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		
			<ul style="list-style-type: none"> • \$132 per credit (resident) • \$198 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.		
			Placement Scores		
			Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.		
			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.		

10501101 Medical Terminology

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

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

30510301 Health Unit Coordinator Procedures 1

...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare.

CONDITION: 305102 Health Unit Coordinator requirements met or 315103 Health Care Technician requirements met

30510302 Health Unit Coordinator Procedures 2

...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders.

COREQUISITE: 30510301 Health Unit Coord Procedure 1

30510303 Health Unit Coordinator Clinical

...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting.

COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2



Horticulture Technician

Program No: 31-001-1

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10001110	Horticulture Introduction	3.00
10001122	Botany for Gardeners	1.00
10001158	Plants-Woody Ornamental	3.00
10001159	Flowers-Herbaceous	3.00
10001170	Facilities Maintenance/Installation	1.00
10001180	Landscape Installation-Introduction	2.00
10001114	Computer applications for Technicians	1.00
10001127	Landscape Design Studio Introduction	1.00
10801196	Oral/Interpersonal Communications	3.00
Total		18.00

Term 2

10001109	Landscape Installation-Advanced	2.00
10001153	Plant and Soil Science	3.00
10001130	Greenhouse & Nursery Production	3.00
10001172	Landscape Maintenance	2.00
10001128	Landscape Computer Aided Design	2.00
10804107	College Mathematics	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

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

Careers

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

- Nursery and Greenhouse Assistant
- Landscape Installer
- Landscape Maintenance Technician
- Gardening Services

Admission Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You will learn to:

- Communicate within the horticulture industry.
- Propagate and grow horticulture plants.
- Justify the selection of the appropriate plant(s).
- Determine nutritional requirements of turf grasses and ornamentals.
- Analyze soil and its influence on plant life.
- Implement a landscape construction design plan.
- Use carpentry and masonry hand and power tools.
- Safely operate landscape equipment.
- Install irrigation equipment.

- Diagnose and treat pest problems on ornamental plants.
- Receive training for Wisconsin Pesticide Certification exam.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Grading Policy

All program courses in the Agriculture Division must be passed with a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

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

10001109 Landscape Installation Advanced

...builds upon landscape construction methods learned in Introduction to Landscape Installation. Possible projects include mixed material patios, retaining walls, water features, sustainable landscape elements, rain gardens, roof gardens, wooden structures, etc.

PREREQUISITE: 10001180 Landscape Installation Introduction

10001110 Horticulture Introduction

...introduces the learner to the horticulture industry, plant culture, identification, propagation, and physiology. Course will also explore the horticulture industry in regard to fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.

10001114 Computer Applications for Technicians

...provides the learner with basics of the current Windows operating system, terminology, file management, Microsoft Word, Microsoft Excel, and horticulture engineering applications utilizing appropriate computer drafting software.

10001122 Botany for Gardeners

...provides the learner with a broad-based presentation of the importance and usefulness of botany and terminology as it relates to the practice of horticulture. Areas covered include plant growth, organization, adaptation, function, and reproduction.

10001127 Landscape Design Studio Introduction

...teaches the learner to graphically describes objects without CAD Systems or landscape drawing aids. Fundamental components of design process; lettering, geographic construction, orthographic projection, isometric sketching, section views, auxiliary views and dimensioning are covered.

10001128 Landscape Computer Aided Design

...will use computer and computer aided design software as tools for design communication; learners will be introduced to the fundamental components of CAD in landscape design. Property lines, topography, site planning, hardscapes, planting plans, and section view graphics will be covered.

PREREQUISITES: 10001114 Computer Applications for Technicians and 10001127 Landscape Design Studio Intro

10001130 Greenhouse and Nursery Production

...provides the student with the skills to analyze and implement efficient, cost-effective, and sustainable methods of horticultural production in a variety of structures as well as field scenarios.

COREQUISITES: 10001153 Plant and Soil Science

10001153 Plant and Soil Science

...addresses the unique interactions of healthy plants & soils; examines the physical, chemical, organic & biological characteristics of soils and how they impact the structure & functions of plants.

COREQUISITE: 10001110 Horticulture-Introduction

10001158 Plants-Woody Ornamentals

...provides the learner with the physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin.

10001159 Flowers-Herbaceous

...prepares the learner to use flowers/foilage effectively in the landscape including annuals/perennials/roses. Care of each flower emphasizing selection and tips to best utilize each flower and ground-cover/vines is included.

10001172 Landscape Maintenance

...assists learner in identifying problems and cultural challenges in the landscape; pruning techniques, insect/disease problems, weed identification; soil fertility; resolve situations in the field.

PREREQUISITES: 10001110 Horticulture Introduction, 10001122 Fundamentals of Plant Nutrition and
COREQUISITE: 10001153 Plant and Soil Science

10001180 Landscape Installation Introduction

...investigates techniques used in landscape construction practices. These include the use of specific landscape tools, plan implementation methods, preliminary site survey methods, proper planting, equipment operations & installations of basic landscape features.

10462170 Facilities Maintenance/Installation

...prepares the learner to use hand and power tools. Introduces basic applications in such areas as carpentry, plumbing, basic electricity, small engines, and concrete.

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804107 College Mathematics

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

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



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.

2013-2014

Catalog No.	Class Title	Credit(s)		
Term 1				
10104109	Customer Service Techniques	2.00		
10105124	Portfolio Introduction	1.00		
10109128	Personal Branding	2.00		
10109112	Sanitation for Food Service	1.00		
10109121	Introduction to Hotel/Hospitality Management	3.00		
10801195	Written Communication	3.00		
10804123	Math with Business Applications	3.00		
	Total	15.00		
Term 2				
10196191	Supervision	3.00		
10104170	Marketing Tourism and Hospitality	3.00		
10109113	Food and Beverage Operations	2.00		
10109110	Front Office Procedures and Management	3.00		
10104128	Leadership and Professionalism	3.00		
10801198	Speech OR 10801196 Oral/Interpersonal Communication	3.00		
	Total	17.00		
(Summer)				
10109144	*Hospitality Internship	4.00		
	Total	4.00		
Term 3				
10109111	Housekeeping Management	2.00		
10109115	Hospitality Law	3.00		
10101158	Hotel/Hospitality Cost Control	2.00		
10109120	Facilities Operations and Security	2.00		
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00		
10809172	Introduction to Diversity Studies or 10-809-196 Intro to Sociology	3.00		
	Total	15.00		
Term 4				
10109127	Portfolio Assessment-Hotel and Hospitality Management	1.00		
10101102	Hospitality Accounting	3.00		
10109101	Issues in Hotel/Hospitality Management	1.00		
1016105	Recruitment & Retention of Employees	3.00		
10809195	Economics	3.00		
10109122	Hospitality Field Study/Experience	1.00		
10809198	Intro to Psychology	3.00		
	Total	15.00		
	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 (MPTC), Fond du Lac. As a Hotel/Hospitality Management student you'll:			<ul style="list-style-type: none">Utilize accounting and costing skills necessary for profitable hospitality operations.Demonstrate professionalism and managerial and leadership skills in a diverse hospitality environment.	
<ul style="list-style-type: none">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			Approximate Costs	
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.			<ul style="list-style-type: none">\$132 per credit (resident)\$198 per credit (out-of-state resident)Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)	
Careers			Functional Abilities	
<ul style="list-style-type: none">General ManagerExecutive HousekeeperFront Office ManagerFood and Beverage ManagerGuest Services Manager			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.	
Admission Steps			Placement Scores	
<ul style="list-style-type: none">Submit Application and \$30 Processing FeeComplete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)Submit Official Transcripts (High School and Other Colleges)Meet with Program AdvisorComplete Functional Ability Statement of Understanding Form			Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.	
Program Outcomes			Divisional Grading Policy	
You will learn to:			All course work in the Business and Technology Division must be passed with a grade of “C” or better for program graduation.	
<ul style="list-style-type: none">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.				

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10101102 Hospitality Accounting

...provides students with an understanding of the basic structure of accounting in the hospitality area and how to interpret and understand financial statements to learn some internal controls. Students will learn some bottom-up cost control and some budgeting. The student will recognize the differences in hotel/hospitality accounting and emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes.

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

10101158 Hotel/Hospitality Cost Controls

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

COREQUISITE: Microsoft Excel or equivalent and
PREREQUISITE: 10804123 Math with Business Applications

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.

10104128 Leadership and Professionalism

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

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.

10109101 Issues in Hotel/Hospitality Management

...introduces special topics pertinent to the hotel and hospitality industry. Emerging trends in international, national, and local hospitality management are explored and innovative solutions are evaluated.

PREREQUISITE: 10109115 Hospitality Law

10109110 Front Office Procedures and Management

...emphasizes front office techniques and management principles for the organization and operation of the lodging facility. The human and public relations responsibilities of the front office as well as routine procedures are an integral part of the course.

10109111 Housekeeping Management

...investigates the functions of the housekeeping department and the role of managers in operating the department. Students are introduced to requirements for guest satisfaction including room and facility appeal, order, and cleanliness.

PREREQUISITE: 10109110 Front Office Procedures and Management

10109112 Sanitation for Food Service

...develops skills to follow sanitation and hygiene provisions in state codes. The NRA certification 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

...will apply legal practices in hospitality environments including analysis of the impact of U.S. employment laws, the 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.

PREREQUISITE: 10801195 Written Communication and
10109121 Introduction to Hotel/Hospitality Management or
10325101 Golf Operation Management

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: 10109110 Front Office Procedures and Management

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.

10109127 Portfolio Assessment-Hotel and Hospitality 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 and program outcomes.

PREREQUISITE: 10105124 Portfolio Introduction and
10105126 Career Assessment or 10109128 Hospitality Career Exploration. **COREQUISITE:** 10109101 Issues in Hotel/Hospitality Management and 10101102HA Hospitality Accounting

10109128 Personal Branding

...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

10116105 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.

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 or
CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech 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 Wrtg or
CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Human Resource Administration

Program No: 10-116-1

Associate Degree in Applied Science

Degree Completion Time: Varies

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

2013-2014

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
10116125	Human Resource Employment Law	3.00
10116127	HR Information Systems	1.00
10116131	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	Personal Branding	2.00
10116102	Compensation & Benefits Administration	3.00
10116105	Recruitment and Retention of Employees	3.00
10809172	Introduction to Diversity Studies	3.00
10809198	Introduction to Psychology	3.00
	Total	17.00
Term 4		
10116115	Portfolio Assessment-Human Resources	1.00
10116124	Strategic Performance Management	3.00
10116104	Labor Relations and Negotiations	3.00
10116103	Training for Organizations	3.00
10806112	Principles of Sustainability	3.00
10116106	Internship—Human Resources OR 10138101 Intro to Global Business OR 10116128 HR Studies	3.00
10999991	Elective	1.00
	Total	17.00
	Program Total	66.00

Suggested Electives:

10196190	Leadership Development	3.00
10196168	Organizational Development	3.00
10196188	Project Management	3.00
10196123	HR Technology	2.00

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You will learn to:

- Define and describe the functions of human resource management and employee relations to include policies, complaints, and harassment issues.
- Administer human resource functions through technology and human resource information systems (HRIS).
- Develop and prepare reports necessary to carry out the functions of the human resource department.
- Provide assistance for the recruitment and retention of employees.

- Manage the interpretation and application of established human resource policies.
- Utilize career development practices.
- Develop and evaluate effective training programs.
- Utilize a variety of compensation and benefit criteria.
- Utilize ethical and legal standards in human resource decision making.
- Communicate clearly and professionally and hear, follow, and give directions in both verbal and written formats.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10101106 Payroll Applications

...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; 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. **COREQUISITE:** Microsoft Excel skills or equivalent and **PREREQUISITE:** 10804123 Math w Business Applications or **CONDITION:** 101101 Paralegal program 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 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10116102 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.

10116103 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.

10116104 Labor Relations and Negotiations

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

10116105 Recruitment & 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.

10116106 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 Port Intro & 10105126 Career Assess or 10105128 Career Expl or 10105128 Pers Branding or **CONDITION:** Verification of eligibility by instructor coord of Hum Res prog (student must have at least 45 credits of Hum Res prog courses)

10116115 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 or 10105128 Personal Branding

10116124 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.

10116125 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

10116127 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

10116131 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.

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. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 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 **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809172 Introduction to 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 transnational communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



ITS—Individualized Technical Studies

Program No: 10-825-1

Associate Degree in Applied Science

Degree Completion Time: Varies

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

2013-2014

About ITS

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

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

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

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

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

Admissions Steps

- Submit Application and \$30 Processing Fee
- Submit Official Transcripts (High School and Other Colleges)
- Complete an Assessment for Placement (Accuplacer or ACT)
- Meet With Program Advisor

Unique Requirements

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

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Required Classwork

Career Assessment	
Portfolio—ITS	2 credits
General Studies	18 credits
Math or Science	3 credits
ITS Core Classes	40 credits
Electives	0-3 credits

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

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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



Industrial Electrician–Apprentice

Program No: 50-413-1

Journey-Level Card

Work Hours (including day school): 8320

Day School Hours: 720 • Evening School Hours: 8

4-Year Contract/Indenture

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
50413501	Electrical Apprentice 1	3.00
	Total	3.00
Term 2		
50413502	Electrical Apprentice 2	3.00
	Total	3.00
Term 3		
50413503	Electrical Apprentice 3	3.00
	Total	3.00
Term 4		
50413504	Electrical Apprentice 4	3.00
	Total	3.00
Term 5		
50413505	Electrical Apprentice 5	3.00
	Total	3.00
Term 6		
50413506	Electrical Apprentice 6	3.00
	Total	3.00
Term 7		
50413507	Electrical Apprentice 7	3.00
	Total	3.00
Term 8		
50413508	Electrical Apprentice 8	3.00
	Total	3.00
	Program Total	24.00
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 Outcomes

You'll learn to:

- Apply AC and DC theory to an industrial setting.
- Apply the National Electric Code requirements to industrial equipment and facilities.
- Apply operational and troubleshooting principles to a transformer installation.
- Maintain electric motors and motor controls.
- Test solid-state electronic system components.
- Apply operational and troubleshooting principles to power systems and variable speed drives.
- Apply operational and troubleshooting principles to programmable logic controllers and automation equipment.
- Apply operational and troubleshooting principles to fluid power systems.

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

Approximate Costs

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

Special Note

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 66	Mathematics - 18
Reading - 66	Reading - 18
Sentence Skills - 60	English - 18
Elem. Algebra - 34	Elem. Algebra - NA

50413501 Electrical Apprentice 1

...introduces the apprentice to the basic electrical concepts of structure of matter, electron theory, Ohm's law for series, parallel and series-parallel circuits; volt and current measurements; conductors and resistors; electrical power and energy; and the national electrical code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413502 Electrical Apprentice 2

...introduces the apprentice to magnetism, electricity generation, electromagnetism, application of electromagnetic devices, and principles of general and DC motor control and operation with continued study of the National Electrical Code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413503 Electrical Apprentice 3

...introduces the apprentice to AC circuits, including mathematics for the circuits, vectors and vector analysis, sine wave characteristics, resistive AC current, inductance and inductive reactance, and RL circuits with continued study of the National Electrical Code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413504 Electrical Apprentice 4

...expands the apprentices ability to work with complex AC circuits including capacitor types, capacitance, capacitive reactance, series RC circuits, impedance, parallel RL and RC circuits, series and parallel LCR circuit resonance, power in relative circuits, and basic power correction. Continued study of the national electric code is included.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413505 Electrical Apprentice 5

...introduces the apprentice to transformers and AC motor operation; split-phase motors, capacitor motors, shaped pole motors, wound rotor motors, universal motors, three-phase transformer systems and connections and three-phase motor operation. Continued study of the national electric code is included.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413506 Electrical Apprentice 6

...enhances the apprentices ability to work with electrical symbols, line diagrams, manual AC contactors and motor starters, solenoid characteristics, magnetic starters and contactors, time delay and complex control circuits, reversing starters, solid state relays, and ladder logic.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413507 Electrical Apprentice 7

...Introduces the apprentice to solid state fundamentals and the requirements for ground electrical systems in accordance with the national electrical code.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.

50413508 Electrical Apprentice 8

...expands the apprentice's ability to work with programmable logic controllers and software for programming these devices as well as hands-on training into their operation.

CONDITION: 504131 Industrial Electrician Apprentice requirements met.



Industrial Maintenance

Program No: 31-462-2

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Special Notes
10413100	Basic Electricity for Trades OR 10660105 DC Fundamentals (3 cr) OR 10660110 AC Fundamentals (3 cr)	3.00	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.	<ul style="list-style-type: none">Students need to supply their own safety glasses and welding gloves.Classes prepare graduates to apply for a Millwright Apprenticeship through cooperating employer.Student are encouraged to take the Bennett Mechanical Aptitude Test if their background experiences are not mechanically related.
31420394	Industrial Maintenance Measurement & Drills	2.00		
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		
10620157	Hydraulics - Industrial	2.00	Careers <ul style="list-style-type: none">Industrial or Maintenance MechanicMachinery AdjusterMachinery AssemblerMachinery Repairer Admissions Steps <ul style="list-style-type: none">Submit Application and \$30 Processing FeeComplete an Assessment for Placement (Accuplacer or ACT)Submit Official Transcripts (High School and Other Colleges)Meet with Program AdvisorComplete Functional Ability Statement of Understanding Form Program Outcomes <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. Approximate Costs <ul style="list-style-type: none">\$132 per credit (resident)\$198 per credit (out-of-state resident)Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)	
10620158	Pneumatics - Industrial	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. Curriculum and program acceptance requirements are subject to change.			

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*

10620157 Hydraulics - Industrial

...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.

PREREQUISITES: *Math equivalency requirements met or 31457318 Trades Math Industrial Maint and 31457318T1 Trades Math Industrial Maint 1, 31457318T2 Trades Math Industrial Maint 2 or 10804118 Interim College Algebra or COREQUISITE: 10804114 Tech Math 1B*

10620158 Pneumatics - Industrial

...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 term of vacuum generation.

COREQUISITES: 10620157 *Hydraulics-Industrial or 10620159 Hydraulics 1*

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 or 10620157 Hydraulics-Industrial 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.

COREQUISITE: 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 Mtn Intro, 31457388 Ind Mtn Print Rdg, 31457318 Trades Math Ind Mtn or 31457318T1 Trades Math Ind Mtn1 or 31457318T2 Trades Math Ind Mtn 2 or 31457320 Mach Tool Math & COREQUISITE: 10620158 Pneumatics-Indust*

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*

31462314 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.

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10154120	Computer Concepts	3.00
10154122	PC Support 1	3.00
10801195	Written Communication	3.00
10804133	Mathematics and Logic	3.00
10809172	Introduction to Diversity Studies	3.00
	OR 10806112 Principles of Sustainability	
	Total	16.00
Term 2		
10150114	Networking I	3.00
10154124	Information Security Principles	2.00
10154128	Help Desk Fundamentals	2.00
10154175	PC Support 2	3.00
10154102	Business Apps Fundamentals	3.00
10801196	Oral/Interpersonal Communication	3.00
	Total	16.00
Term 3		
10105128	Personal Branding	2.00
10150173	Server Administration 1	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		
10154121	DataBase Concepts	2.00
10154103	Training and Documentation	2.00
10154101	Portfolio Assessment-IT	1.00
10154159	Microcomputer Projects	2.00
10154152	Database Applications	1.00
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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Manage information technology hardware.
- Manage software.
- Support computer networks.
- Provide end user support.
- Solve information technology problems.
- Demonstrate customer service skills as an IT professional.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

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

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Radar School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 102 01116 Graphic and Web Portfolio

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 Server Administration 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.

10154121 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.

10154101 Portfolio Assessment-IT

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

PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Career Exploration

10154102 Business Apps Fundamentals

...prepares the learner to evaluate, use, and support common information system applications that an end-user would use in a typical business environment. Both individual productivity tools as well as enterprise tools are examined. The competencies in the course will articulate to other courses in the information technology programs. Applications used will include Open Source Business Suites, Google Apps suite and Market Place applications, Gmail, calendars, surveys, video portals, and more.

10154103 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.

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 PC Support 1

...is the first course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

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.

10154152 Database Applications

...is a project-based course in which learners will build and implement a relational database application utilizing the principles of sound database design acquired in the Database Concepts course. Learners will define the functionality's, implement, build and populate the database, document the database project, and demo their project.

PREREQUISITE: 10154121 Database Concepts

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 PC Support 2

...is the second course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

PREREQUISITE: 10154122 PC Support 1 or **CONDITION:** CompTIAA+ 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

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 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Information Technology (IT)— 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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Placement Scores
Term 1			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.	Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.
10105124	Portfolio Introduction	1.00		
10150114	Networking I	3.00		
10154120	Computer Concepts	3.00		
10154122	PC Support 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	Server Administration 1	3.00		
10150176	Networking 2	3.00		
10154175	PC Support 2	3.00		
10801196	Oral/Interpersonal Communication	3.00		
10809172	Introduction to Diversity Studies OR 10806112 Principles of Sustainability	3.00		
	Total	17.00		
Term 3			Careers <ul style="list-style-type: none">• Network Administrator• Network/PC Analyst• Network Support Specialist• Network Technician• PC Support Specialist Admissions Steps <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form Program Outcomes <p>You'll learn to:</p> <ul style="list-style-type: none">• Implement computer networks.• Implement client systems.• Implement server operating systems.• Implement network security components.• Develop technical documentation.• Troubleshoot network systems. Approximate Costs <ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Special Note <p>Students are required to have one USB 80 gig hard drive or greater.</p> Functional Abilities <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>	Divisional Grading Policy <p>All coursework in the Business and Technology Division must be passed at a grade of “C” or better for program graduation.</p>
10105128	Personal Branding	2.00		
10150126	Server Scripting	2.00		
10150163	Networking 3	3.00		
10150174	Server Administration 2	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	Web Server Administration	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:	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

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 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10105114 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.

10105126 Server Scripting

...is a lecture/hands-on course designed to introduce students to server scripting; print management; advanced network management; and troubleshooting tools.

PREREQUISITE: 10105173 Server Administration 1

10105127 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

10105128 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: 10105127 Linux 1

10105163 Networking 3

...introduces the student to switching technology, hardware and software firewalls, and virtual private networks (VPN).

PREREQUISITE: 10105176 Networking 2

10105165 Networking 4

...provides the student with the ability to work with current and emerging network technology.

PREREQUISITE: 10105176 Networking 2

10105169 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: 10105176 Networking 2

10105173 Server Administration 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

10105174 Server Administration 2

...is a lecture/hands-on course designed to teach network server administration and server services. Topics covered include: network administration; user, computer, and fire security and management; server virtualization; and print, em-mail FTP, and web services.

PREREQUISITE: 10105173 Server Administration 1

10105176 Networking 2

...provides the students with networking terminology, protocols, network standards, LAN's, WAN's, TCP/IP addressing, and routing.

PREREQUISITE: 10105114 Networking 1

10105178 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: 10105176 Networking 2

10105179 Web Server Administration

...introduces the student to creating/maintaining web pages, a web server, and an FTP server; working with e-mail; and navigating the Internet.

PREREQUISITE: 10105173 Server Administration 1 OR 10105172 Novell Open Enterprise Server

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 PC Support 1

...is the first course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

10154127 Data Assurance

...provides the learner with a fundamental understanding of computer security principles and implementation; technologies used and principles involved in creating a secure computer environment; authentication; types of attacks and malicious code; e-mail, Web applications, remote access, and file and print services; intrusion detection systems, firewalls, and physical security concepts. The student will have a variety of hands-on and case project assignments that reinforce the concepts read in each chapter.

10154175 PC Support 2

...is the second course of the two-course A+ series that helps those seeking to become entry-level IT professionals by providing skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. The course covers the objectives of the CompTIA A+ exams but is not designed nor intended to be a "test prep" course. Additional resources as well as work experience are required in order to pass the exams.

PREREQUISITE: 10154122 PC Support 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

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 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Information Technology (IT)— Web and Software Developer

Program No: 10-152-7

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.

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10152111	Emerging Web Trends	1.00
10152196	Web Development 1	3.00
10152120	Programming 1	1.00
10152121	Programming 2	3.00
10154121	Database Concepts	2.00
10804133	Math & Logic	3.00
10801195	Written Communication	3.00
	Total	17.00
Term 2		
10152107	Game Development	3.00
10152136	Systems Analysis	3.00
10152199	Web Development 2	4.00
10201106	CSS for Advanced Web Design	3.00
10809195	Economics	3.00
	Total	16.00
Term 3		
10152108	Mobile Device Development 1	2.00
10152187	Web Development 3	4.00
10152106	Integrated Web Concepts	4.00
10809112	Principles of Sustainability OR 10809122 Intro to American Government	3.00
10809196	Intro to Sociology	3.00
10105128	Personal Branding	2.00
	Total	18.00
Term 4		
10152112	Web Development 4	4.00
10152114	Mobile Device Development 2	3.00
10152122	Multimedia Concepts	3.00
10152115	Internship - Web and Software Developer	1.00
10152119	Portfolio Assessment-Web and Software Dev	1.00
10801196	Oral/Interpersonal Communication	3.00
10809198	Intro to Psychology	3.00
	Total	18.00
	Program Total	69.00

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

Curriculum and program acceptance requirements are subject to change.

Classes run year-round; check with your program counselor for details.

About the Program

The program curriculum focuses on:

- Using game and simulation development to help students learn programming principles
- Web application development
- Integration of web marketing and website design
- Database administration
- Mobile device development
- Freelance and contract employment

About the Career

The World Wide Web – it's an intriguing, dynamic, and growing entity that is currently home to over 110 million Web sites. Expanding integration of Internet technologies into businesses has resulted in a growing need for specialists who can develop and support Internet and intranet applications. The growth of electronic commerce means that more establishments use the Internet to conduct their business online. The increasing use of the Internet, the proliferation of Web sites, and the explosion of mobile technology have created a demand for a wide variety of new products. As individuals and businesses rely more on computers and wireless networks, it will be necessary to integrate current computer systems with this new, more mobile technology. These expanding Internet technologies have spurred demand for software developers who can develop World Wide Web applications.

Web and Software Developers get to work in dynamic settings, are at times able to work from home, and are part of a cutting-edge movement in technology that will transform how the world gets things done. Have a direct link to the future by creating the future as a Web and Software Developer.

Careers

- Front-end Web Developer
- Web Applications Developer
- Mobile Device Developer
- Database Administrator
- Programmer/Analyst
- Internet Applications Developer

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

- Develop, build, and configure a dynamic and interactive Web site or application.
- Design, model, and implement a database for Web site or application use.
- Demonstrate proficiency in basic Web server maintenance, including configuration, troubleshooting, and maintenance.
- Lead a team or project using basic principles of project management.
- Create basic computer games and computer simulations.

- Convert logic concepts into object oriented programming code.
- Communicate and work effectively in a team environment.
- Communicate information effectively and accurately in systems-related documentation.
- Manage version control, change control, quality assurance testing, user acceptance policies, system deployment, and system maintenance.
- Analyze and define the specifications of a system based on user requirements.
- Demonstrate an understanding of business models and organizational functions necessary to conduct business in a changing environment.
- Implement secure coding practices to ensure secure and safe Web sites
- Explore and employ new Web technologies and tools.
- Ensure Web applications comply with W3C validation standards and Section 508 Accessibility standards.
- Explore the relationship between web design, web development, and web marketing.

Other Program Expectations

- Students must purchase a 250GB external hard drive.
- Minimum home computer system/laptop requirements include a 2 Ghz processor, 4 GB of RAM, and a 250 GB hard drive.
- Students' home PCs must have a web cam.
- Students are strongly encouraged to take Written Communications (801-195) during the summer before program start.
- Students are strongly encouraged to take General Education courses during summer break, allowing concentrated time during semesters for core program courses.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

MSOE Rader School of Business
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10152106 Integrated Web Concepts

...introduces the student to the three major components of the Web—design, development, and marketing. A common course among Graphic and Web Design, Web and Software Developer, and Marketing, students from each program will be responsible for working in teams and to coordinate projects and present their industry to students from the other programs.

PREREQUISITE: 10104102 Prin of Marketing and
COREQUISITES: 10152187 Web Development 3 and 10201106 CSS for Adv Web Design and **CONDITION:** 1015 27 Web and Software Developer or 102012 Graphic and Web Design or 101043 Marketing program requirements met

10152107 Game Development

...introduces the learner to gaming concepts including chase games, imaging, audio, sprite graphics and tile games. This course explores 2D graphics with DirectX, the C# language and the XNA Game Development Studio. Programming concepts are taught using game creation on personal computers and the Xbox 360. It introduces the concept of 3D graphics programming.

PREREQUISITES: 10152121 Programming 2

10152108 Mobile Device Development 1

...introduces the student to designing and building mobile applications using Google's Android open-source platform. The course explains what Android is and how it compares to other mobile environments, the setup of the Android, Eclipse-based development tools, the Android SDK, all essential features, as well as the advanced capabilities and APIs such as background services, accelerometers, graphics, and GPS.

PREREQUISITE: 10152121 Programming 2

10152111 Emerging Web Trends

...introduces students to the most current developments in the Web. Using resources and tools for staying current in relation to new technologies and trends related to Web design, development and marketing, students will assess current Web trends as they apply to their chosen profession.

10152112 Web Development 4

...introduces the learner to Microsoft's .NET platform. .NET frameworks, content-managed Web sites, and Web server architecture. Students will develop interactive and dynamic web applications using the Microsoft ASP.NET Web application framework and ADO.NET components to access data and data services through the creation of data-driven ASP.NET web pages, configuration of an ASP.NET application, the deployment of an ASP.NET application and the creation of XML web services. Microsoft SQL Server is used.

PREREQUISITE: 1015287 Web Development 3

10152114 Mobile Device Development 2

...introduces the student to programming simple iPhone applications. Students will learn basic Objective C concepts, iPhone programming basics, and use the SDK environment as a development platform. Design concepts and programming tools will be integrated with an emphasis on developing an deploying iPhone applications.

PREREQUISITE: 10152108 Mobile Device Development 1 and 10152121 Programming 2

10152115 Internship-Web and Software Developer

...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 including maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, completing a work-related project, and an assessment of the student's portfolio. Students meet periodically at LTC.

PREREQUISITE: 10152187 Web Development 3 and 10152106 Integrated Web Concepts and **CONDITION:** 101527 Web and Software Developer program requirements met

10152119 Portfolio Assessment - Web and Software Developer

...assesses what the student has learned through the Web and Software Developer degree. The course will focus on the continued development of their electronic career portfolio, the freelance/contract Web market, and the analysis of the achievement of their core abilities and program outcomes.

PREREQUISITES: 10105124 Portfolio Introduction and 10105128 Career Exploration and 10152187 Web Development 3 and 10152106 Integrated Web Concepts and **CONDITION:** 101527 Web and Software Developer admissions requirements met

10152120 Programming 1

...introduces students to the concepts of programming using a graphical environment with no coding. Topics covered include the theory of Object-Oriented Programming (Classes and objects), methods, properties, variables, data types, decisions, loops, and arrays.

10152121 Programming 2

...builds on the concepts mastered in Programming 1 by introducing coding techniques using the Java programming language. Students will learn how to write code using an Integrated Development Environment (IDE) and compile a program. In addition to the concepts covered in Programming 1, topics covered will also include inheritance, exception handling, and advanced class and object concepts.

10152122 Multimedia Concepts

...will teach students how to create various multimedia elements including video, audio, and basic animation and learn how to incorporate these elements into web pages.

PREREQUISITE: 10152196 Web Development 1

10154121 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.

PREREQUISITE: 10154152 Database Applications

10152136 Systems Analysis

...introduces the student to the principles of systems analysis, including the phases for the life cycle of analysis, preparation of data gathering instruments, interviews, user interaction and the use of UML *Unified Modeling Language) to develop analysis documentation. Students work as part of a team to develop the analysis of a system.

PREREQUISITES: 10152121 Programming 2

10152187 Web Development 3

...introduces the learner to PHP, MySQL, PHP frameworks, content-managed Web sites, and Web server architecture. Topics covered include an introduction to the Apache Web server, server-side scripting, PHP control logic and functions, controlling state using sessions and cookies, querying database content and population to an HTML Web page, MySQL relational database administration, and processing form information and populating it to a MySQL database.

PREREQUISITES: 10152121 Programming 2

10152196 Web Development 1

...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.

10152199 Web Development 2

...introduces the student to DHTML, JavaScript, AJAX, and framework libraries. Students learn how to add JavaScript and AJAX to existing programs, and design new applications to exploit the power of Web 2.0. Students learn 3 layers of AJAX framework, and when (and how) to use each. Students learn how to create rich clients, use visual effects, add client-side validation, and handle forms.

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 Web Development 1

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcr minimum score of 74 or equivalent

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 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcr minimum score of 74 or equivalent

10809112 Principles of Sustainability

...prepares the student to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 70 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Judicial Reporting (Court Reporting)

Program No: 10-106-1 Associate Degree in Applied Science

Degree Completion Time: Two Years Plus Summer School

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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10106104	Realtime Reporting 1	5.00
10106144	Realtime Reporting Orientation	1.00
10106159	Legal Terminology	1.00
10106184	English for Realtime Reporters	1.00
10106804	Realtime Reporting 1 Lab	1.00
10801195	Written Communication	3.00
10809198	Psychology - Introduction to	3.00
	Total	15.00
Term 2		
10106105	Realtime Reporting 2	5.00
10106158	Realtime Reporting Technology	2.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10106805	Realtime Reporting 2 Lab	1.00
10809122	Introduction To American Government OR 10809172 Introduction to Diversity Studies	3.00
10809196	Sociology - Introduction to	3.00
	Total	17.00
Term 3 (Summer)		
10106108	Realtime Reporting Speed Development Skillbuilding 1, 2, or 3 (optional)	2.00
	Total	2.00
Term 4		
10106109	Literary 1 - Advanced	2.00
10106128	Jury Charge 1 - Advanced	2.00
10106156	Testimony 1 - Advanced	3.00
10106809	Literary 1 Lab - Advanced	1.00
10106828	Jury Charge 1 Lab - Advanced	1.00
10106859	Testimony 1 Lab - Advanced	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	16.00
Term 5		
10106143	Judicial Reporting Internship	1.00
10106111	Literary 2 - Advanced	2.00
10106129	Jury Charge 2 - Advanced	2.00
10106142	Judicial Reporting Procedures	2.00
10106157	Testimony 2 - Advanced	3.00
10106171	Medical Reporting & Terminology	2.00
10106811	Literary 2 Lab - Advanced	1.00
10106829	Jury Charge 2 Lab - Advanced	1.00
10106857	Testimony 2 Lab - Advanced	1.00
	Total	15.00
	Program Total	65.00
Beginning Courses Required Prior to Advanced Courses		
10106121	Jury Charge 1 - Beginner	2.00
10106826	Jury Charge 1 Lab - Beginner	2.00
10106122	Jury Charge 2 - Beginner	2.00
10106827	Jury Charge 2 Lab - Beginner	2.00
10106113	Literary 1 - Beginner	2.00
10106808	Literary 1 Lab - Beginner	2.00
10106114	Literary 2 - Beginner	2.00
10106810	Literary 2 Lab - Beginner	2.00
10106153	Testimony 1 - Beginner	2.00
10106858	Testimony 1 Lab - Beginner	2.00
10106154	Testimony 2 - Beginner	2.00
10106855	Testimony 2 Lab - Beginner	2.00
Optional Credits		
10106161	Realtime Reporting Technology Advanced	2.00

About Shared Programs

LTC offers its Court Reporting program in cooperation with technical colleges across the state. As a Court 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 Court Reporting program with Fox Valley Technical College (FVTC) - Appleton, Northeast Wisconsin Technical College (NWTC) - Green Bay, Mid-State Technical College (MSTC) - Stevens Point, Wisconsin Indianhead Technical College (WITC) - New Richmond, and Moraine Park Technical College (MPTC) - Fond du Lac.
- LTC also offers an opportunity for students to complete the program at the Lakeland College - West Allis Campus.

About the Career

You've seen high-profile trials with a person keying the testimony into a stenograph machine or 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 court reporter. If you're an excellent listener, have strong language and communications skills, and are committed to accuracy and confidentiality, a career in court reporting may be a perfect fit for you.

Careers

- Legislative Reporter
- Official Court Reporter in the Court System
- Freelance Reporter
- Scopist

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete the Notification of Laptop/Steno Rental Requirement Form

Program Outcomes

You'll learn to:

- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.

- Produce salable transcripts on a realtime translation system.
- Demonstrate knowledge of proper reporting procedures and responsibilities for freelance and official reporting.
- Demonstrate knowledge of legal and medical concepts and terminology.
- Demonstrate knowledge of the professional reporting organizations and methods of gaining certification as a Registered Professional Reporter.

Other Program Expectations

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

Approximate Costs

- \$132 per credit (resident)
- \$198 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 Court Reporting program is certified by the National Court Reporters Association (NCRA).

Functional Abilities

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 103	English - 21

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College—West Allis
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10106104 Realtime Reporting 1

...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 1 Lab is required.
CONDITION: 101071 Broadcast Captioning or 101061 Judicial Reporting or 321071 Broadcast Captioning or 321061 Judicial Reporting

10106105 Realtime Reporting 2

...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 1 and 10106804 Realtime Reporting 1 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 1 - Advanced

...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 1 Lab - Advanced is required.
PREREQUISITE: 10106113 Literary 1 - Beginner or Minimum of 130 WPM met

10106111 Literary 2 - Advanced

...prepares the learner 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 2 Lab - Advanced is required.
PREREQUISITE: 10106114 Literary 2 - Beginner or Minimum of 160 WPM met

10106128 Jury Charge 1 - Advanced

...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 1 Lab - Advanced is required.
PREREQUISITE: 10106121 Jury Charge 1 - Beginner or Minimum of 130 WPM met

10106129 Jury Charge 2 - Advanced

...prepares the learner to write jury charge material at 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 enrollment in Jury Charge 2 Lab - Advanced is required.
PREREQUISITE: 10106122 Jury Charge 2 - Beginner or Minimum of 180 WPM met

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, 10106128 Jury Charge 1-Adv, 10106109 Literary 1-Adv, 10106156 Testimony 1-Adv and **COREQUISITES:** 10106129 Jury Charge 2-Adv, 10106111 Literary 2-Adv and 10106157 Testimony 2-Adv

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 1 - Advanced

...prepares the student 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 and prepare salable transcripts. Concurrent registration in Testimony 1 Lab - Advanced is required.
PREREQUISITE: 10106153 Testimony 1 - Beginner or Minimum of 130 WPM met

10106157 Testimony 2 - Advanced

...prepares the learner to write 2-voice testimony material at 225 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 Testimony 2 Lab - Advanced is required.
PREREQUISITE: 10106154 Testimony 2 - Beginner or Minimum of 190 WPM met

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 1 – Advanced

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 1 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 2 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 1 Lab - Advanced

...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 1 – Advanced

10106811 Literary 2 Lab - Advanced

...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 2 - Advanced is required.
COREQUISITE: 10106111 Literary 2 – Advanced

10106828 Jury Charge 1 Lab - Advanced

...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 1 – Advanced

10106829 Jury Charge 2 Lab - Advanced

...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 2 - Advanced is required.
COREQUISITE: 10106129 Jury Charge 2 – Advanced

10106857 Testimony 2 Lab - Advanced

...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 2 - Advanced is required.
COREQUISITE: 10106157 Testimony 2 – Advanced

10106859 Testimony 1 Lab - Advanced

...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 1 – Advanced

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.
PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accupcler minimum score of 74 or equivalent

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Machine Tool Operation

Program No: 31-420-1

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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Special Note
Term 1			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.	Students have the opportunity to take the challenge exam offered prior to the start of the semester to test out of : <ul style="list-style-type: none">Machine Tool DrillsMachine Tool Lathes IMachine Tool MeasuringMachine Tool Mills IMachine Tool Saws
10420120	Machine Tool CAM	2.00		
31420310	Machine Tool Hand Tools	1.00		
31420330	Machine Tool Measuring	1.00		
31420334	Machine Tool Saws	1.00		
31420336	Machine Tool Drills	1.00		
31420340	Machine Tool Lathes I	2.00		
31420350	Machine Tool Mills I	2.00		
31420352	Machine Tool Mills II	2.00		
31420372	Machine Tool Metallurgy	1.00		
31457320	Machine Tool Math	3.00		
31457385	Machine Tool Print Reading	2.00		
31809362	Psychology for Life	1.00		
	Total	19.00		
Term 2			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.	Students have the opportunity to take the challenge exam offered prior to the start of the semester to test out of : <ul style="list-style-type: none">Machine Tool DrillsMachine Tool Lathes IMachine Tool MeasuringMachine Tool Mills IMachine Tool Saws
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		
31420398	Machine Tool Technical Skills Portfolio	1.00		
31457386	Machine Tool Print Reading Advanced	1.00		
31801359	Communication Skills for the Workplace	2.00		
	Total	17.00		
	Program Total	36.00		
Note:	Course start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

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.

10420140 Machine Tool EDM 1

...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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420352 Machine Tool Mills 2

10420142 Machine Tool EDM 2

...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: 31420310 Machine Tool Hand Tools and 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.

31420310 Machine Tool Hand Tools

...prepares the learner to identify common hand tools and their usage, identify fastener types including English and metric, and the different grades, assembly procedures and their uses.

COREQUISITES: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420340 Machine Tool Lathes 1

...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: 31420310 Machine Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420342 Machine Tool Lathes 2

...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 1 or successful completion of Lathes Hands-on exam.

31420350 Machine Tool Mills 1

...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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement

31420352 Machine Tool Mills 2

...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 1 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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420350 Machine Tool Mills 1 and 31420352 Machine Tool Mills 2

31420372 Machine Tool 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: 31420310 Machine Tool Hand Tools and 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: 31420310 Machine Tool Hand Tools and 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills

31420398 Machine Tool Technical Skills Portfolio

...prepares the learner to create a capstone project using multiple machines and setups, create geometry and toolpaths on Mastercam, create a portfolio showing skills attained throughout Machine Tool courses, resume, and grade sheet for all Machine Tool Courses.

COREQUISITES: 31420342 Machine Tool Lathes 2 and 31420350 Machine Tool Mills 1 and 10420120 Machine Tool CAM

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.



Machinist–Apprentice

Program No: 50-420-2

Journey-Level Card

Work Hours (including day school): 8000

Day School Hours: 432 • Evening School Hours: 8

4-Year Contract/Indenture

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
50420501	Machinist Apprentice 1	2.00
	Total	2.00
Term 2		
50420502	Machinist Apprentice 2	2.00
	Total	2.00
Term 3		
50420503	Machinist Apprentice 3	2.00
	Total	2.00
Term 4		
50420504	Machinist Apprentice 4	2.00
	Total	2.00
Term 5		
50420505	Machinist Apprentice 5	2.00
	Total	2.00
Term 6		
50420506	Machinist Apprentice 6	2.00
	Total	2.00
	Program Total	12.00

Note: Curriculum and program acceptance requirements are subject to change.
Program starts in fall semester only.

About Apprenticeship

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

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

About the Career

Machines allow industry to produce large quantities of materials quickly, precisely, and cost-effectively. But without high-skilled operators, the machines are useless. That's where you come in. The Machinist Apprenticeship program is an employer-sponsored, hands-on training program in which you'll learn all phases of the machinist occupation. If you're interested in working with mechanical equipment and following precise plans to produce materials of the highest quality, becoming a journey-level machinist may be the perfect career for you.

Careers

Graduates of LTC's Machinist Apprenticeship program work as journey-level machinists in a variety of industrial settings.

Industrial Apprentice Application Requirements

- Determined by employer
- Wisconsin Apprentice Contract

Program Outcomes

You'll learn to:

- Apply basic safety practices in the machine shop.
- Interpret industrial/engineering drawings.
- Apply precision measuring methods to part inspection.
- Perform basic machine tool equipment setup and operation.
- Perform programming, setup, and operation of CNC machine tools.

Approximate Costs

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

Special Note

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 66	Mathematics - 18
Reading - 66	Reading - 18
Sentence Skills - 60	English - 18

50420501 Machinist Apprentice 1

...introduces the apprentice to the basic information necessary to become a machinist, including precision measuring instruments; set up and operate sawing and drilling machine; application of fractions, mixed numbers, decimals, roots and powers, and percentages with the use of electronic calculator; and basic print reading skills.

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

50420502 Machinist Apprentice 2

...prepares the apprentice with the skills to set up and operate turning and milling machines and apply English and metric linear measurement, basic algebra, and intermediate and advanced print reading skills.

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

50420503 Machinist Apprentice 3

...prepares the apprentice to interpret positions in coordinate systems, prepare a sequence of machining operations, use G&M programming codes, and prepare G&M part programs; advances skills in geometry and interpreting complex drawings.

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

50420504 Machinist Apprentice 4

...prepares the apprentice to navigate "AUTOCAD" software, creating 2-D geometry, dimensioning, and saving in multiple formats; and apply equations, 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.

50420505 Machinist Apprentice 5

...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principals, "Mastercam" computer software environment, construct 2-D geometry, and create 2-D toolpaths.

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

50420506 Machinist Apprentice 6

...prepares the apprentice with the principals and interpretation of GD&T, and the use "Mastercam" to construct 3-D wire frame geometry, construct surface geometry, create rough and finish machining toolpaths using surface geometry, and geometric dimensioning and tolerancing applications.

CONDITION: 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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
50423501	Millwright Apprentice 1	2.00
	Total	2.00
Term 2		
50423502	Millwright Apprentice 2	2.00
	Total	2.00
Term 3		
50423503	Millwright Apprentice 3	2.00
	Total	2.00
Term 4		
50423504	Millwright Apprentice 4	2.00
	Total	2.00
Term 5		
50423505	Millwright Apprentice 5	2.00
	Total	2.00
Term 6		
50423506	Millwright Apprentice 6	2.00
	Total	2.00
Term 7		
50423507	Millwright Apprentice 7	2.00
	Total	2.00
Term 8		
50423508	Millwright Apprentice 8	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 Outcomes

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

Accuplacer	ACT
Arithmetic - 66	Mathematics - 18
Reading - 66	Reading - 18
Sentence Skills - 60	English - 18

50423501 Millwright Apprentice 1

...provides the apprentice with knowledge in machinery and equipment installation; principles of mechanical power transmission and belt drives; and instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423502 Millwright Apprentice 2

...provides the apprentice with knowledge and skills in gear drives, chain drives, couplings, and clutches, including related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423503 Millwright Apprentice 3

...provides the apprentice with knowledge and skills in seals, packings, bearings, and lubrication with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423504 Millwright Apprentice 4

...provides the apprentice with knowledge and skills relating to structural steel, mechanical fasteners, pipe fitting, and pipe valves with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423505 Millwright Apprentice 5

...provides the apprentice with skills in sheet metal work, hardening and tempering, and rigging with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423506 Millwright Apprentice 6

...provides the apprentice with skills in centrifugal pump maintenance welding, electrical safety, lockout tag out, and air compressor training with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423507 Millwright Apprentice 7

...provides the apprentice with skills in hydraulics and reading and understanding schematics and the component parts of a hydraulic system with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.

50423508 Millwright Apprentice 8

...provides the apprentice with skills in pneumatics, vibration analysis and balancing, and computer basics with related instruction in math, blueprint reading, and metalwork.

CONDITION: 504231 Millwright Apprentice requirements met.



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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10182131	Supply Chain Management	3.00
10196189	Teambuilding & Problem Solving	3.00
10196191	Supervision	3.00
10809172	Introduction to Diversity Studies	3.00
10801195	Written Communication	3.00
Total		16.00

Term 2

10804123	Math w Business Apps	3.00
10182110	Negotiations	3.00
10196107	Principles of Management	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	Personal Branding	2.00
10196134	Legal Issues for Supervisors	3.00
10196188	Project Management	3.00
10623101	Quality Concepts	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 Overview	3.00
10623110	Six Sigma Tools-Measure and Analyze	3.00
10623193	ISO 9001:2008	3.00
10809195	Economics	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

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Develop and manage teams to enhance work productivity.
- Manage quality control.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Integrate technology into the supply chain to improve profitability.
- Provide an uninterrupted flow of materials, supplies, and services required to operate the organization.
- Analyze and negotiate contracts with suppliers, manufacturers, and/or distributors.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. **COREQUISITE:** Microsoft Excel skills or equivalent and **PREREQUISITE:** 10804123 Math w Business Applications

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

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

10196107 Principles of Management

...will enable students to develop short and long range plans to effectively accomplish organizational goals. Through the use of terminology, exercises, and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing, and motivating others. The student will also learn tools to aid in problem solving, value in diversity, and coping with change.

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 Personal Branding

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.

10196188 Project Management

...will explain 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:** Intro to MS Project-Level 1

10196189 Teambuilding and Problem Solving

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

10196190 Leadership Development

...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, 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 or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

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. **COREQUISITE:** Microsoft Word and PowerPoint skills or equivalent

10623110 Six Sigma Tools for Green Belts - Measure and Analyze

...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan. Will accept 10623119 Six Sigma Tools for Supply Chain Managers in place of this class. **COREQUISITES:** Microsoft Excel skills or equivalent

10623118 Lean Manufacturing Overview

...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.

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

10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. **COREQUISITE:** 10831105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Marketing

Program No: 10-104-3

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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Functional Abilities		
Term 1			No matter who you are, where you are, what you do, or what you buy—you've experienced marketing. If you're curious about what drives people to choose one product over another, are excited about generating fresh ideas, and enjoy variety and change, a career in marketing may be a perfect fit for you. Marketing is the program for students interested in careers in selling, social media, retailing, product and brand management, promotion, marketing leadership, and customer service.	Functional abilities 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.		
10104102	Marketing, Principles of	3.00				
10104194	Marketing Services	3.00				
10105124	Portfolio Introduction	1.00				
10801198	Speech	3.00				
10152111	Emerging Web Trends	1.00				
10804123	Math with Business Applications	3.00				
10809198	Psychology-Introduction to	3.00				
	Total	17.00				
Term 2						
10104103	Applied Marketing	3.00	Careers <ul style="list-style-type: none">• Advertising and Promotion Developer• Assistant Advertising Manager• Entrepreneur• Marketing Researcher• Sales Manager• Sales Representative• Wholesale Representative	Placement Scores <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>		
10104104	Selling Principles	3.00				
10104122	Marketing Strategies and Planning	3.00				
10104173	Marketing Research	3.00				
10104172	Marketing Analysis	3.00				
10801195	Written Communication	3.00				
	Total	18.00				
Term 3						
10104125	Promotion Principles	3.00			Admissions Steps <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form	Divisional Grading Policy <p>All coursework in the Business and Technology Division must be passed with a grade of “C” or better for program graduation.</p>
10152106	Integrated Web Concepts	4.00				
10105128	Personal Branding	2.00				
10806112	Principles of Sustainability	3.00				
	10809122 Intro to American Government					
10809195	Economics	3.00				
10809196	Introduction to Sociology OR	3.00				
	10809172 Introduction to Diversity Studies					
	Total	18.00				
Term 4						
10104105	Sales Advanced	3.00	Program Outcomes <p>You'll learn to:</p> <ul style="list-style-type: none">• Develop strategies to anticipate and satisfy market needs.• Prepare an integrated marketing communication plan.• Evaluate business information through the market research process.• Demonstrate selling strategies for products, services, and/or ideas to create and maintain relationships.• Manage Customer Relationship Management (CRM) functions to anticipate market wants and needs.			
10104134	Social Media Marketing	3.00				
10104117	Portfolio Assessment-Marketing	1.00				
10104126	Internship-Marketing	1.00				
10104128	Leadership and Professionalism	3.00				
10104168	Global Marketing	3.00				
	Total	14.00				
	Program Total	67.00				
Note:	Program start dates vary; check with your counselor for details.					
	Curriculum and program acceptance requirements are subject to change.					
			Approximate Costs <ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)			
			Special Note <p>This program is also offered in an online delivery format.</p>			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10104102 Marketing, Principles of

...introduces the student to the consumer decision process model, the bases used to segment a market, basic concepts about goods, services, and ideas, the nature of supply chain and distribution, integrated marketing communications, and the stages of the product life cycle and their impact on the marketing mix.

COREQUISITE: Microsoft Word and PowerPoint skills or equivalent or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10104103 Applied Marketing

...is a project and case study based course allowing the student to apply marketing strategy to a variety of marketing scenarios.

10104104 Selling Principles

...prepares the student to use the steps of the selling process to perform sales presentations.

10104105 Sales Advanced

...enhances the student's ability to develop a customer profile; design tables, charts, and graphs; identify market potential through sales forecasting using technology; and plan and prepare a sales strategy presentation.

COREQUISITE: 10104104 Selling Principles

10104117 Portfolio Assessment-Marketing

...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes.
PREREQUISITES: 10105124 Portfolio Introductions and 101105128 Personal Branding or 10105126 Career Assessment

10104122 Marketing Strategies and Planning

...introduces the student to marketing strategies that support the product/service mix. Students will use critical thinking and analytical skills to develop positioning, branding, differentiation, and relationship marketing strategies to reach the target audience. The student will also be responsible for the development of a marketing plan.

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 and **PREREQUISITE:** 10801195 Written Communication

10104126 Internship-Marketing

...requires students to complete 72 hours (1 credit) of performing work in a business/industrial service setting related to their program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet with the program instructor to indicate progress.

PREREQUISITE: 10105128 Personal Branding and **COREQUISITE:** 10104117 Portfolio Assessment

10104128 Leadership and Professionalism

...prepares the student to accept a leadership role in their current occupation and provides opportunities to demonstrate business etiquette and professionalism in a variety of settings.

10104134 Social Media Marketing

...covers how the use of social media marketing as an integrated marketing tool is allowing organizations to increase brand awareness and receive direct feedback on products from customers. It is relatively inexpensive and is becoming a critical component of marketing campaigns. This course explores the opportunities social media provides a company in promoting products and services.

10104168 Global 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: 10104102 Principles of Marketing and **PREREQUISITE:** 10804123 Math w Business Apps

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10152106 Integrated Web Concepts

...introduces the student to the three major components of the Web—design, development, and marketing. A common course among Graphic and Web Design, Web and Software Developer, and Marketing, students from each program will be responsible for working in teams and to coordinate projects and present their industry to students from the other programs.

PREREQUISITE: 10104102 Prin of Marketing and **COREQUISITES:** 10152187 Web Development 3 and 10201106 CSS for Adv Web Design and **CONDITION:** 101527 Web and Software Developer or 102012 Graphic and Web Design or 101043 Marketing program requirements met

10152111 Emerging Web Trends

...introduces students to the most current developments in the Web. Using resources and tools for staying current in relation to new technologies and trends related to Web design, development and marketing, students will assess current Web trends as they apply to their chosen profession.

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Mechanical Computer-Aided Drafting

Program No: 31-606-1

Technical Diploma

Degree Completion Time: Three Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Placement Scores
Term 1			Students work on acquiring high-level drafting skills and utilize computer-aided drafting (CAD) software. They learn to construct and revise engineering working drawings.	Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.
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	3.00		
Total		12.00	Careers	
			<ul style="list-style-type: none">• CAD Technician• Design/Layout Drafter• Drafter	
Term 2			Admissions Steps	
			<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form	
Term 3			Program Outcomes	
			You'll learn to:	
			<ul style="list-style-type: none">• Assist engineers in the design process.• Prepare detail and assembly drawings for documentation of mechanical parts and machines using CAD (Computer-Aided Design) software using ASME Y14.5M-2009 Standard.• Function effectively on both self-directed and team-oriented projects.• Ability to grasp spatial relationships.	
Term 4			Approximate Costs	
			<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)	
Term 5			Special Note	
			Program can also be completed by attending evenings.	
Term 6			Functional Abilities	
			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified. Please view the Functional Abilities Statement of Understanding on the www.gotoltc.edu website (Future Students, Academics, Areas of Study, Mechanical Design Technology).	
Note:				
Program start dates vary; check with your counselor for details.				
Curriculum and program acceptance requirements are subject to change.				

Transfer agreements are available with the following institutions:

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-2009 standards for dimensioning and tolerancing.

COREQUISITE: 10606103 Drafting Mechanical 2/CAD 2

10606106 Geometric Dimensioning and Tolerancing

...provides the learner with the skills to apply and interpret geometric tolerancing (ASME 14.5M-2009) to part drawings, including form, profile, orientation, runout, and positional tolerances.

10606107 Drafting Mechanical 4/CAD 4

...provides the learner with the skills to create different types of assembly drawings, utilize copy and paste, utilize SAT & STL files, apply tolerances, apply weld symbols, and use fasteners in assemblies.

COREQUISITE: 10606105 Drafting Mechanical 3/CAD 3

10606140 Drafting Parametrics Using Solidworks

...provides the learner with the skills to utilize the SolidWorks user interface; create base features, extrusions, revolve, cuts, holes, fillets & chamfers, working planes, ribs, patterns, sweeps, shells, lofts and 2D detail drawings; edit features. C

OREQUISITE: 10606107 Drafting Mechanical IV/CAD IV

10606160 Manufacturing Processes and Applications

...Introduces the learner to machining processes including, milling, turning, drilling and grinding. The learner will also learn how to properly use and read dial and digital micrometers; dial, digital and vernier calipers; as well as height gages and angle measurement devices. In addition, the student will also explore metallurgy, computer-age machining and methods in advanced manufacturing technology.

10606196 Drafting Mechanical 5/CAD 5

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

PREREQUISITE: 10606140 Drafting Parametric Using Solidworks

10801196 Oral/Interpersonal Comm

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

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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



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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs
Term 1			<p>Mechanical design technicians, under the direction of engineering staff members, help develop and test products, calculate strength and cost of materials, make drawings to scale, and work on prototypes and product improvement. Students work on acquiring high-level drafting skills and utilize Computer-Aided Drafting (CAD) software. They learn to construct and revise engineering working drawings and tooling drawings; research and apply information for parts and materials; and specify appropriate tolerances, materials, and other engineering data. Mechanical designers work on teams that focus on continuous improvement, Six Sigma initiatives, and lean manufacturing efforts.</p> <p>Careers</p> <ul style="list-style-type: none">CAD TechnicianDesign/Layout DrafterMechanical DesignerDrafterEngineering TechnicianResearch and Development Technician <p>Admissions Steps</p> <ul style="list-style-type: none">Submit Application and \$30 Processing FeeComplete an Assessment for Placement (Accuplacer or ACT)Submit Official Transcripts (High School and Other Colleges)Meet with Program AdvisorComplete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">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-2009 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.	<ul style="list-style-type: none">\$132 per credit (resident)\$198 per credit (out-of-state resident)Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
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	3.00		
10804115	College Technical Mathematics 1	5.00		
	Total	17.00		
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 OR 10801197 Technical Reporting	3.00		
10801196	Oral/Interpersonal Communication	3.00		
10809198	Introduction to Psychology	3.00		
	Total	15.00		
	Program Total	68.00		
Note:	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Marian College
Milwaukee School of Engineering
Ottawa University
Silver Lake College
University of Phoenix

Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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-2009 standards for dimensioning and tolerancing.

COREQUISITE: 10606103 Drafting Mechanical 2/CAD 2

10606106 Geometric Dimensioning and Tolerancing

...provides the learner with the skills to apply and interpret geometric tolerancing (ASME 14.5M-2009) to part drawings, including form, profile, orientation, runout, and positional tolerances.

10606107 Drafting Mechanical 4/CAD 4

...provides the learner with the skills to create different types of assembly drawings, utilize copy and paste, utilize SAT & STL files, apply tolerances, apply weld symbols, and use fasteners in assemblies.

COREQUISITE: 10606105 Drafting Mechanical 3/CAD 3

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 gages. 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: 10804118 Intermediate Algebra with Apps or 10804110 Elementary Algebra with Apps or 10804121 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 perform numerical computations and conversions using U.S. customary units and International System of Units (SI) as applied in the engineering field, use algebra methods to solve linear equations, use trigonometric formulas to analyze right and oblique triangles in the application of vectors, solve groups of two simultaneous linear equations, calculate center of gravity, reaction and friction forces, and moment of inertia of bodies in static equilibrium.

PREREQUISITE: 10804121 College Technical Math 1

10606140 Drafting Parametrics Using Solidworks

...provides the learner with the skills to utilize the SolidWorks user interface; create base features, extrusions, revolve, cuts, holes, fillets & chamfers, working planes, ribs, patterns, sweeps, shells, lofts and 2D detail drawings; edit features.

COREQUISITE: 10606107 Drafting Mechanical IV/CAD IV

10606160 Manufacturing Processes and Applications

...Introduces the learner to machining processes including, milling, turning, drilling and grinding. The learner will also learn how to properly use and read dial and digital micrometers; dial, digital and vernier calipers; as well as height gages and angle measurement devices. In addition, the student will also explore metallurgy, computer-age machining and methods in advanced manufacturing technology.

10606196 Drafting Mechanical 5/CAD 5

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

PREREQUISITE: 10606140 Drafting Parametric Using Solidworks

10606199 Introduction to Current Manufacturing Trends

...introduces the learner to the theories and concepts of Statistical Process Control, Six Sigma and Lean Manufacturing.

PREREQUISITE: 10804118 Intermediate Algebra with Apps or 10804110 Elementary Algebra with Apps or 10804121 College Technical Math 1

10801195 Written Communication

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

It also develops critical reading and thinking skills through the analysis of a variety of written documents.

PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804115 College Technical Mathematics 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.

PREREQUISITES: Accuplacer Math score of 79 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading Accuplacer minimum score of 74 or equivalent

10806154 General Physics 1

...presents the applications and theory of basic physics principles. 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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Hlth Phys Calc & Stats and 10804118 Interm Algebra

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.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Medical Assistant

Program No: 31-509-1

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.

2013-2014

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		
10806103	Body Structure and Function or 31509302 Human Body in Health & Disease (3Cr)	3.00		
10530182	Human Diseases for Health Professions or 31509302 Human Body in Health & Disease (3Cr)	3.00		
31509303	Medical Assistant Laboratory Procedures I	2.00		
31509304	Medical Assistant Clinical Procedures I	4.00		
	Total	21.00		
Term 2				
10501102	Health Insurance and Reimbursement OR 31509307 Med Office Insurance & Finance (2 Cr)	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		
	Total	15.00		
	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				
<ul style="list-style-type: none">• Administrative/Clerical Staff• Electrocardiogram Technician• Medical Assistant• Medical Insurance Clerk• Medical Laboratory Assistant• Phlebotomist				
Admissions Steps				
<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding)• Submit Official Transcripts (High School and Other Colleges)• Complete Background Check and \$16 Processing Fee• Complete Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form• Submit Proof of Nursing Assistant Competency				
Program Outcomes				
You'll learn to:				
<ul style="list-style-type: none">• Perform medical office administrative functions.• Provide patient care in accordance with regulations, policies, laws, and patient rights.• Perform medical laboratory procedures.• Demonstrate professionalism in a health care setting.• Demonstrate safety and emergency practices in a health care setting.				
Other Program Expectations				
You'll need to:				
<ul style="list-style-type: none">• Stand and/or walk for eight-hour period.• See fine detail.• Hear faint noises.• Speak fluent English.• Possess fine manipulative skills.				
<ul style="list-style-type: none">• 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				
<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)				
Accreditation				
The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).				
Functional Abilities				
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.				
Placement Scores				
Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.				

10501101 Medical Terminology

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

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10530182 Human Disease for Health Professionals

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease.

COREQUISITES: 10501101 Med Term or **CONDITION:** 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or **CONDITON:** 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

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.

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

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 and 31509302 Human Body in Health & Disease or 10501101 Medical Terminology and 10806103 or 10806103OL Body Structure and Function and 10530182 Human Diseases for Health Professions

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 or 315164 Ophthalmic Medical Assistant program requirements met and **COREQUISITE:** 10501107 Introduction to Computing for Healthcare

31509303 Medical Asst Lab Procedures 1

...introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.

COREQUISITE: 31509304 Medical Assistant Clinical Procedures 1 and **CONDITION:** 315091 Medical Assistant program requirements met

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 Med Term or **COREQUISITE:** 10501101 Med Term & 31509302 Human Body in Hlth & Dis or 10806103 Body Struc/Func & 10530182 Hum Dis for Hlth Prof & 31509303 Med Assist Lab Proc 1 & **CONDITION:** 315091 Med Assist 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 1 and **COREQUISITE:** 31509306 Medical Assistant Clinical Procedures 2

31509306 Med Asst Clin Procedures 2

...addresses patient care skills performed by the medical assistant in the medical office setting. Students learn to perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting.

PREREQUISITES: 31509304 Medical Assistant Clinical Procedures 1 and 31509303 Medical Assistant Lab Procedures 1 and **COREQUISITE:** 31509305 Medical Assistant Laboratory Procedures 2

31509307 Med Office Insurance & Finance

...introduces learners to health insurance and finance in the medical office. Students learn to perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Learners use medical coding and managed care terminology to perform insurance-related duties.

COREQUISITES: 10501101 Medical Terminology, or 10806105 Medical Terminology, 31509302 Human Body in Health & Disease and 10501107 Computing for Healthcare and **CONDITION:** 315091 Medical Assistant

31509309 Medical Law, Ethics & Profess

...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant or 315103 Health Care Technician program requirements met

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 Proceducares and 10501104 Healthcare Customer Service and **COREQUISITES:** 31509306 MA Clinical Procedures 2, 31509305 MA Lab Procedures 2, 31509308 Pharmacology for Allied Health, 10510102 Health Insurance and Reimbursement, 31509309 Med Law, Ethics and Professionalism



Medical Coding Specialist

Program No: 31-530-2

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Approximate Costs
Term 1			<p>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.</p> <p>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.</p> <p>Careers</p> <ul style="list-style-type: none">• Medical Coding Specialist• Coding Specialist• Coder• Coding Analyst• Claims Analyst• Inpatient Coder• Outpatient Coder• Claims Processor• Billing Specialist <p>Admission Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
10501101	Medical Terminology	3.00		
10501102	Health Insurance and Reimbursement OR 10530185 Health Care Reimbursement (2 cr.)	3.00		
10530187	Clinical Information Management OR 10530176 Health Data Management (2 cr) AND 10530181 Introduction to the Health Record (1 cr)	4.00		
10501107	Intro to Healthcare Computing	2.00		
10806103	Body Structure and Function OR 10806177 General Anatomy & Physiology (4 cr)	3.00		
	Total	15.00		
Term 2				
10530182	Human Diseases for Health Professions	3.00		
10530184	CPT Coding	3.00		
10530197	ICD Diagnosis Coding	3.00		
10530199	ICD Procedure Coding	2.00		
10530195	Applied Coding	2.00		
	Total	13.00		
	Program Total	28.00		
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.			
			<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> <p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>	

10501101 Medical Terminology

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

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.

10501176 Health Data Management

...introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.

COREQUISITE: 10530181 Intro to the Health Record

10530181 Intro 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 Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease.

COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITON: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

10530184 CPT Coding

...prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.

COREQUISITE: 10530182 Human Diseases for Hlth Professions or 31509302 Human Body in Hlth & Disease and 10501102 Hlth Ins and Reimbursement or 10510102 Hlth Ins and Reimbursement and CONDITION: 315302 Medical Coding Specialist or 305302 Medical Coding Specialist program requirements met

10530185 Healthcare Reimbursement

...prepares learners to compare and contract health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency.

10530195 Applied Coding

...prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize compliance with federal regulations and reimbursement. *COREQUISITES: 10530197 ICD Diagnosis Coding and 10530199 ICD Procedure Coding and 10530184 CPT Coding and 10501102 Health Insurance and Reimbursement*

10530197 ICD Diagnosis Coding

...prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.

COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement

10530199 ICD Procedure Coding

...prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.

COREQUISITES: 10530182 Human Diseases for the Health Professions and 10501102 Health Insurance and Reimbursement

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



Nuclear Technology

Program No: 10-624-1

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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10624105	Health Physics Calculations and Statistics	3.00
10624110	Nuclear Technology and Regulations	3.00
10660105	DC Fundamentals	3.00
10804118	Intermediate Algebra w Applications	4.00
10801195	Written Communication OR 10801197 Technical Reporting	3.00
Total		16.00

Term 2

10624114	Nuclear Systems and Sources	3.00
10624122	Radiation Physics	3.00
10624123	Radiation Physics-Lab	2.00
10660110	AC Fundamentals	3.00
10620157	Hydraulics Industrial	2.00
10801196	Oral/Interpersonal Communications	3.00
Total		16.00

Term 3 (Summer)

10806134	General Chemistry	4.00
10624118	Radiation Biology	3.00
Total		7.00

Term 4

10624149	Reactor Plant Components	4.00
10809122	Introduction to American Government	3.00
10806154	General Physics I	4.00
10624138	Radioactive Materials Management	2.00
10624132	Radiological Emergencies	2.00
10624134	Radiation Shielding	2.00
10624135	Radiation Shielding Lab	1.00
Total		18.00

Term 5

10624140	Radiochemistry	2.00
10809198	Psychology-Introduction to	3.00
10624145	Applied Health Physics	3.00
10624156	Nuclear Technology Program Internship OR 10624146 Applied Physics Lab (2 cr)	2.00
Total		10.00

Term 6 (Summer)

10624148	Reactor Theory and Operation	3.00
Total		3.00
Program Total		70.00

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. The Nuclear Technology program offers the student a unique opportunity to obtain the specialized training in demand by businesses and organizations licensed to utilize radioactive materials. This program can result in starting salaries higher than many four-year degree programs. It is also an excellent springboard for a four-year degree in the high-demand field of health physics and radiation safety.

About Shared Programs

Nuclear Technology classes are offered at LTC's main campus with ITV broadcasting to Northeast Wisconsin Technical College's campus in Green Bay. 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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

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

- \$132 per credit
- 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

Accuplacer	ACT
Arithmetic - 100	Mathematics - 20
Reading - 79	Reading - 18
Sentence Skills - 86	English - 18
Elem. Algebra - 55	Elem. Algebra - NA

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Marian College
Ottawa University
Silver Lake College
Thomas Edison State College
University of Phoenix

Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10620157 Hydraulics - Industrial

...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.

PREREQUISITES: Math equivalency requirements met or 31457318 Trades Math Industrial Maint and 31457318T1 Trades Math Industrial Maint 1, 31457318T2 Trades Math Industrial Maint 2 or 10804118 Intern College Algebra or **COREQUISITE:** 10804114 Tech Math 1B

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 basic dosimetry; 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 natural/man-made background sources, x-ray tubes and applications, medical-used radioactivity materials, accelerators, nuclear gauging devices, non-ionization radiations, and electricity/research nuclear reactors and associated health physics topics.

CONDITION: 106241 Nuclear Technology Admissions Requirements Met or Nuclear Tech Dominion Grant

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/Reg & 10624105 Hlth Phys Calc/Stats & 10624114 Nuclear Syst/Sources & 10624122 Rad Phys & 10624123 Rad Phys-Lab & 10804118 Intern Alg w Apps or 10804113 Tech Math 1A & 10804114 Tech Math 1B

10624122 Radiation Physics

...introduces the learner to health physics-related physics, including the properties of radiation's; interactions of radiation with matters; basic principles of radiation detection and measurement; and different kinds of radiation detectors; i.e., gas-filled and solid-state detectors.

PREREQUISITE: 10624105 Health Phys Calculations & Statistics, 10624110 Nuclear Technology & Regulations, 10804118 Intern Algebra w Applications 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

10624132 Radiological Emergencies

...prepares the learner to understand a radiological emergency within the commercial nuclear power industry and explain how it is prevented, mitigated, and the proper preparations should an emergency occur. A radiological emergency is displaced radioactive substances in solid, liquid, or gaseous form in amounts which may result in doses to plant workers, plant equipment, the environment, or the public, that exceed company, state, and federal limits or regulations. Post-accident actions will be described as well as company, state, and federal regulations on radioactive releases and doses.

PREREQUISITES: 10624110 Nuclear Technology and Regulations and 10624105 Health Physics Calculations and Statistics and 10624114 Nuclear Systems and Sources

10624134 Radiation Shielding

...provides the learner with the skills to calculate radiation attenuation from various geometric radioactive sources, determine the effect of neutron radiation on materials, and estimate the exposure rate from various sources with or without shielding materials.

PREREQUISITE: 10624122 Radiation Physics

10624135 Radiation Shield-Lab

...expands the learner's ability to perform shielding of ionizing radiation sources and to measure the penetration of beta and gamma radiation.

COREQUISITE: 10624134 Radiation Shielding

10624138 Radioactive Material and Management

...introduces the learner to the proper methods used to dispose of radioactive waste in liquid, solid, gaseous forms; determine waste classification, evaluate methods used to process low-level and high-level waste, determine the package/label requirements, proper type of transport container, shipment quantity classification, storage distance for people and film during shipments by rail/vessel/public roads, proper shipping name and UN number; completion of proper shipping papers; document materials inventory/shipments.

PREREQUISITES: 10624105 Health Physics Calculations & Statistics, 10624110 Nuclear Technology & Regulations, 10624114 Nuclear Systems & Sources

10624140 Radiochemistry

...prepares the learner to separate dissolved, suspended, liquid, and ionic radioactive components; perform qualitative and quantitative analysis of samples; and prevent the production of radioactive material by using proper chemical control.

PREREQUISITES: 10624122 Radiation Physics and 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent

10624145 Applied Health Physics

...prepares the learner to issue dosimetry, calculate neutron dose, monitor personal exposure, calculate radioactive airborne activity concentration, estimate radioactive airborne concentration, issue respirators, determine contamination levels, recommend protective clothing, reduce the spread of contamination, conduct an ALARA audit, reduce the total radiation exposure, maintain records, and estimate exposure to internal organs.

PREREQUISITE: 10624122 Radiation Physics

10624146 Applied Health Physics Lab

...expands the learner's ability to perform applied health physics tasks as covered in Applied Health Physics, 624-145 and should be completed within the same semester. Students will take the NUF Exam on an additional date specified by instructor.

COREQUISITE: 10624145 Applied Health Physics

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: 10624122 Radiation Physics and 10624132 Radiological Emergencies

10624149 Reactor Plant Components

...introduces basic mechanical and electrical components used by nuclear power plants such as different types of piping, valves, pumps, ejectors, filters, turbines, heat exchangers, compressors, lubrication systems, valve actuators, breakers, transformers, relays, and other equipment.

PREREQUISITES: 10624110 Nuclear Technology and Regulations and 10624105 Health Physics Calculations & Statistics and 10804118 Intermediate Algebra w Applications and **COREQUISITE:** 10624114 Nuclear Systems and Sources

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: 10624122OL Radiation Physics Online or 10624105 Health Phys Calculations, 10624110 Nuclear Tech & Regulations, 10624114 Nuclear Systems & Sources, 10624122 Radiation Physics, 10624118 Radiation Biology, 10660105 DC Fund, 10660110 AC Fund

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 lead components.

COREQUISITES: 10804118 Intermediate Algebra with Applications

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

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accupcler minimum score of 74 or equivalent

10804118 Intermediate Algebra with Applications

...offers the learner algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

PREREQUISITES: Accuplacer Math score of 100 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 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 or 10804113 College Tech Math 1A or 10804109 Alg for Gen Chem or 10804121 Tech Math I or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or equiv or 10834110 Elem Algebra and 10838105 Intro Rdg & Study Skills or equiv

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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Health Physics Calc & 10804118 Intern Algebra

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.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Nursing Assistant

Program No: 30-543-1

Technical Diploma

Degree Completion Time: One Term

2013-2014

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.

30543300 Nursing Assistant

...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of online and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

CONDITION: 305431 Nursing Assistant Admission Requirements Met

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Review and Complete Nursing Assistant Handbook

Program Outcomes

You'll learn to:

- Communicate and interact with clients, families and coworkers.
- Maintain and protect client rights.
- Report and record observations.
- Demonstrate ethical and legal responsibilities of the NA/HHA.
- Perform the basic nursing skills required of the NA/HHA.
- Provide for personal care and hygiene.
- Assist with the client rehabilitation and restorative care, promoting independence.
- Assist clients with long-term disabling conditions including dementia.
- Distinguish color and color intensity.
- Read and converse in English.
- Work under stress of time and job demands.
- Maintain emotional control.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Training and Testing

The Nursing Assistant program meets state and federal requirements for training and testing. Upon completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

Special Note

The Nursing Assistant program is open to eligible individuals including high school students who are at least 16 years of age or older.

This program is not eligible for financial aid.

Functional Abilities

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - NA	Mathematics - NA
Reading - 55	Reading - 18
Sentence Skills - 60	English - 18



Nursing Assistant

Program No: 30-543-1

Technical Diploma

Degree Completion Time: One Term

2013-2014

Catalog No. Class Title Credit(s)

Term 1

30543300	Nursing Assistant	3.00
	Total	3.00
	Program Total	3.00

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

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- 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

- \$132 per credit (resident)
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- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

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Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - NA	Mathematics - NA
Reading - 55	Reading - 18
Sentence Skills - 60	English - 18

30543300 Nursing Assistant

...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of online and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination.

CONDITION: 305431 Nursing Assistant Admission Requirements Met



Nursing—Associate Degree

Program No: 10-543-1

Associate Degree in Applied Science
Degree Completion Time: Four Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)
Presemester		
10806186	Introduction to Biochemistry*	3.00
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	Introduction to Diversity Studies	3.00
	OR10809196 Introduction to Sociology	
10999999	Elective*	3.00
Total		16.00
Program Total		70.0

NOTE: *Term 4 elective credits will be met by completion of 10806186 Introduction to Biochemistry.

Recommended Support/Elective Courses:

10543124	Virtual Clinical for 2nd Semester Nursing	1.00
10543125	Virtual Clinical for 3rd Semester Nursing	1.00
31543300	Learning Strategies for Nursing	1.00

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Health Occupations Entrance Assessment—HESI)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Complete Chemistry Requirement
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Nursing Program Handbook Form

Program Outcomes

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy, and quality care.
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.
- Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making.
- Provide patient-centered care by utilizing the nursing process across diverse populations and health care settings.
- Minimize risk of harm to patients, providers, and self through safe individual performance and participation in system effectiveness.
- Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan.
- Use information and technology to communicate, manage data, mitigate error, and support decision making.

Other Program Expectations

You'll need to:

- Have CPR professional certification (one- and two-person, adult, child and infant AED) required prior to starting clinicals.
- CNA competency must be met within 6 months of beginning nursing clinical.
- Talk, see, and hear.
- Stand, twist and bend.
- Lift up to 50 pounds up to 8 times per 4-to 8-hour clinical period.
- Tolerate environment containing products made with latex.
- See counselor for complete requirements.
- Science GPA.

Approximate Costs

- \$132 per credit (resident)
- \$198 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 850, Atlanta, Georgia 30326.

Special Note

Students need to complete the first year of the program courses within two years. Students continuing on to the second year or entering as LPNs need to complete the second-year courses within two years. At the end of the first year of classes, successful students are eligible to take the NCLEX-PN for licensed practical nursing licensure. LPNs may be eligible for advanced standing in the program.

Functional Abilities

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 95	Reading - 21
Sentence Skills - 103	English - 21

Transfer agreements are available with the following institutions:

Alverno College
Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marquette University
Ottawa University
Silver Lake College
University of Phoenix

Upper Iowa University
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 to provide evidenced-based 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.

COREQUISITE: 10806177 or 10809177OL Gen Anatomy and Physiology, 10801195 Written Comm or 10801195OL Written Comm-Online and **CONDITION:** 105431 Nursing-Associate Degree or 315431 Practical Nursing Admission Requirements met

10543102 Nursing Skills

...focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills. In addition the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. 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 or 10806177OL 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 or 315431 Practical Nursing Admissions Requirements Met; and **PREREQUISITE:** 10806186 Intro to Biochemistry and **COREQUISITE:** 10806196 Anat & Phys 2 or 10806177 or 10806177OL Gen Anat & Phys

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 evidence-based nursing interventions. It will also introduce concepts of leadership and management. 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 or 10806177OL 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, 10543102 Nrsng Skills, 10543103 Nrsng Pharm, 10543104 Nrsng Intro Clin Pract, 10809164 Human Grwth/Dev or 10809188 Dev Psyc & 10806177 or 10806177OL Gen A & P or 10806196 A & P 2 & **COREQUISITE:** 10801196 or 10801196OL Oral/Interprs Com or 10801198 Speech

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 provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as patients 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 Alt and 10543106 Nrsng Hlth Promotion and 10543107 Clin Care Across Lifespan and 10543108 Intro Clin Care Mgmt and; 10806196 A&P II or 10806179 or 10806179OL Adv A&P **COREQUISITE:** 10806197 or 10809197OL 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 Alt, 10543106 Nrsng Hlth Promo, 10543107 Clin Care Across Lifespan, 10543108 Intro Clin Care Mgt, 10806196 A&P II; or 10806179 or 10806179 Adv A&P & **COREQUISITE:** 10809198 or 10809198OL Psyc-Intro or 10809199 Psyc-Hum Rel

10543111 Nsg: Interned 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 or 10809179OL Adv A&P

10543113 Nsg: Complex Health Alterat 2

...prepares the learner to provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock-burns and trauma. The learner will also focus on management of care for patients with high-risk perinatal conditions and high-risk newborns. Student must have completed all third semester courses. Course requires minimum grade of "C" or better.

PREREQUISITE: 10543109 Nrsng Complex Hlth Alt 1 and 10543112 Nrsng Adv Skills and 10543110 Nrsng Mental Hlth Comm Concepts and 10543111Nrsng Intern Clin Pract and 10806197 Microbiology or 10806197OL Microbiology

10543114 Nsg: Mgt & Profess Concepts

...covers nursing management and professional issues related to the role of the registered nurse. Emphasis is placed on preparing for practice as a registered nurse. 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 Intern 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

...integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. The course promotes relatively independent clinical decisions, delegation, and works collaboratively with others 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10806177 General Anatomy and Physiology

...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients.

PREREQUISITE: 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry 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 or 10806177SA General Anatomy & Physiology or 10806177OL 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 or 10806177OL General Anat and Physiology or 10806177SA General Anatomy and Physiology

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

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.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Office Assistant

Program No: 31-106-1

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.

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	Divisional Grading Policy
Term 1			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 <ul style="list-style-type: none">• Customer Service Representative• Office Assistant• Receptionist• Mail Room Clerk Admissions Steps <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form Program Outcomes <p>You'll learn to:</p> <ul style="list-style-type: none">• Demonstrate effective workplace communications.• Apply technology skills to business and administrative tasks.• Perform routine administrative procedures.• Maintain internal and external relationships.• Model professionalism in the workplace. Approximate Costs <ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Functional Abilities <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> Placement Scores <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>	All coursework in the Business and Technology Division must be passed at a grade of “C” or better for program graduation.
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				
10106130	Office Professionalism	3.00		
10105128	Personal Branding	2.00		
10106124	eCommunications	3.00		
10106166	Microcomputer Business Applications 1	2.00		
10106168	Microcomputer Business Applications 2	2.00		
10106103	Portfolio Assessment-Administrative	1.00		
10801196	Oral/Interpersonal Communication	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.			

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

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.

PREREQUISITE: 10105124 Portfolio Introduction and 10105128 Personal Branding

10106124 eCommunications

...prepares the learner to apply proofreading skills - punctuation, grammar, spelling, word usage, capitalization, number usage—to edit documents; transcribe documents from prerecorded dictation; correctly format transcribed business documents; take and transcribe meeting minutes; distribute documents via e-mail as attachments; and dictate podcasts.

PREREQUISITE: 10106131 Document Formatting; 101060164 Info Technology Essentials

10106130 Office Professionalism

...prepares the learner to identify the importance of positive attitudes and personality development; develop self-awareness of elements affecting their personal and work relationships; applies communication and conflict resolution skills; demonstrates effective/efficient work habits and self-management skills; apply business protocol in a culturally diverse, international market. Areas of study will also include telephone and customer service techniques, ethics, etiquette, and ergonomics.

PREREQUISITE: 10106131 Document Formatting

10106131 Document Formatting

...prepares the learner to keyboard and format business memorandums, business letters, business reports and tabbed columns. The learner will also create tables, create multicolumn documents, use SmartArt, create and modify styles and create ad use templates and building blocks. Emphasis will also be placed on proofreading and editing skills.

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.

10106164 Information Technology Essentials

...prepares the learner with the skills to manage e-mail and calendaring functions using MS Outlook; use Web 2.0 tools for group collaboration; and research emerging technologies. Emphasis in this class will be to develop a plan to implement a new technology in a business environment and train classmates in this new technology.

10106166 Microcomputer Business Applications 1

...expands the learner's ability to use Microsoft Word by using advanced table functions; format multiple-page documents with headers, footers, footnotes and endnotes; perform merge operations for correspondence and labels; create customized forms; create a Table of Contents and Index in long documents and create and run Macros.

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

10801195 Written Communication

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

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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



ontarget Career Certificates

When you're looking for a quick boost to your career

ontarget

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

- \$132 per credit (resident)
- \$132 per credit plus \$10 online fee for online courses only (resident and out of state)
- \$198 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

19-101-2 Tax Preparer Certificate (11 credits)

The Tax Preparer Certificate will give job seekers an expertise in tax preparation procedures and provide related accounting skills which will make them more employable. Beginning in 2012, tax return preparers who prepare all, or substantially all, of a Federal tax return will be subject to new IRS requirements including: Registration, Competency Testing, and Continuing Education. The LTC Tax Preparer Certificate will help prepare individuals for this IRS RTRP (registered Tax Return Preparer) Competency Test.

19-103-1 Microsoft® Word Expert Certificate (4 credits)

The Microsoft Word Expert Certificate is designed for students who wish to demonstrate to employers that they have advanced knowledge of Microsoft Word along with basic operating system knowledge. This certificate will provide knowledge in file management; creating, editing, and formatting a document; managing section breaks; creating and modifying styles; creating a mail merge, using templates, bookmarks, hyperlinks and forms; using track changes, building blocks, document fields and macros; and working with master documents.

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.

19-103-3 Microsoft® Excel Expert Certificate (14 credits)

The Microsoft Excel Expert Certificate is designed for students who wish to demonstrate to employers that they have advanced knowledge of Microsoft Excel along with basic operating system knowledge. This certificate will provide knowledge in file management; creating, editing, and formatting a workbook; filtering data; creating PivotTables, PivotCharts and templates; using 3-D reference, advanced functions, macros, the what-if analysis and scenario manager; linking workbooks; validating data entry; protecting a worksheet and workbook; and connecting to external data.

19-103-8 Microsoft® Office Intermediate Certificate (5 credits)

The Microsoft Office Intermediate Certificate is designed for students who wish to demonstrate to employers that they have expanded knowledge of the core Microsoft Office software programs along with basic operating system knowledge. This certificate will provide knowledge in file management; mail merge, templates, PivotTables and PivotCharts, complex functions advanced queries, custom forms and reports, and integrating PowerPoint with Word and Excel, and Access with Excel. The courses are offered in a self-paced format. A grade of C or better is required in each class.

19-103-9 Microsoft® Office Introduction Certificate (5 credits)

The Microsoft Office Introduction Certificate is designed for students who wish to demonstrate to employers that they have a basic knowledge of the core Microsoft Office software programs along with basic operating system knowledge. This certificate will provide knowledge in file management; creating a basic document, workbook, presentation, and database; and modifying existing files. A grade of C or better is required in each class.

19-104-3 Marketing & Customer Interaction Skills (11 credits)

This 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 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.

19-104-7 Customer Service (5 credits)

Need to gain a skill set for a new career in a short length of time? The Customer Service certificate can help students get started in a new career or give them added expertise in a current job. Great customer service is an important element in today's business world.

19-106-1 Desktop Publishing and Digital Design (12 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 (10 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 (15 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.

19-109-9 Waitstaff Training Certificate (7.15 credits)

The Waitstaff Training Certificate will give job seekers an emphasis in customer service skills as well as waitstaff procedures and techniques which will make them more employable or more valuable employees which is vital in the food service industry. This certificate will also be a great advantage to restaurant owners who want to have properly trained staff.

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.

19-138-1 The Global Business Certificate (12 credits)

The Global Business certificate program is designed to give business professionals the skills to coordinate company and supply chain resources in a global and international environment. The four-course program is designed for the employed adult who wishes to receive education/training in global business activities. It is estimated that one out of every six new jobs will be related to international activity.

19-152-1 Web Design (11 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.

19-152-3 Web Development Certificate (10 credits)

With over 110 million websites, the World Wide Web is an intriguing, dynamic, and growing entity that has transformed the ways businesses are being developed and operate. In order for organizations to fully realize the potential of their web presence, it is no longer sufficient for websites to be designed solely for look and feel, where updates only occur when a trained web designer manually updates HTML code. It is necessary for website content to be dynamic, always changing, and easily updatable by non-technical people. Lakeshore Technical College has responded to this increased demand on web designers by creating the Web Development Certificate. The Web Development Certificate is designed for web designers with a solid foundation in HTML, layout, and graphical representation who need to develop expertise in creating dynamic, interactive, e-commerce websites utilizing web programming and database functionality. The three courses will provide training for skill development in basic programming concepts, client-side effects and validation, and Web applications utilizing a popular server-side programming language and relational database management system.

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.

19-116-2 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.

19-116-3 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 has 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.

19-307-5 Pre School Credential Certificate (18 Credits)

The Preschool Credential - Certificate contains 18 credits related to ages Three - Five. It is designed for Child Care staff who are or will be working primarily with this age group. This series of courses enhances the ability of the child care worker to follow government regulations and professional standards, analyze social, cultural and economic influences on child development, research child development theories, establish developmentally appropriate environments, develop activity plans that promote learning and self-esteem, analyze factors related to behavior and positive guidance strategies, and examine the critical role of play. Courses can be taken in any order as long as the last Capstone course is taken last.

19-307-6 Infant/Toddler Credential Certificate (12 Credits)

The Infant/Toddler Credential - Certificate contains 12 credits related to ages Birth to Three. It is designed for Child Care staff who are or will be working primarily with this age group. We will summarize child development theories, examine culturally and developmentally appropriate environments, research the role of brain development in early learning, practice caregiving routines as curriculum and integrate strategies that support diversity.

19-420-1 Machine Tool CNC Operations (11 credits)

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.

19-481-1 Photovoltaic Installer Certificate (3 credits)

The Photovoltaic Installer Certificate is designed to take incumbent electrical workers (and others with electrical backgrounds) from the basics of solar electric systems to roof applications. Topics include safety, design, layout, component selection and specifications, and the integration of electrical and mechanical applications. Whether as residential consumers, business owners, or those employed in the electrical or construction fields, everyone wants to understand the costs, benefits, installation practices, and return on investment of this community-friendly renewable energy option. The three courses will provide a sequence of knowledge and skill development appropriate to residential consumers, commercial installations, and electrical installers/contractors. Participants should have the requisite understanding to apply NEC standards. Completion of the certificate prepares the participant for the NABCEP initial test.

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.

19-510-2 EKG/Phlebotomy (5 credits)

This certificate provides learners with basic laboratory skills and opportunities to perform routine venipuncture, routine capillary puncture, special collection procedures, and electrocardiography. 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.

19-526-2 Limited X-Ray Machine Operator (24 Credits)

Through classroom and clinical experience, medical professionals such as: Nurses, Medical Assistants, or other allied health professionals will learn to operate x-ray equipment, produce static medical images, position patients, and practice radiation safety. The Limited X-Ray Machine Operator would be employed in an ambulatory care facility with responsibility of imaging: thorax, upper and lower extremities, cervical, thoracic, and lumbar spine.

19-510-4 Complementary Care (9 Credits)

The Complementary Care Certificate focuses on complementary health care philosophy, theories and practices, offering an innovative opportunity to study complementary/holistic approaches to maintaining health, management of stress, and supporting recovery from injury or illness. The certificate is designed to provide a multidisciplinary educational experience for students and practitioners in health careers in modalities such as reflexology and massage therapy. Courses include practicum experiences and award academic credit.

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.

19-540-2 Emergency Management Specialist-Basic (12 credits)

Students develop the ability to describe and apply the four phases of emergency management; learn the guiding principles of a successful, comprehensive emergency management program; and develop the skills necessary for greater disaster awareness by understanding how the incident command system is utilized during natural, technological, and intentional disasters involving an emergency response.

19-540-3 Emergency Management Specialist-Intermediate (12 credits)

Students further develop the ability to apply and analyze the four phases of emergency management, including the guiding principles of a successful, comprehensive emergency management program. Courses concentrate on the public policy, mitigation and overall preparedness utilized during natural, technological, and intentional disasters involving an emergency response.

19-540-4 Emergency Management Specialist-Advanced (10 credits)

Students utilize advanced skills to apply and analyze the four phases of emergency management, including the guiding principles of a successful, comprehensive emergency management program. Courses concentrate on the integrated management, technical applications and contingency planning utilized during natural, technological, and intentional disasters involving an emergency response. An internship serves as a capstone activity for the certificate series.

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 Quality Technician (21 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 various evenings for approximately eight weeks per class.

19-623-2 Six Sigma Tools for Green Belts (9 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.

19-623-3 Six Sigma Tools for Black Belts (3 credits)

This three-credit class is designed for those who wish to pursue a certificate in the six sigma concepts at the black belt level. The ASQC's body of knowledge was utilized in developing the curriculum. Techniques for preventing quality programs utilizing the techniques of Design for Six Sigma (DFSS) will be presented.

19-623-4 Project Management Certificate (15 credits)

The Project Management Certificate program includes a six-course sequence that is designed for the employed adult who wishes to receive education/training in project management concepts and to be able to receive certification for Certified Associate in Project Management (CAPM) designation. The program is designed to enhance skills for the implementation for developing the activities, leading the teams, and tracking the progress of a specific project utilizing the Intro to Microsoft Project Management software.

19-624-1 Radiation Safety Technician (33 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. All of the Radiation Safety Technician certificate classes are offered online and include webstream lectures.



Ophthalmic Medical Assistant

Program No: 31-516-4

Technical Diploma

Degree Completion Time: Three Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	
Term 1			The Ophthalmic Medical Assistant program prepares students for employment in ophthalmologic and optometric practices and in retail optical settings. Students apply technical skills to perform prescreening and specialty testing, assist with dispensing glasses and contact lenses, and perform office management duties including maintaining patient information and billing and insurance processes.	<ul style="list-style-type: none">• 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.
10501101	Medical Terminology	3.00		
10501107	Introduction to Healthcare Computing	2.00		
31516306	Basic Ocular Science	4.00		
31501301	Learning Strategies for Health Careers (Optional)-1 Cr			
	Total	9.00		
Term 2				
10530182	Human Diseases for Health Professions	3.00		
31516302	Optical Dispensing	3.00		
31516303	Optical Concepts	3.00		
31516304	Ophthalmic Pre-Testing	3.00		
10806103	Body Structure and Function	3.00		
31809362	Psych for Life	1.00		
	Total	16.00		
Term 3				
10501102	Health Insurance Reimbursement	3.00		
10501104	Healthcare Customer Service	2.00		
31509301	Medical Assistant Administrative Procedures	2.00		
31509309	Medical Law, Ethics and Professionalism	2.00		
31516312	Contact Lenses	2.00		
31516330	Ophthalmic Clinical Procedures and Specialty Testing	4.00		
31516343	Ophthalmic Clinical Experience	3.00		
	Total	18.00		
	Program Total	43.00		
Note:	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

Careers
<ul style="list-style-type: none">• Optometric Assistant• Ophthalmic Assistant• Ophthalmic Medical Assistant• Optical Assistant• Contact Lens Technician
Admissions Steps
<ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding)• Submit Official Transcripts (High School and Other Colleges)• Complete Background Check and \$16 Processing Fee• Complete Health Requirements• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form
Program Outcomes
You'll learn to:
<ul style="list-style-type: none">• Apply technical skills to perform eye care prescreening and specialty testing procedures on patients accurately and efficiently.• Apply technical skills to educate and assist patients with glasses and/or contact lenses to meet their eye health and visual needs.• Perform business office procedures such as maintaining appointment schedules, maintaining patient records, processing insurance reimbursement, and billing patients.• Demonstrate professional ethics, honesty, and respect when dealing with doctors, patients, and co-workers.• Communicate clearly and professionally in both written and oral formats.
Other Program Expectations
You'll need to:
<ul style="list-style-type: none">• Stand and/or walk for eight-hour period.• See fine detail.• Hear faint noises.

Approximate Costs
<ul style="list-style-type: none">• \$132 per credit (resident)• \$198 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.
Placement Scores
Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

10501101 Medical Terminology

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

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10530182 Human Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

COREQUISITES: 10501101 Med Term or **CONDITION:** 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or **CONDITON:** 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

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.

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

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 or 315164 Ophthalmic Medical Assistant program requirements met and **COREQUISITE:** 10501107 Introduction to Computing for Healthcare

31509309 Medical Law, Ethics & Profess

...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant or 315103 Health Care Technician program requirements met

31516302 Optical Dispensing

...introduces learners to frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames, inserting and removing lenses, introduction to dispensing of eyewear and frame repairs.

CORERQUISITES: 31516303 Optical Concepts and 31516304 Ophthalmic Pre-Testing and 31516306 Basic Ocular Science and **CONDITION:** 315164 Ophthalmic Medical Assistant program requirements met

31516303 Optical Concepts

...begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses. The properties of light and the function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision.

COREQUISITE: 31516302 Optical Dispensing

31516304 Ophthalmic Pre-Testing

...covers the history of optometry, relationships between optometry, ophthalmology and optician and various paraprofessional careers in vision care. The course involves the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception as well as the specialized testing procedures such as keratometry and blood pressure.

COREQUISITE: 31516302 Optical Dispensing

31516306 Basic Ocular Science

...introduces learners to the structures, microscopic anatomy, and functional aspects of the eye and visual system. Clinical application emphasizes diseases, disorders and common treatments including pharmacological.

COREQUISITE: 31516302 Optical Dispensing

31516312 Contact Lenses

...provides the student in-depth exposure to the technical aspects of clinical contact lens practice. Lecture and laboratory experiences emphasize lens verification, patient education and evaluation.

COREQUISITE: 31516343 Ophthalmic Clinical Experience and **PREREQUISITE:** 31516302 Optical Dispensing

31516330 Ophthalmic Clinical Procedures Specialty Testing

...provides the student experience and knowledge in areas of special vision care procedures: subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry, ultrasound, basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching. Patient instruction and assistance are emphasized in laboratory sessions.

COREQUISITE: 31516343 Ophthalmic Clinical Experience and **PREREQUISITE:** 31516302 Optical Dispensing

31516343 Ophthalmic Clinical Experience

...will have students participate in assigned clinical experience beginning with vision screenings on patients from the college and continues in an optometric, ophthalmology or optical setting. Class discussions are held analyzing the results of the screening as well as the students' performance. The student is expected to achieve specific educational objectives determined for this experience.

PREREQUISITE: 31516302 Optical Dispensing and **COREQUISITES:** 31516312 Contact Lenses and 31516330 Ophthalmic Clinical Procedures and Specialty Testing

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.



Paralegal

Program No: 10-110-1

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.

2013-2014

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
10110160	Employment Law	3.00
10110131	Personal Branding - 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
10110179	Portfolio Assessment-Paralegal	1.00
10110168	Criminal Law-Paralegal	3.00
10806112	Principles of Sustainability OR 10804107 College Mathematics	3.00
10809195	Economics	3.00
Total		18.00
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 Program

LTC offers its Paralegal classes at LTC and also at Moraine Park Technical College (MPTC) via live interactive television. As a Paralegal student you'll:

- Attend live classes at the LTC campus or attend live interactive TV classes at Moraine Park Technical College.
- Take general studies classes and labs at your local technical college

About the Career

Paralegals work under the supervision of lawyers in a range of tasks—researching the law; investigating; preparing for hearings, trials, and real estate closings; interviewing clients and witnesses; and preparing legal documents and other legal correspondence. Paralegals cannot give legal advice or represent clients in court. If you are detail oriented, organized, strong in communications, and enjoy researching and analyzing facts, you might find a career as a paralegal very rewarding.

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Provide assistance to lawyers by performing specifically designated legal work in various fields of law.
- Analyze and solve legal procedural problems.

- Resolve ethical issues by applying legal rules of professional responsibility.
- Analyze and draft legal documents.
- 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

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Approval

LTC's Paralegal program is approved by the American Bar Association.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
MSOE Rader School of Business
Ottawa University
Silver Lake College
University of Phoenix

Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.

COREQUISITE: *Microsoft Excel skills or equivalent*

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 software; 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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

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 and* **CONDITION:** *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110105 Legal Writing

...provides the learner with the skills to draft legal correspondence, 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 and 10801195 Written Communication or 10801195OL Written Communication Online and* **CONDITION:** *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110106 Family Law

...provides the learner with the skills to conduct an initial client interview for a family law 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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110107 Legal Aspects of Business Organizations

...provides learners with the skills to analyze legal aspects of the formation, operation, and dissolution of sole proprietorships, partnerships, limited liability entities, and corporations; draft documents related to various business entities such as Certificates of Limited Partnership; Articles of Organization and Incorporation, Name Reservation Applications, Organizational Resolutions, Form SS-4 and 2553, Stock Certificates, Resolutions and Minutes, and Amendments and Articles of Dissolution.

PREREQUISITE: *10110101 Intro to Paralegalism and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110114 Administration of Estates

...provides the learner with the skills to assist attorneys to administer estates, differentiate between probate and nonprobate property, 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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110130 Real Estate Law - Paralegal

...provides the learner with the skills to analyze types of real estate ownership; analyze the effect of the 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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110131 Personal Branding-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.

COREQUISITE: *10110105 Legal Writing and*
PREREQUISITE: *10105124 Portfolio Introduction and 10110131 Career Exploration-Paralegal*

10110160 Employment Law

...provides the learner with the skills to analyze state and federal law governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards and human resource management.

PREREQUISITE: *10110101 Intro to Paralegalism and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

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 and*
CONDITION: *101101 Paralegal or 191102 Paralegal Post-Baccalaureate Certificate program requirements met*

10110179 Portfolio Assessment-Paralegal

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

PREREQUISITES: *10105124 Portfolio Introduction and 10110131 Career Exploration-Paralegal*

10801195 Written Communication

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

PREREQUISITE: *10831103 Intro to College Wrtg or*
CONDITION: *Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and* **COREQUISITE:** *10838105 Intro Rdg & Study Skills or* **CONDITION:** *Reading Accuplacer min score of 74 or equivalent*

10801196 Oral/Interpersonal Comm

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

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

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Paramedic Technician

Program No: 10-531-1

Associate Degree in Applied Science

Degree Completion Time: Varies

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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10804107	College Mathematics	3.00
10806177	General Anatomy & Physiology	4.00
10801195	Written Communication	3.00
10809198	Introduction to Psychology	3.00
	Total	13.00
Term 2		
10806179	Advanced Anatomy & Physiology	4.00
10801196	Oral/Interpersonal Communication	3.00
10809159	Abnormal Psychology OR 10809188 Developmental Psychology (3 cr)	3.00
10809166	Intro to Ethics	3.00
	Total	13.00
Term 3		
10531911	EMS Fundamentals	2.00
10531912	Paramedic Medical Principles	4.00
10531913	Advanced Patient Assessment Principles	3.00
10531914	Advanced Prehospital Pharmacology	3.00
10531915	Paramedic Respiratory Management	2.00
10531916	Paramedic Cardiology	4.00
10531917	Paramedic Clinical/Field 1	3.00
10531918	Advanced Emergency Resuscitation	1.00
	Total	22.00
Term 4		
10531919	Paramedic Medical Emergencies	4.00
10531920	Paramedic Trauma	3.00
10531921	Special Patient Populations	3.00
10531922	EMS Operations	1.00
10531923	Paramedic Capstone	1.00
10531924	Paramedic Clinical/Field 2	4.00
	Total	16.00
	Program Total	64.00

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Submit Wisconsin Emergency Medical Technician- Basic License

Program Outcomes

You will learn to:

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

Other Program Expectations

You will need to:

- Walk.
- Climb.
- Possess upper/lower body strength. Ability to perform very heavy lifting (exerting in excess of 100 pounds of force occasionally and in excess of 50 pounds of force frequently).

- Speak.
- Listen.
- **In addition to class time, students will be expected to spend approximately 4 hours per week in the EMS/AT Lab.**

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

Functional Abilities

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

Special Note

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

10531911 EMS Fundamentals

...provides comprehensive knowledge of EMS systems, safety, well-being, legal issues and ethical issues with intended outcome of improving EMS personnel, patients and the community.

10531912 Paramedic Medical Principles

...provides the depth of anatomy, physiology and pathophysiology of major human systems while also introducing the students to shock, immunology and bleeding.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531911 EMS Fundamentals

10531913 Advanced Patient Assessment Principles

...provides scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531912 Paramedic Medical Principles

10531914 Advanced Prehospital Pharmacology

...provides student with comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the health of the patient.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531913 Advanced Patient Assessment Principles

10531915 Paramedic Respiratory Management

...provides specific knowledge pertaining to the respiratory system and to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a respiratory complaint.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531914 Advanced Prehospital Pharmacology

10531916 Paramedic Cardiology

...provides the principles of cardiofascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and a plan for a patient with a cardiovascular complaint.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531915 Paramedic Respiratory Management

10531917 Paramedic Clinical/Field 1

...provides student with the opportunity to enhance their learning through the practice in the field and health care environment experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531911 EMS Fundamentals

10531918 Advanced Emergency Resuscitation

...provides ACLS and PALS preparing the student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest with intervention to prevent respiratory and/or cardiac arrest if possible.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531916 Paramedic Cardiology

10531919 Medical Emergencies

...provides the student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531918 Advanced Emergency Resuscitation

10531920 Paramedic Trauma

...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for an acutely injured patient.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531919 Paramedic Medical Emergencies

10531921 Special Patient Populations

...provides student to integrate assessment findings with principles of anatomy, physiology, epidemiology and pathophysiology to formulate a field impression and implement a treatment plan for patients with special needs.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531920 Paramedic Trauma

10531922 EMS Operations

...provides the knowledge of operational roles and responsibilities to ensure patient, public and EMS personnel safety.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531921 Special Patient Populations

10531923 Paramedic Capstone

...provides the final opportunity to incorporate knowledge and skills through labs and scenario-based practice and evaluations prior to taking the NREMT written and practical exams.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531922 EMS Operations

10531924 Paramedic Clinical/Field 2

...provides student with the opportunity to enhance their learning through the practice in the field and healthcare environment experience with actual patients under the supervision of approved preceptors or high-fidelity human patient simulator.
CONDITION: 105311 Paramedic Technician or 315311 EMT Paramedic or 105312 Fire Medic program requirements met and **COREQUISITE:** 10531918 Advanced Emergency Resuscitation

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.
PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

10804107 College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10806177 General Anatomy and Physiology

...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients.
PREREQUISITE: 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry 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 or 10806177SA General Anatomy & Physiology or 10806177OL General Anatomy & Physiology

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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.

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10501101	Medical Terminology	3.00
10501102	Health Insurance and Reimbursement OR 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: 10104102 Principles of Marketing 10104104 Selling Principles 10182108 Purchasing	3.00
	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 Introduction to 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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Pharmacy Technician Diploma Program or Transcript Evaluation

Program Outcomes

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

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
- See counseling for complete listing.

Graduation Requirements

- Students must attain a "C" or better in all required classes and maintain a grade point average of 2.0 or above to be eligible for graduation.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

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 **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196191 Supervision

...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.
COREQUISITE: Microsoft Word skills or equivalent or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs 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

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

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10536110 Pharmaceutical Calculations

...prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems.
CONDITION: 315361 Pharmacy Technician Admission Requirements Met

10536112 Pharmacy Business Applications

...prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers.
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 or 10536193 Calculations for Working Pharmacy Technicians and **CONDITION:** 315361 Pharmacy Technician Admission Requirements Met

10536138 Pharmacy Community Clinical

...provides hands-on experience in a community pharmacy for 108 hours during quarter two. Areas of instruction include interpretation of prescriptions, 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 Parmacy Bus Appls, 10536110 Pharmaceutical Calculations or 10536193 Calculations for Working PT and 10510102 Health Ins & Reimbursement or 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

10536141 Hospital Clinical Lab

...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 and provides experience with institutional drug delivery systems including the unit-dose system.
PREREQUISITES: 10536138 Pharmacy Community Clinical; **COREQUISITES:** 10536140 Pharmacy Hospital Clinical; 10536126 Pharmacy Parenteral Admixtures; **CONDITION:** 315361 Pharmacy Technician Admissions 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 and **COREQUISITES:** 10104102 Principles of Marketing or 10104104 Selling Principles or 10182108 Purchasing and **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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 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.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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.

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10501101	Medical Terminology	3.00
10501102	Health Insurance and Reimbursement OR 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 or Choice B (5 credits)	2.00
10536142	Pharmacy Community Clinical-Advanced	2.00
xxx-xxx	An Approved Business Course	3.00
	Such as:	
	104-102 Principles of Marketing	
	104-104 Selling Principles	
	182-108 Purchasing	
	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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Pharmacy Technician Program Handbook Form

Program Outcomes

You'll learn to:

- Package and label drugs for prescription dispensing.
- Prepare and deliver unit dose to the nursing services of hospitals or nursing homes.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.

- Maintain records, including patient profiles.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Comprehend and utilize medical and drug terminology common to the pharmaceutical environment.
- Practice ethical standards and recognize legal implications of your actions as they relate to yourself, the pharmacist, and the pharmacy.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
- See counseling for complete listing.

Graduation Requirements

Students must attain a "C" or better in all required classes and maintain a grade point average of 2.0 or above to be eligible for graduation.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

10501101 Medical Terminology

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

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long-term care.

10536110 Pharmaceutical Calculations

...prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoidupois, 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 or 10536193 Calculations for Working Pharmacy Technicians
and CONDITION: 315361 Pharmacy Technician Admission Requirements Met

10536138 Pharmacy Community Clinical

...provides hands-on experience in a community pharmacy for 108 hours during quarter two. Areas of instruction include interpretation of prescriptions, 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 or 10536193 Calculations for Working PT and 10510102 Health Ins & Reimbursement or 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

10536141 Hospital Clinical Lab

...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 and provides experience with institutional drug delivery systems including the unit-dose system.

PREREQUISITES: 10536138 Pharmacy Community Clinical; **COREQUISITES:** 10536140 Pharmacy Hospital Clinical; 10536126 Pharmacy Parenteral Admixtures; **CONDITION** 315361 Pharmacy Technician Admissions 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
and COREQUISITES: 10104102 Principles of Marketing or 10104104 Selling Principles or 10182108 Purchasing
and CONDITION 315361 Pharmacy Technician Admission Requirements Met

10801196 Oral/Interpersonal Comm

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

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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



Plumbing–Apprentice

Program No: 50-427-3

Journey-Level Card

Work Hours (including day school): 8000

Day School Hours: 500 • Evening School Hours: 260

5-Year Contract/Indenture

2013-2014

Catalog No.	Class Title	Credit(s)	
Term 1			
50427501	Plumbing Apprentice 1	2.00	
	Total	2.00	
Term 2			
50427502	Plumbing Apprentice 2	2.00	
	Total	2.00	
Term 3			
50427503	Plumbing Apprentice 3	2.00	
	Total	2.00	
Term 4			
50427504	Plumbing Apprentice 4	2.00	
	Total	2.00	
Term 5			
50427505	Plumbing Apprentice 5	2.00	
	Total	2.00	
Term 6			
50427506	Plumbing Apprentice 6	2.00	
	Total	2.00	
Term 7			
50427507	Plumbing 7	2.00	
	Total	2.00	
	Program Total	14.00	
Note:	Curriculum and program acceptance requirements are subject to change.		
	Program start in fall only; check with your counselor for details.		

About Apprenticeship

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

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

About the Career

Imagine a home or business without a plumbing system—drinking a cool glass of water, cooking, and showering would be an inconvenience at best. Plumbing systems and those who install, repair, and maintain them are critical to the building process. The Plumbing Apprenticeship program is an employer-sponsored, hands-on training program under the direction of a master plumber. If you're looking for a specialized career that's always in demand, becoming a journey-level plumber is an excellent choice.

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 Outcomes

You'll learn to:

- Install and service interior and exterior underground sanitary and storm sewer work or private sewage systems.
- Install and service vertical stacks and branches, including soil, waste vent, and conductors.
- Install and service water supply systems, including underground and above-ground domestic potable hot and cold water systems, cross-connection control, and water treatment.

- Set and connect all types of plumbing fixtures and appliances, including those connected with both the water supply and waste systems.
- Lay out various plumbing systems.
- Drill cores, work stock, and drive trucks.

Special Notes

Apprentices indentured by the Lake to Lake Plumbing Committee will attend paid-related instruction at Fox Valley Technical College.

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

Upon completion of the 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

Accuplacer	ACT
Arithmetic - 66	Mathematics - 18
Reading - 66	Reading - 18
Sentence Skills - NA	English - NA
Elem. Algebra - 34	Elem. Algebra - NA

50427501 Plumbing Apprentice 1

...provides the apprentice with the skills to properly design and size the sanitary drain. It introduces the apprentice to various sections of the Wisconsin Administrative Plumbing Code including but not limited to definitions, testing and maintenance, basic plumbing principles, plumbing products, and health care facilities.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427502 Plumbing Apprentice 2

...provides the apprentice with the skills to properly design and size the sanitary drain system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427503 Plumbing Apprentice 3

...provides the apprentice with the skills to properly design and size the potable water distribution system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427504 Plumbing Apprentice 4

...provides the apprentice with the skills to properly identify, prevent, and correct cross connections in the potable water supply system.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427505 Plumbing Apprentice 5

...provides the apprentice with the skills to properly design and size privately owned wastewater treatment systems (POWTS).
CONDITION: 504273 Plumbing Apprentice requirements met.

50427506 Plumbing Apprentice 6

...provides the apprentice with the skills to properly design and install plumbing systems, including trap and fixture connections, indirect and local wastes, wastewater treatment components, cleanouts, storm and clear water waste piping, and pipe hangers.
CONDITION: 504273 Plumbing Apprentice requirements met.

50427507 Plumbing 7

...provides the apprentice a review of the previous six semesters of training. Advanced projects of the previous semesters are also covered. This semester prepares the apprentice to complete their apprenticeship and write the state required exam.
CONDITION: 504273 Plumbing Apprentice requirements met.



Practical Nursing

Program No: 31-543-1

Technical Diploma

Degree Completion Time: Two Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)
Presemester		
10806186	Introduction to Biochemistry	3.00
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

Recommended Support Courses:

10543124	Virtual Clinical for Second Semester Nursing	1.00
31543300	Learning Strategies for Nursing	1.00

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Health Occupations Entrance Assessment—HESI)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Complete Chemistry Requirement
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Nursing Program Handbook Form

Program Outcomes

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice.
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.
- Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making.
- Provide patient-centered care under supervision by participating in the nursing process across diverse populations and health care settings.
- Minimize risk of harm to patients, providers, and self through safe individual performance and participation in system effectiveness.

- Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan.
- Use information and technology to communicate, manage data, mitigate error, and assist with decision making.

Other Program Expectations

You'll need to:

- Have CPR professional certification (one- and two-person, adult, child and infant AED) required prior to starting clinicals.
- CNA competency must be met within 6 months of beginning nursing clinical.
- Talk, see, and hear.
- Stand, twist and bend.
- Lift up to 50 pounds up to 8 times per 4- to 8-hour clinical period.
- Tolerate environment containing products made with latex.
- See counselor for complete requirements.
- Science GPA.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

Students need to complete the program classes within two years. Graduates may be eligible for entry into the second-year of the Nursing—Associate Degree program. See counselor for details.

Functional Abilities

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 95	Reading - 21
Sentence Skills - 103	English - 21

10543101 Nursing Fundamentals

...focuses on basic nursing concepts to provide evidenced-based 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.
COREQUISITE: 10806177 or 10809177OL Gen Anatomy and Physiology, 10801195 Written Comm or 10801195OL Written Comm-Online and **CONDITION:** 105431 Nursing-Associate Degree or 315431 Practical Nursing Admission Requirements met

10543102 Nursing Skills

...focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills. In addition the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. 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 or 10806177OL 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 or 315431 Practical Nursing Admissions Requirements Met; and **PREREQUISITE:** 10806186 Intro to Biochemistry and **COREQUISITE:** 10806196 Anat & Phys 2 or 10806177 or 10806177OL Gen Anat & Phys

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 evidence-based nursing interventions. It will also introduce concepts of leadership and management. 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 or 10806177OL Gen Anat & Phys or 10806196 Anat & Phys II

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, 10543102 Nrsng Skills, 10543103 Nrsng Pharm, 10543104 Nrsng Intro Clin Pract, 10809164 Human Grwth/Dev or 10809188 Dev Psyc & 10806177 or 10806177OL Gen A & P or 10806196 A & P 2 & **COREQUISITE:** 10801196 or 10801196OL OralInterprs Com or 10801198 Speech

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

10801196 Oral/Interpersonal Comm

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

10806177 General Anatomy and Physiology

...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients.
PREREQUISITE: 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry 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.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Quality Assurance Technician

Program No: 10-623-2

Associate Degree in Applied Science

Degree Completion Time: Four Terms

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

2013-2014

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
10806112	Principles of Sustainability	3.00
10801198	Speech OR 10801196 Oral/Interpersonal Communications	3.00
10804123	Math w Business Applications	3.00
10809195	Economics	3.00
Total		18.00

Term 3

10105128	Personal Branding	2.00
10196188	Project Management	3.00
10623110	Six Sigma Tools for Green Belts - Measure & Analyze	3.00
10623111	Six Sigma Tools for Green Belts - Improve & Control	3.00
10809196	Sociology - Introduction to OR 10809122 Introduction to American Government	3.00
Total		14.00

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 Overview	3.00
10623193	ISO 9001:2008	3.00
10623114	Six Sigma Black Belt Supplement	3.00
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

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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Understand total quality control concepts, inspection methods, data collection, application of sampling plans, quality cost, and quality audits.
- Utilize mathematical calculations, including metric conversions, geometry, trigonometry, and basic and advanced statistical process control techniques.
- Understand and apply Six Sigma concepts of continuous improvement.
- Understand quality systems used currently in industry. These systems include, ISO 9000, Malcolm Baldrige, and Deming Prize.
- Plan quality audits to assure quality systems are working and take corrective action through continuous improvement.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. **COREQUISITE:** Microsoft Excel skills or equivalent and **PREREQUISITE:** 10804123 Math w Business Applications

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

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.

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

10196188 Project Management

...will explain 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: Intro to MS Project-Level 1

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. **COREQUISITE:** Microsoft Word and PowerPoint skills or equivalent

10623110 Six Sigma Tools for Green Belts - Measure and Analyze

...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan. Will accept 10623119 Six Sigma Tools for Supply Chain Managers in place of this class. **COREQUISITES:** Microsoft Excel skills or equivalent

10623111 Six Sigma Tools for Green Belts - Improve & Control

...provides the student with the skills and tools to select and implement solutions to solve problems and improve processes within an organization. An emphasis will be placed on the use of statistical techniques to create and select solutions. The student will learn how to create 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 10606199 Intro to Current Manufacturing and Microsoft Excel Skills or equivalent

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

10623114 Six Sigma Black Belt Supplement

....provides the student with the knowledge to achieve the level of Six Sigma—Black Belt. Students are expected to possess additional proficiency in high level Statistical Analysis, Reliability, Life Testing, and Project Management through the DMAIC process. Hypothesis Testing, Analysis of Variance, Design of Experiments, Failure Rates and MTBF are explored. Students will learn how to "build quality in" at the design stage by use of the concepts of Design for Six Sigma (DFSS) and Minitab. **PREREQUISITES:** 10623119 Six Sigma Tools-Supply Chain or 10623110 Six Sigma-Meas/Analyze, and 10623111 Six Sigma-Improve/Cntrl or 10623111C3 Six Sigma-Improve/Cntrl and 10623112 Six Sigma-Impl Proj or Equiv Six Sigma Green Belt Cert involving a Project

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 or 10105128 Personal Branding

10623118 Lean Manufacturing Overview

....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.

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

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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.

2013-2014

Catalog No.	Class Title	Credit(s)
10806177	General Anatomy and Physiology	4.00
Term 1		
10526149	Radiographic Procedures 1	5.00
10526158	Introduction to Radiography	3.00
10526159	Radiographic Imaging 1	3.00
10526168	Radiography Clinical 1	2.00
	Total	13.00
Term 2 Summer		
10526192	Radiography Clinical 2	3.00
10804107	College Mathematics	3.00
	Total	6.00
Term 3		
10526170	Radiographic Imaging 2	3.00
10526191	Radiographic Procedures 2	5.00
10526193	Radiography Clinical 3	3.00
10801196	Oral/Interpersonal Communication	3.00
	Total	14.00
Term 4		
10526194	Imaging Equipment Operation	3.00
10526196	Modalities	3.00
10526199	Radiography Clinical 4	3.00
10809198	Psychology, Introduction to	3.00
10809172	Introduction to Diversity Studies	3.00
	Total	15.00
Term 5 Summer		
10526190	Radiography Clinical 5	2.00
10801195	Written Communication	3.00
	Total	5.00
Term 6		
10526174	ARRT Certification Seminar	2.00
10526189	Radiographic Pathology	1.00
10526195	Radiographic Quality Analysis	2.00
10526197	Radiation Protection & Biology	3.00
10526198	Radiography Clinical 6	2.00
10809196	Sociology, Introduction to	3.00
	Total	13.00
	Program Total	70.00
Prerequisites: HS or College Level-Algebra, Chemistry; Medical Terminology, and Computer Proficiency Testout		
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

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Computer Proficiency)
- Submit Official Transcripts (High School and Other Colleges)
- Complete Background Check and \$16 Processing Fee
- Complete Health Requirements
- Complete Algebra Requirement
- Complete Chemistry Requirement
- Complete Medical Terminology Requirement
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete Clinical Observation Form

Program Outcomes

You'll learn to:

- Carry out the production and evaluation of radiographic images.
- Apply computer skills in the radiographic clinical setting.
- Practice radiation safety principles.
- Provide quality patient care.

- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics.
- Apply critical thinking and problem solving skills in the practice of diagnostic radiography.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.
- CPR professional certification (one- and two-person, adult, child and infant AED) is required prior to starting clinicals.
- CNA competency must be met within 12 months of starting the program.

Accreditation

LTC's Radiography program is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. Phone: 1.312.704.5300.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Marian College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

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 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

10526174 ARRT Certification Seminar

...provides preparation for the national certifying examination prepared by the American Registry of Radiologic Technologists. Emphasis is placed on the weak areas of the individual students. Simulated registry examinations are utilized. Successful completion of the Radiography program requirements is required to enroll in this course.

PREREQUISITE: 10526190 Radiography Clinical 5 and **CONDITION:** 105261 Radiography Admissions Requirements Met

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.

CONDITION: 105261 Radiography Admissions Requirements Met

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 Operation

...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 and **COREQUISITE:** 10526199 Radiography Clinical 4

10526195 Radiographic Quality Analysis

...prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

CONDITION: 105261 Radiography Admissions Requirements Met and **PREREQUISITE:** 10526194 Imaging Equipment Operation

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 and **CONDITION:** 105261 Radiography Admissions Requirements Met

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 and **CONDITION:** 105261 Radiography Admissions Requirements Met

10526198 Radiography Clinical 6

...is the final clinical course which requires students to integrate and apply all knowledge learned in previous courses to the production of high quality radiographs in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

PREREQUISITE: 10526190 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804107 College Mathematics

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

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

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 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

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

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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

50432501 Sheet Metal Apprentice 1

...introduces the apprentice to the sheet metal industry; learn craftsmanship; use drafting equipment and materials, They apprentice will learn trade overview and history; learn hand tools and their proper use; begin learning fundamentals of fabrication on metal; learn drafting tools and materials; learn lines and lettering; develop orthographic projections; begin layout techniques; learn layout tools and terms and principles; and begin fabricating fittings with metal.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432502 Sheet Metal Apprentice 2

...introduces the apprentice to parallel line, radial line, and triangulation pattern development. The apprentice will learn the following layout principles: Ogee offsets, parallel line layout, radial line layout, triangulation layout, and soldering.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432503 Sheet Metal Apprentice 3

...introduces the apprentice to the basics of organizing time; introduction to computers; the use of scientific calculators for trigonometry and everyday equations. The apprentice will revisit orthographic drawing development; learn pattern development and fabrication of the following - round tee's, round elbows, round tapers, roof jacks, square to rounds, and transitions.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432504 Sheet Metal Apprentice 4

...expands the apprentice's ability to read and interpret plans and specifications as well as understanding the symbols, abbreviations, and details in blueprints. It also introduces the apprentice to OSHA safety. Included is the continuation of pattern development for duct change elbows, Ogee offsets, round Y-branch's, and gutters and ventilators.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432505 Sheet Metal Apprentice 5

...provides the apprentice with skills to understand the concepts of HVAC systems. The apprentice will learn how to understand the different systems and components, heat transfer theories, refrigeration theories, electrical theories, automatic controls, and field installation roles and responsibilities.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432506 Sheet Metal Apprentice 6

...provides the apprentice with skills to understand the concepts of HVAC systems and reading plans and specs. Apprentices will interpret load calculations and sizing ductwork; understand test and balance (TAB) procedures, understand commissioning duties, become an effective project manager, interpret plans and specs, and create CAD drawings.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met.

50432507 Sheet Metal Apprentice 7

...introduces the apprentice to Industrial Sheet Metal skills. The apprentice will be able to identify types of materials used in industrial sheet metal work, understand the weldability of each of the types of materials used in industrial work, identify the primary steps of stock metal used in industrial sheet metal applications--plates, angles, bars, beams and channels, calculate the weight of stock metal components represented in a drawing, calculate the cost of stock metal components represented in a drawing, identify the welding and drawing symbols used in industrial sheet metal, understand where pipe welding is used, understand how to safely operate power equipment that is used for industrial work, and know the appropriate PPE to use for any given situation and how to use the equipment correctly.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met

50432508 Sheet Metal Apprentice 8

...teaches the apprentice to become familiar with layout principles for sheet metal items commonly found in industrial environments. The apprentice will understand the difference between plan view and elevation view, understand how to lay out a project using a combination of two of the three methods of an industrial project, be familiar with the technical aspects related to cutting heavy metals, be familiar with common shop workflow procedures, be familiar with the types of job sites where industrial work might be performed, identify and describe the six steps used for field installation, be familiar with the challenges of scheduling an industrial job, understand the importance of communicating and cooperating with other trades, understand the overall purpose and function of an industrial ventilation/exhaust system, understand the principles of airflow and how it impacts industrial ventilation/exhaust system design, be familiar with basic rigging principles, and be familiar with hand signals used during hoisting operations.

CONDITION: 504321/504322 Sheet Metal Apprentice requirements met



Supervisory Management

Program No: 10-196-1

Associate Degree in Applied Science

Degree Completion Time: Nine Terms

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

2013-2014

Catalog No. Class Title Credit(s)

Term 1

10105124	Portfolio Introduction	1.00
10196191	Supervision	3.00
10196189	Teambuilding and Problem Solving	3.00
10196190	Leadership Development	3.00
10801195	Written Communication	3.00
10801198	Speech	3.00
Total		16.00

Term 2

10196193	Human Resource Management	3.00
10196107	Principles of Management	3.00
10105128	Personal Branding	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	3.00
10623101	Quality Concepts	3.00
10809196	Introduction to Sociology OR 10809172 Introduction to Diversity Studies	3.00
Total		18.00

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		64.00

Note: Classes run year-round; check with your program counselor for details.

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

Curriculum and program acceptance requirements are subject to change.

About the Career

The Supervisory Management program is designed to upgrade current supervisors through mid-managers and aspiring individuals who desire to successfully meet the challenges of change and the ever-increasing demands for proficient leadership in today's workplace. This program addresses skills to improve work morale and productivity and introduces business management concepts. Courses are offered in an evening flexible delivery format for working adults.

Careers

- Management
- Supervisory Positions
- Team Leader
- Various Business and Industry Careers

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Effectively manage time and resources to ensure success in meeting personal and organizational goals.
- Minimize the stress on oneself and employee conflict to increase overall productivity.
- Display respect for individual differences and work cooperatively to build rapport and to achieve team goals.
- Perform successfully in the supervisory roles of planning, organizing, staffing, leading, and controlling.
- Develop and manage teams to enhance work productivity.
- Negotiate internal problems and work relationships between groups of employees.
- Implement better decision-making skills and utilize successful problem-solving processes.
- Delegate appropriately to responsible, capable workers to motivate people and enhance work morale and productivity.
- Understand the impact of ethical and legal aspects and the functions of HRM.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Note

This program is only offered in an evening delivery format or on a request basis with secured enrollment.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. **COREQUISITE:** Microsoft Excel skills or equivalent and **PREREQUISITE:** 10804123 Math w Business Applications

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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10196104 Labor Relations and Negotiations

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

10196107 Principles of Management

...will enable students to develop short and long range plans to effectively accomplish organizational goals. Through the use of terminology, exercises, and case studies, students will be able to give a critical appraisal of real life situations involving organizing, staffing, and motivating others. The student will also learn tools to aid in problem solving, value in diversity, and coping with change.

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 Personal Branding

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.

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. **CONDITION:** Verification of student having completed at least 14 credits of 196 courses prior to take this class

10196188 Project Management

...will explain 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:** Intro to MS Project-Level 1

10196189 Teambuilding and Problem Solving

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

10196190 Leadership Development

...allows the learner to apply the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, 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 **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs 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.

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. **COREQUISITE:** Microsoft Word and PowerPoint skills or equivalent

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. **PREREQUISITE:** 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10182102	Service Operations Management	3.00
10182108	Purchasing	3.00
10182160	Global Supply Chain Management	3.00
10801195	Written Communication	3.00
10809196	Introduction to Sociology OR 10809172 Introduction to Diversity Studies	3.00
Total		16.00
Term 2		
10103116	Excel 2010 - Level 2	1.00
10182110	Negotiations	3.00
10182131	Supply Chain Management	3.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10804123	Math w/Business Applications	3.00
10809198	Intro to Psychology	3.00
Total		16.00
Term 3		
10101155	Accounting for Professionals	3.00
10105128	Personal Branding	2.00
10196188	Project Management	3.00
10182114	Enterprise Resource Planning and Control	3.00
10182122	Logistics	3.00
10806112	Principles of Sustainability OR 10809122 Introduction to American Government	3.00
Total		17.00
Term 4		
10182107	Portfolio Assessment-Supply Chain	1.00
10623118	Lean Manufacturing Overview	3.00
10623110	Six Sigma Tools for Green Belts - Measure and Analyze	3.00
10623193	ISO 9001:2008	3.00
10809195	Economics	3.00
10104128	Leadership and Professionalism OR 10182125 Internship—Supply Chain Management	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

It is exciting to be part of the materials/supply management field. New technology, use of the internet, and the business-to-business e-commerce explosion have made great advances in the materials/supply management field. If you like working with people, computers, and data and are interested in working in an ever-changing logistics, manufacturing, service, or health care field, a career in materials/supply chain management is for you.

Careers

- Vendor-Managed Inventory Specialist
- Buyer
- Material Controller/Coordinator
- Buyer Planner/Scheduler
- Entry-level Project Coordinator
- Global Sourcing Supply Specialist
- Logistician

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Provide an uninterrupted flow of materials, supplies, and services required to operate the organization.
- Manage inventory levels.
- Manage customer inventory levels.
- Maintain quality control.
- Develop productive working relationships with external constituents (such as vendors and retailers) and internal departments (such as the Marketing, Accounting, Engineering, and MIS departments).
- Analyze and negotiate contracts with suppliers, manufacturers, and/or distributors.
- Develop solutions regarding capacity and production planning, resource allocation, and facility location.
- Integrate technology into the supply chain to improve profitability; for example, utilize e-business.
- Schedule the transportation and logistics of product/service to its final destination.
- Coordinate a simple project.

Approximate Costs

- \$132 per credit (resident)
- \$198 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.

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.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Marian College
MSOE Rader School of Business
Ottawa University
Silver Lake College

University of Phoenix
Upper Iowa University
UW-Green Bay
UW-Oshkosh
UW-Stout

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

10101155 Accounting for Professionals

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. **COREQUISITE:** Microsoft Excel skills or equivalent **PREREQUISITE:** 10804123 Math w Business **Applications or CONDITION:** 101101 Paralegal program requirements met

10103116 Excel 2010 - Level 2

...prepares the student to create templates, work with PivotTables and PivotCharts, insert hyperlinks, sort and filter tables, apply subtotals, integrate Excel with other programs, write formulas referencing multiple worksheets, and use complex functions. This course is offered in a self-paced format. **PREREQUISITES:** 10103115 Excel 2010-Level 1 or 10103174 Excel Level 1 or 10103158MS Intro to Microsoft Software or **CONDITION:** 2007 Excel Skills Equivalent or Excel 2010 Level 1 Testout Score >=19

10104128 Leadership and Professionalism

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

10105124 Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-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 Personal Branding

...focuses on the importance of developing a strong brand identity for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. **PREREQUISITE:** 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

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.

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 or 10105128 Career Exploration

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 or **CONDITION:** 105361 Pharmacy Services Management or 315361 Pharmacy Technician

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 succeed 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. **PREREQUISITE:** 10182131 Supply Chain Management and **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.

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 Global 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.

10196188 Project Management

...will explain 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:** Intro to MS Project-Level 1

10623110 Six Sigma Tools for Green Belts - Measure and Analyze

...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan. Will accept 10623119 Six Sigma Tools for Supply Chain Managers in place of this class. **COREQUISITES:** Microsoft Excel skills or equivalent

10623118 Lean Manufacturing Overview

...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.

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

10801196 Oral/Interpersonal Comm

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

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. **PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. **COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



Sustainable Landscape Horticulture

Program No: 10-001-4

Associate Degree in Applied Science

Degree Completion Time: Four Terms

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

2013-2014

Catalog No.	Class Title	Credit(s)	About the Career	
Term 1			<p>Sustainable Landscape Horticulture technicians can make a living in a wide variety of ways. The work of a horticulture technician is truly a “green” career. You may work in the disciplines of plant propagation and production for a greenhouse or tree nursery—nurturing plants to be used in landscaping, food production, or sold in retail garden centers. You may also work on landscape maintenance or landscape construction crews for landscape contractors, lawn care service companies, botanical gardens, municipal park departments, golf courses, civil engineering firms, and natural resource management agencies. Work duties are typically outdoors and very hands on. With time and experience, management and consulting opportunities within the field are possible.</p> <p>Careers</p> <p>Many exciting career options await horticulture technician graduates. You may decide to enter the work world immediately, or you may choose to continue your education by completing your associate degree through an articulation agreement with a partner school. Entry-level positions available to you may include:</p> <ul style="list-style-type: none">• Landscape Foreperson or Supervisor• Grounds Manager• Nursery and Greenhouse Supervisor• Starting Your Own Business• Nursery and Greenhouse Assistant• Landscape Installer• Landscape Maintenance Technician• Gardening Services <p>Admissions Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">• Manage landscape grounds and horticultural operations sustainably.• Minimize the stress on oneself and employee conflict to increase overall productivity.• Implement stormwater conservation and management.• Utilize the most up-to-date landscape and horticulture technologies.• Communicate within the horticulture industry.	
10001110	Horticulture Introduction	3.00		
10001122	Botany for Gardeners	1.00		
10001158	Plants-Woody Ornamental	3.00		
10001159	Flowers-Herbaceous	3.00		
10462170	Facilities Maintenance/Installation	1.00		
10001180	Landscape Installation-Introduction	2.00		
10001114	Computer Applications for Technicians	1.00		
10001127	Landscape Design Studio Introduction	1.00		
10801196	Oral/Interpersonal Communications	3.00		
Total		18.00		
Term 2				
10001109	Landscape Installation-Advanced	2.00		
10001130	Greenhouse & Nursery Production	3.00		
10001153	Plant and Soil Science	3.00		
10001172	Landscape Maintenance	2.00		
10001128	Landscape Computer Aided Design	2.00		
10804107	College Mathematics	3.00		
10809198	Intro to Psychology	3.00		
Total		18.00		
Term 3				
10001174	Horticulture Internship	2.00		
10001140	Advanced Concepts in Horticulture	2.00		
10001141	Plant Communities of Wisconsin	2.00		
10001129	Site Inventory and Analysis	2.00		
10001142	Integrated Landscape Grounds Maintenance or 10001154 Turf Management	3.00		
10801197	Technical Reporting	3.00		
10806112	Principles of Sustainability	3.00		
Total		17.00		
Term 4				
10001143	Stormwater Structures & Management	3.00		
10001144	Sustainable Horticulture Capstone Experience	3.00		
10001131	Technology in Horticulture and Landscape	2.00		
10001145	Sustainable Horticulture Management OR 10001146 Sustainable Landscape Grounds Mgmt (3cr)	3.00		
10809172	Introduction to Diversity Studies	3.00		
10809166	Intro to Ethics, Theory & Application	3.00		
Total		17.00		
Program Total		70.00		
Note:	Classes run year-round; check with your program counselor for details.			
	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

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

10001109 Landscape Installation Advanced

...builds upon landscape construction methods learned in Introduction to Landscape Installation. Possible projects include mixed material patios, retaining walls, water features, sustainable landscape elements, rain gardens, roof gardens, wooden structures, etc.
PREREQUISITE: 10001180 *Landscape Installation Introduction*

10001110 Horticulture Introduction

...introduces the learner to the horticulture industry, plant culture, identification, propagation, and physiology. Course will also explore the horticulture industry in regard to fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.

10001114 Computer Applications for Technicians

...provides the learner with basics of the current Windows operating system, terminology, file management, Microsoft Word, Microsoft Excel, and horticulture engineering applications utilizing appropriate computer drafting software.

10001122 Botany for Gardeners

...provides the learner with a broad-based presentation of the importance and usefulness of botany and terminology as it relates to the practice of horticulture. Areas covered include plant growth, organization, adaptation, function, and reproduction.

10001127 Landscape Design Studio Introduction

...teaches the learner to graphically describes objects without CAD Systems or landscape drawing aids. Fundamental components of design process; lettering, geographic construction, orthographic projection, isometric sketching, section views, auxiliary views and dimensioning are covered.

10001128 Landscape Computer Aided Design

...will use computer and computer aided design software as tools for design communication; learners will be introduced to the fundamental components of CAD in landscape design. Property lines, topography, site planning, hardscapes, planting plans, and section view graphics will be covered.
PREREQUISITES: 10001114 *Computer Applications for Technicians* and 10001127 *Landscape Design Studio Intro*

10001129 Site Inventory and Analysis

...guides the student through inventory and evaluation of physical, biological, and cultural site resources to determine their potential for enhancement of human activities and their sensitivities to use-impact. Emphasis on information sources, data gathering methods and analysis techniques with projects to develop proficiency.
PREREQUISITES: 10001109 *Landscape Installation-Advanced* and 10001127 *Landscape Design Studio Introduction*

10001130 Greenhouse and Nursery Production

...provides the student with the skills to analyze and implement efficient, cost-effective, and sustainable methods of horticultural production in a variety of structures as well as field scenarios.
COREQUISITES: 10001153 *Plant and Soil Science*

10001131 Technology in Horticulture and Landscape

...utilizes various programs and technologies for landscape, nursery, greenhouse, small/urban farm, and grounds planning, design, reporting, and monitoring.
PREREQUISITES: 10001130 *Greenhouse and Nursery Production* or 10001142 *Integrated Landscape Grounds Maintenance*

10001140 Advanced Concepts in Horticulture

...prepares the student to analyze and implement progressive methods and techniques at the forefront of the horticulture field, such as permaculture, hydroponics, aquaponics, aeroponics, vertical gardening, growing season extension, biodynamic farming, and agroforestry.
PREREQUISITE: 10001153 *Plant and Soil Science*

10001141 Plant Communities of Wisconsin

...enables the student to experience the diversity of the native plant communities throughout the Lakeshore region of Wisconsin and beyond. This course will involve extensive plant and plant community identification and analysis in the field.
PREREQUISITES: 10001158 *Plants-Woody Ornamental* and 10001159 *Flowers-Herbaceous*

10001142 Integrated Landscape Grounds Maintenance

...provides the student with the tools to examine and implement multifaceted landscape scale maintenance by applying Integrated Pest Management to turfgrasses, ornamentals, and trees, as they relate to site amenities and facilities.
PREREQUISITES: 10001172 *Landscape Maintenance* and 10001154 *Turf Management*

10001143 Stormwater Structures and Management

...analyzes and implements stormwater retention, detention, and harvesting at various landscape scales from backyard to regional watersheds. Environmental regulation considerations, best management practices, and design approaches will be utilized in project installations.
PREREQUISITES: 10001109 *Landscape Installation-Advanced* and 10001129 *Site Inventory and Analysis*

10001144 Sustainable Horticulture Capstone Experience

...undertakes independent study across the horticulture field, implements knowledge and skills, and analyzes progress and results. Proposal Scope must be approved by the instructor.
PREREQUISITES: 10001130 *Greenhouse and Nursery Production* or 10001142 *Integrated Landscape Grounds Maintenance*

10001145 Sustainable Horticulture Management

...prepares the student to manage and supervise horticultural operations such as a garden center, greenhouse, nursery, and small farm production.
PREREQUISITE: 10001130 *Greenhouse and Nursery Production*

10001153 Plant and Soil Science

...addresses the unique interactions of healthy plants & soils; examines the physical, chemical, organic & biological characteristics of soils and how they impact the structure & functions of plants.
COREQUISITE: 10001110 *Horticulture-Introduction*

10001154 Turf Management

...will identify various turf grasses and will examine natural low-maintenance turf, residential lawns and high intensity applications (i.e. golf courses, athletic fields).
PREREQUISITE: 10001110 *Horticulture Introduction*

10001158 Plants-Woody Ornamentals

...provides the learner with the physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin.

10001159 Flowers-Herbaceous

...prepares the learner to use flowers/foilage effectively in the landscape including annuals/perennials/roses. Care of each flower emphasizing selection and tips to best utilize each flower and ground-cover/vines is included.

10001172 Landscape Maintenance

...assists learner in identifying problems and cultural challenges in the landscape; pruning techniques, insect/disease problems, weed identification; soil fertility; resolve situations in the field.
PREREQUISITES: 10001110 *Horticulture Introduction*, 10001122 *Botany for Gardeners* and **COREQUISITE:** 10001153 *Plant and Soil Science*

10001174 Horticulture Internship

...provides a broad variety of specific occupational experiences in the horticultural industry. Students work with faculty to develop an internship plan and identify, coordinate, and evaluate learning experiences appropriate to the field of study and major career focus of the student.
COREQUISITE: 10001130 *Greenhouse & Nursery Production* and **CONDITION:** 100014 *Sustainable Landscape Horticulture program requirements met*

10001180 Landscape Installation Introduction

...investigates techniques used in landscape construction practices. These include the use of specific landscape tools, plan implementation methods, preliminary site survey methods, proper planting, equipment operations & installations of basic landscape features.

10462170 Facilities Maintenance/Installation

...prepares the learner to use hand and power tools. Introduces basic applications in such areas as carpentry, plumbing, basic electricity, small engines, and concrete.

10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
COREQUISITE: 10838105 *Intro Reading and Study Skills* or **CONDITION:** Reading accuplacer minimum score of 74 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: 10831103 *Intro to College Wrtg* or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 *Intro Rdg & Study Skills* or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10804107 College Mathematics

...is designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.
PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 *Pre-Algebra* and **COREQUISITE:** 10838105 *Intro Reading and Study Skills* or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

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

10809172 Introduction to Diversity Studies

...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
COREQUISITE: 10838105 *Intro Reading and Study Skills* or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 *Intro Reading and Study Skills* or Accuplacer Reading score of 74 or equivalent



Technical Studies—Journeyworker

Program No: 10-499-5

Associate Degree in Applied Science

Degree Completion Time: Varies

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

2013-2014

Catalog No.	Class Title	Credit(s)
Occupational Specific		
10499100	BAS/BAT Apprenticeship Completion	39.00
General Education (21 Credits)		
Communication: 6 Credits Required		6.00
10801195	Written Communication	3.00
10801196	Oral/Interpersonal Communications	3.00
10801197	Technical Reporting (Has Prerequisite of Written Comm)	3.00
10801198	Speech	3.00
Social Science: 3 Credits Required		3.00
10809195	Economics	3.00
10809196	Intro to Sociology	3.00
10809197	Contemporary American Society	3.00
Behavioral Science: 3 Credits Required		3.00
10809198	Intro to Psychology	3.00
Math OR Science: 3 Credits Required		3.00
General Education Electives: 6 Credits		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.		
All 21 general education credits must be selected from the WTCS general education course list.		

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

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

10499100 BAS/BAT Apprenticeship Completion

...requires the completion of a BAS approved apprenticeship which includes a minimum of 400 hours of paid related instruction.

10499102 Additional Required Related Course Work

...involves credit for required related course work, above 400 hours in the individual's apprenticeship program. The number of credits awarded equals the total required related hours of instruction - 400 hours divided by 36 hours per credit. The maximum awarded is 8 credits.



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

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
50439501	Tool and Die Apprentice 1 OR 50420501 Machinist Apprentice 1	2.00
	Total	2.00
Term 2		
50439502	Tool and Die Apprentice 2 OR 50420502 Machinist Apprentice 2	2.00
	Total	2.00
Term 3		
50439503	Tool and Die Apprentice 3 OR 50420503 Machinist Apprentice 3	2.00
	Total	2.00
Term 4		
50439504	Tool and Die Apprentice 4 OR 50420504 Machinist Apprentice 4	2.00
	Total	2.00
Term 5		
50439505	Tool and Die Apprentice 5 OR 50420505 Machinist Apprentice 5	2.00
	Total	2.00
Term 6		
50439506	Tool and Die Apprentice 6 OR 50420506 Machinist Apprentice 6	2.00
	Total	2.00
Term 7		
50439507	Tool and Die Apprentice 7	2.00
	Total	2.00
Term 8		
50439508	Tool and Die Apprentice 8	2.00
	Total	2.00
	Program Total	16.00

Note: Program starts in fall only.

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 Outcomes

You'll learn to:

- Apply basic safety practices in the machine shop.
- Interpret industrial/engineering drawings.
- Apply precision measuring methods to part inspection.
- Perform basic machine tool equipment setup and operation.
- Perform programming, setup, and operation of CNC machine tools.

Approximate Costs

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

Special Notes

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

Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 66	Mathematics - 18
Reading - 66	Reading - 18
Sentence Skills - 60	English - 18

50439501 Tool and Die Apprentice 1

...introduces the apprentice to the basic information necessary to become a machinist, including precision measuring instruments; set up and operate sawing and drilling machine; application of fractions, mixed numbers, decimals, roots and powers, and percentages with the use of electronic calculator; and basic print reading skills.

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

50439502 Tool and Die Apprentice 2

...prepares the apprentice with the skills to set up and operate turning and milling machines and apply English and metric linear measurement, basic algebra, and intermediate and advanced print reading skills.

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

50439503 Tool and Die Apprentice 3

...prepares the apprentice to interpret positions in coordinate systems, prepare a sequence of machining operations, use G&M programming codes, and prepare G&M part programs; advances skills in geometry and interpreting complex drawings.

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

50439504 Tool and Die Apprentice 4

...prepares the apprentice to navigate "AUTOCAD" software, creating 2-D geometry, dimensioning, and saving in multiple formats; and apply equations, ratio proportions, cutting speeds and feeds; and spur gear calculations to machining operations with the use of the Machinery's Handbook.

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

50439505 Tool and Die Apprentice 5

...provides the apprentice with the basic skills used in jig and fixture design, application of metallurgical principles, "Mastercam" computer software environment, construct 2-D geometry, and create 2-D toolpaths.

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

50439506 Tool and Die Apprentice 6

...prepares the apprentice to use "Mastercam" to construct 3-D wire frame geometry, construct surface geometry, create rough and finish machining toolpaths using surface geometry, and geometric dimensioning and tolerancing applications.

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

50439507 Tool and Die Apprentice 7

...introduces the apprentice to the principles of blanking, forming, and piercing die operations; determining stock strip layout; and applying wire and sinker EDM process.

CONDITION: 504393 Tool and Die Apprentice requirements met.

50439508 Tool and Die Apprentice 8

...enhances the apprentice's skills in advanced die making applications in progressive dies; calculation of draw blank requirements; design and construction principles of plastic injection, compression, and die-cast molds; and applying wire and sinker EDM processes and compound angle applications, heat treatment, and polishing methods.

CONDITION: 504393 Tool and Die Apprentice requirements met.

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
31442382	Welding Math 1	1.00
31442385	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
31442384	Welding Math 2	1.00
31442350	Welding Maintenance Introduction	1.00
10106116	Computer Essentials	1.00
31801359	Comm Skills for the Workplace	2.00
Program Total		27.00

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

Curriculum and program acceptance requirements are subject to change.

About the Career

Evidence of welders' work is all around us—everything from battleships, cars, and piping to the amazing dome on the U.S. Capitol Building. If you like hands-on work, have solid math and reading skills, are dedicated to accuracy, and have an eye for detail, welding is the perfect career for you.

Careers

- Production Welder-Fabricator, Maintenance and Repair Welder, Weld Inspector
- Pipe Fitter
- Structural Welder
- Sales/Service Representative

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You'll learn to:

- Apply safety practices while using welding machines and metal working machines that are used in today's industry.
- Recognize the safety hazards that are in a weld shop setting (grinders, hand tools, etc.).
- Interpret blueprints and AWS welding symbols.
- Apply basic math, algebra, and geometry concepts to the field of welding.
- Apply welding terminology used in industry.
- Troubleshoot problems with welding equipment.
- Analyze weld quality in mild steel, stainless steel, and aluminum using various weld inspection techniques.
- Perform welding in all positions using SMAW, GMAW, GTAW, and FCAW welding process.
- Perform procedures using submerged arc welding process.
- Perform procedures using oxyfuel, plasma arc cutting, and carbon arc cutting processes.
- Recognize ferrous and nonferrous materials and how they are affected by heat.

Other Program Expectations

You'll need to:

- Have normal or corrected vision.
- Have steady hands.
- Wear leather , cotton pants, and shirts and must supply your own safety glasses and welding gloves.

Approximate Costs

- \$132 per credit (resident)
- \$198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Special Notes

- This program is available in a part-time, evening and full-time day offering.
- All classes meet the American Welding Society requirements.

Functional Abilities

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

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

10106116 Computer Essentials

...covers computer technology and basic computer skills for the student who is just starting classes at LTC. This course will include topics related to uses of computer hardware and software, internet searching, e-mail, MyLTC, online courses, and an introduction to documents and presentations.

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.

COREQUISITE: 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 1A

...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 1B

...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 2A

...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 2B

...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 1A

...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 1B

...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 2A

...prepares the learner to demonstrate safe shop work practices; weld a square butt joint on mild steel in the flat, horizontal, and overhead positions using the GTAWP process; weld a lap joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; weld a tee joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; and minimize oxidation in metals during welding.

COREQUISITE: 31442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) or 30442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) **PREREQUISITE:** 30442300GT GTAWI or 30442300T2 GTAWI

31442336 Welding Gas Tungsten Arc 2B

...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 1A

...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 1B

...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: 30442308S3 SMAWI; 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

31442350 Welding Maintenance Introduction

...prepares the learner to communicate using the 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 and install threaded mechanical fasteners, safely perform rigging operations, and properly perform lockout/tagout procedures for equipment inspection and repair.

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: 31442340 Welding Advance Process IA or 31442340M3 Wldg Adv Process IA or 31442340S3 Wldg Adv Process IA or 31442340T3 Welding Advance Process IA and 31457384 Welding Print Reading or 31442386 Welding Print Reading or 31442387 Wldg Print Rdg

31442382 Welding 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 designed for individualized student needs. This is credit one of the two math credits needed for the Welding program.

31442384 Welding 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 designed for individualized student needs. This is credit two of the two-credits needed for the Welding program.

31442385 Welding Print Reading

...prepares the learner to apply orthographic projection principles and AWS welding symbols as they relate to welding fabrications. Students will learn the basics of print reading including alphabet lines, tolerances, bill of materials, title blocks, and revision blocks.

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)	About the Career	Notes
Term 1			<p>The wind energy industry is the fastest growing segment of renewable energy production. The U.S. and Canadian wind industry is experiencing annual growth of 25%. Employers seek skilled technicians for operation and maintenance activities in wind farms. There is also a demand for advanced technicians with U.S. and international wind turbine manufacturers; these include: installation technicians, quality control technicians, and warranty and commissioning technicians. Operation and maintenance positions generally remain with a given wind farm location; other technicians travel extensively with the construction of new wind farms and repair/retrofitting of wind turbines around the world.</p> <p>Careers</p> <ul style="list-style-type: none">• Wind Turbine Technician/Mechanic/Tower Climber• Installation Technician• Operation and Maintenance Technician• Wind Farm Maintenance Manager <p>Admissions Steps</p> <ul style="list-style-type: none">• Submit Application and \$30 Processing Fee• Complete an Assessment for Placement (Accuplacer or ACT)• Submit Official Transcripts (High School and Other Colleges)• Meet with Program Advisor• Complete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You'll learn to:</p> <ul style="list-style-type: none">• Install, test, service, and repair wind turbine components.• Troubleshoot and maintain control and PLC systems.• Wear PPE for climbing and identify safety practices for climbing.• Safely climb wind turbine towers. <p>Approximate Costs</p> <ul style="list-style-type: none">• \$132 per credit (resident)• \$198 per credit (out-of-state resident)• Other fees vary by program (books, supplies, materials, tools, uniforms, and health-related exams)	<p>Internships—students are responsible for securing an internship and are encouraged to apply for positions well in advance of the summer term. Internship positions are generally paid and often are out of state.</p> <p>Class dates and times may be rescheduled due to inclement weather.</p> <p>Must be within safe-climbing, unequipped body weight of 100 to 275 pounds.</p> <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. Please see program website for specific functional abilities.</p> <p>Placement Scores</p> <p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>
10482101	Intro to Wind Systems	3.00		
10413110	Energy Introduction to	2.00		
10620103	Fluid Power 1	2.00		
10660105	DC Fundamentals	3.00		
10804115	College Technical Math 1	5.00		
10809198	Introduction to Psychology	3.00		
	Total	18.00		
Term 2				
10482120	Wind Technician 1 Lab	1.00		
10449113	Wind Technician Health and Safety`	2.00		
10620120	Basic Tools and Measurement	1.00		
10620122	Practical Wiring Applications	1.00		
10620104	Fluid Power 2	3.00		
10620138	Programmable Controllers - Allen Bradley	3.00		
10660110	AC Fundamentals	3.00		
10801195	Written Communication OR 10801197 Technical Reporting	3.00		
	Total	17.00		
Summer				
10482103	Wind Farm Internship OR 10482132 Small Turbine Maintenance/Site Assessment (2 Credit-Offered Term 3)	2.00		
	Total	2.00		
Term 3				
10482122	Wind Technician 2	1.00		
10482124	Wind Technician 3	1.00		
10620130	Mechanisms Mechanics Introduction to	3.00		
10620141	Industrial Controls and Motors	3.00		
10620164	Electromechanical Systems	3.00		
10806154	General Physics 1	4.00		
10103115	Excel 2010 -Level 1	1.00		
	Total	16.00		
Term 4				
10482126	Wind Technician 4	3.00		
10482128	Wind Technician 5	2.00		
10620139	PLC Practical Applications	2.00		
10620192	Industrial Codes Troubleshooting and Frequency Drive Procedures	3.00		
10801196	Oral/Interpersonal Communication	3.00		
10809112	Principles of Sustainability	3.00		
	Total	16.00		
	Program Total	69.00		
Note:	Program start dates vary; check with your counselor for details.			
	Curriculum and program acceptance requirements are subject to change.			

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

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

10103115 Excel 2010 - Level 1

...introduces the student to crating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

10413110 Energy Introduction to

...provides the learner with an overview of electrical energy generation and distribution. Topics include electricity from the following modes: photovoltaic, wind, coal-fired, hydro, and natural gas. Career awareness for maintenance technicians and plant operators is explored.

10449113 Wind Technician Health and Safety

...familiarizes learners with Federal Safety and Health Regulations (OSHA) related to the wind energy industry. It introduces the student to proper methods and procedures to eliminate and control hazards related to potential injury/illness in the industry. Students will receive training in First Aid, CPR, rigging, and confined space and will receive a 30-hour OSHA for General Industry certification upon completion of the course.
PREREQUISITE: 10482101 Wind Systems Introduction to

10482101 Introduction to Wind Systems

...prepares the learner to assess the global energy picture, analyze the causes of wind flow and wind flow properties, write a site assessment, explore small, medium, and large wind turbine designs, assess the environmental effects of wind turbines, perform business assessments for wind energy projects, plan a wind energy project, evaluate the operation and maintenance requirements of wind turbines and their components, and analyze the future of wind energy.

10482103 Wind Farm Internship

...will allow learners to develop skill portfolios through hands-on training in the installation, maintenance and/or troubleshooting of wind energy systems. Students will work with their employers to ensure safe and proper techniques while working on and around wind turbines and fine-tuning their electromechanical skills. Internship opportunities vary in availability and location throughout the United States. Travel is required.
PREREQUISITE: 10660110 AC Fund and 10620138 Prog Controllers-Allen Bradley and 10804114 College Tech Math 1B and 10482120 Wind Tech 1 Lab or 10482102 Wind System Tech 1 or 10482102C1 Wind System Tech 1 and 10482102C2 Wind System 1

10482120 Wind Technician 1 Lab

...prepares the learner for work at height. Students will perform equipment maintenance on climbing and fall arrest gear; wear required PPE, PPE and outdoor apparel when working on a wind energy system; review the causes and results of workplace accidents and injuries; demonstrate adequate health and wellness for climbing and working at height; demonstrate safe climbing methods; demonstrate proper "ground crew" working habits; and tie basic rigging knots.
PREREQUISITE: 10482101 Wind Systems Introduction to and
COREQUISITE: 10449113 Wind Tech Health and Safety

10482122 Wind Technician 2

...will allow the learner to obtain S.A.F.E.R. certification in tower safe access, rescue, and confined space awareness. The learner will review legislation and best practices for work at height; complete a risk assessment; demonstrate proper rigging techniques for rescue equipment; perform a ladder rescue; perform rescues from a wind turbine nacelle, hub, and blade; perform an evacuation; complete a confined space permit; assemble and test a respirator; and use an air monitor to test air quality.
COREQUISITES: 10482120 Wind Technician 1 Lab and 10449113 Wind Tech Health and Safety and 10482124 Wind Technician 3

10482124 Wind Technician 3

...certifies the learner in torque tool techniques through Snap-On Tools. The student will apply safe and proper technique with use of a click-type torque wrench, dial-type torque wrench, torque screwdriver, torque adapter, and torque extensions; verify appropriate torque techniques on a test bench; apply proper technique with the Techangle® wrench; and demonstrate safe and proper torque technique using the Hytorc® equipment.
COREQUISITE: 10482122 Wind Technician 2

10482126 Wind Technician 4

...strengthens the learner's electromechanical skills by reviewing arc flash requirements, power quality, power factor correction, transformer calculations, and electrical distribution and transmission systems. Students will explore drive trains used in wind turbines, analyze the causes and results of gear failures, demonstrate proper techniques for gearbox and generator alignment; and compare and contrast synchronous and asynchronous generators.
PREREQUISITES: 10482124 Wind Tech 3, 10620141 Industrial Controls & Motors, 10620130 Mech Mech Intro, 10620138 Prog Controllers-Allen Bradley and **COREQUISITES:** 10482128 Wind Tech 5 and 10620139 PLC Practical Applications

10482128 Wind Technician 5

...will have the learner working with data collected from wind energy systems at LTC using Microsoft Excel, wind energy calculators, and MET tower software. Participants may determine energy production, wind speeds, and wind direction; produce power curves; calculate wind shear; analyze rotor wash, estimate availability and capacity factor of a wind system; estimate payback and return on investment for wind systems, and create charts and graphs to summarize the data.
PREREQUISITE: 10103174 Excel 2007-Level 1 and
COREQUISITE: 10482126 Wind Technician 4

10620103 Fluid Power 1

...prepares the learner to identify hydraulic and pneumatic 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 and pneumatic circuits; analyze meter-in, meter-out, and bypass flow control circuits; identify basic hydraulic and pneumatic control valves; and assemble hydraulic circuits.
COREQUISITES: 10804121 College Technical Math 1

10620104 Fluid Power 2

...enhances the learner's ability to read schematics containing fluid power component symbols; assemble systems using schematics; analyze system's operation using a schematic; evaluate the general characteristics and terms of fluids under pressure, fluid conditioning, conductors, reservoirs, accumulators, pressure control; and troubleshoot malfunctioning pressurized systems.
PREREQUISITE: 10620103 Fluid Power 1

10620120 Basic Tools and Measurement

...prepares the learner to use hand tools, precision measuring instruments, and torque tools.

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 and laser 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 programming SLC -500 and Micrologix PLCs. This course is highly computer based.

10620139 PLC Practical Applications

...will investigate the underlying concepts of industrial sensors and interface these sensors with Allen-Bradley PLCs to create and troubleshoot event-driven programs.
PREREQUISITE: 10620138 Programmable Controllers-Allen Bradley and **COREQUISITES:** 10482126 Wind Technician 4 and 10482128 Wind Technician 5

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.
PREREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 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 open loop and closed loop control systems.
PREREQUISITES: 10620160 Hydraulics 2 or 10620160C1 Hydraulics 2 (2 cr) and 10620161 Pneumatics 2 or 10620162 Pneumatics or 10620104 Fluid Power 2 or **CONDITION:** 104821 Wind Energy Technology program requirements met

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)

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 lead components.
COREQUISITES: 10804121 College Technical Math 1

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

10801196 Oral/Interpersonal Comm

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

10804115 College Technical Mathematics 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.
PREREQUISITES: Accuplacer Math score of 79 and Accuplacer Algebra score of 55 or equivalent or 10834110 Elementary Algebra w Apps and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading Accuplacer minimum score of 74 or equivalent

10806154 General Physics 1

...presents the applications and theory of basic physics principles. 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 10804114M1 College Tech Math 1B Mod 1 & 10804114M2 College Tech Math 1B Mod 2 or 10804115 College Tech Math 1 or 10624105 Hlth Phys Calc & Stats and 10804118 Intern Algebra

10809112 Principles of Sustainability

...prepares the student to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent



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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

- \$132 per credit (resident)
- \$132 per credit plus \$10 online fee for online courses only (resident and out of state)
- \$198 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 Marketing & Customer Interaction Skills (12 credits)

This 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 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.

19-104-7 Customer Service (6 credits)

Need to gain a skill set for a new career in a short length of time? The Customer Service certificate can help students get started in a new career or give them added expertise in a current job. Great customer service is an important element in today's business world.

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 (16 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.

19-140-1 The Global Business Certificate (12 credits)

The Global Business certificate program is designed to give business professionals the skills to coordinate company and supply chain resources in a global and international environment. The four-course program is designed for the employed adult who wishes to receive education/training in global business activities. It is estimated that one out of every six new jobs will be related to international activity.

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.

19-152-3 Web Development Certificate (10 credits)

With over 110 million websites, the World Wide Web is an intriguing, dynamic, and growing entity that has transformed the ways businesses are being developed and operate. In order for organizations to fully realize the potential of their web presence, it is no longer sufficient for websites to be designed solely for look and feel, where updates only occur when a trained web designer manually updates HTML code. It is necessary for website content to be dynamic, always changing, and easily updatable by non-technical people. Lakeshore Technical College has responded to this increased demand on web designers by creating the Web Development Certificate. The Web Development Certificate is designed for web designers with a solid foundation in HTML, layout, and graphical representation who need to develop expertise in creating dynamic, interactive, e-commerce websites utilizing eb programming and database functionality. The three courses will provide training for skill development in basic programming concepts, client-side effects and validation, and Web applications utilizing a popular server-side programming language and relational database management system.

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 (11 credits)

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.

19-442-1 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.

19-481-1 Photovoltaic Installer (3 credits)

This certificate is designed to take incumbent electrical workers (and others with electrical backgrounds) from basics of solar electric systems to roof applications. Topics include safety, design, layout, component selection and specifications, and the integration of electrical and mechanical applications. Specific NEC (National Electric Code) applications for solar are discussed; participants should have the requisite understanding to apply NEC standards.

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.

19-510-2 EKG/Phlebotomy (5 credits)

This certificate provides learners with basic laboratory skills and opportunities to perform routine venipuncture, routine capillary puncture, special collection procedures, and electrocardiography. 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.

19-540-2 Emergency Management Specialist (12 credits)

Students develop the ability to describe and apply the four phases of emergency management; learn the guiding principles of a successful, comprehensive emergency management program; and develop the skills necessary for greater disaster awareness by understanding how the incident command system is utilized during natural, technological, and intentional disasters involving an emergency response.

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 various evenings for approximately eight weeks per class.

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.

19-623-3 Six Sigma Tools for Black Belts (3 credits)

This three-credit class is designed for those who wish to pursue a certificate in the six sigma concepts at the black belt level. The ASQC's body of knowledge was utilized in developing the curriculum. Techniques for preventing quality programs utilizing the techniques of Design for Six Sigma (DFSS) will be presented.

19-623-4 Project Management Certificate (16 credits)

The Project Management Certificate program includes a six-course sequence that is designed for the employed adult who wishes to receive education/training in project management concepts and to be able to receive certification for Certified Associate in Project Management (CAPM) designation. The program is designed to enhance skills for the implementation for developing the activities, leading the teams, and tracking the progress of a specific project utilizing the Intro to Microsoft Project Management software.

19-624-1 Radiation Safety Technician (33 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. All of the Radiation Safety Technician certificate classes are offered online and include webstream lectures.

Program Number 10-101-1 Associate Degree in Applied Science • Four Terms

ABOUT THE PROGRAM

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 Financial Accountants
- Accounts Payable/Receivable Specialists
- Cost Accountant
- Financial Systems Accountant
- Payroll Accountant
- Staff Accountant
- Tax Accountant

ADMISSIONS STEPS

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

PROGRAM OUTCOMES

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform organizational and/or individual tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.

APPROXIMATE COSTS

- \$132 per credit (resident)
- \$198 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.

Catalog No. Class Title Credit(s)

Term 1

10101111	Accounting 1	4.00
10101135	Payroll Accounting	3.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications OR 10834110 Elementary Algebra	3.00
10809196	Introduction to Sociology OR 10809172 Introduction to Diversity Studies	3.00
Total		17.00

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	Personal Branding	2.00
Total		17.00

Term 4

10101129	Applied Tax	1.00
10101117	Accounting 4	4.00
10101126	Accounting Cost 2	2.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10101199	Accounting Capstone	3.00
10809198	Introduction to Psychology	3.00
Total		16.00
Program Total		68.00

**10101111 Accounting 1**

...provides the learner with the skills to understand accounting principles and procedures and financial statements useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

10101113 Accounting 2

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

PREREQUISITE: 10101111 Accounting I

10101115 Accounting 3

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

PREREQUISITE: 10101113 Accounting 2 and Microsoft Word and PowerPoint skills or equivalent and **COREQUISITES:** 10101180 Spreadsheet Data Management

10101117 Accounting 4

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

PREREQUISITE: 10101115 Accounting III

10101123 Income Tax

...introduces the learner to the federal income tax laws and their underlying principles, including filing status, gross income (inclusions and exclusions), deductions and exemptions, tax forms and schedules, tax credits, computation of taxes; and use of tax forms both manual and computerized.

10101125 Accounting Cost 1

...provides the learner with the skills to understand cost behavior and analysis emphasizing manufacturing enterprises. It includes budgeting concepts, cost reports, job-order costing, process costing, joint and byproducts, standard and variance analysis.

PREREQUISITE: 10101111 Accounting I

10101126 Accounting Cost 2

...expands the learner's ability to understand accounting for manufacturing enterprises, including break-even analysis, differential costs, and capital expenditures.

PREREQUISITE: 10101125 Accounting Cost I

10101129 Applied Tax

...provides the opportunity for the learner to expand tax preparation skills acquired in the Income Tax course and apply those skills to real-life situations in preparing taxes for the local community through the IRS Volunteer Income Tax Assistance (VITA) program. Learners will gain certification from the IRS through the course.

PREREQUISITE: 1011123 Income Tax

10101130 Accounting Information Systems

...introduces the learner to current accounting information systems theory. It includes procedures, financial data reporting methods, system analysis and design related to accounting systems, internal control, flowcharting, form design, and database concepts.

PREREQUISITE: 10101113 Accounting 2 and Microsoft Excel Skills or equivalent

10101135 Payroll Accounting

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

COREQUISITE: 10101111 Accounting I

10101180 Spreadsheet Data Management

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

COREQUISITES: 10101111 Accounting 1 and Microsoft Excel skills or equivalent

10101182 Accounting Software Applications

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

PREREQUISITE: 10101111 Accounting I

10101199 Accounting Capstone

...requires the learner to synthesize the theory and practices learned in other accounting courses via capstone projects that apply those skills in developing recommendations for specific business situations. The learner will also assess their achievement of core abilities and program outcomes by completing their portfolio. This course is an exercise in professional analysis and decision making - reemphasizing the need for effective communication and professional skills.

COREQUISITE: 10101117 Accounting 4 and **PREREQUISITES:** 101011115 Accounting 3, 10101125 Accounting Cost 1, 10101123 Income Tax, 10101130 Accounting Information Systems and 10105128 Personal Branding

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 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web 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 Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801196 Oral/Interpersonal Comm

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

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplcer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

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

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

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

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

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

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.

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

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

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