# Certificate Options

2010 • 2011

New Certificates

Bilingual/English Language Learning
Boat Patrol Operators Master
Child Care Administration
Gerontology Nursing
Health Care Leadership
Health Care Leadership Advanced
Health Care Customer Service Representative
Micro-Business Fast Track
Organic Agriculture Practices
Organizational Leadership
Service Writer
Weld Inspection

Transfer Credits to UW-Green Bay
or UW-Oshkosh with the General
Studies Transfer Certificate
see pages 49-52

Northeast
Wisconsin Technical College
www.nwtc.edu

we are
futuremakers
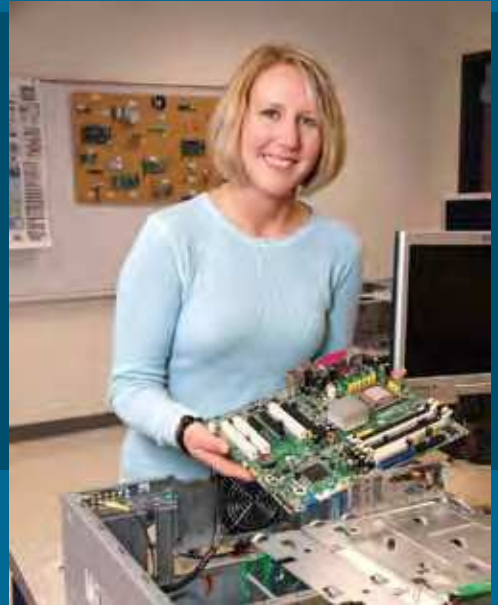
Dear Learners,

Northeast Wisconsin Technical College is committed to flexible and accessible learning for all students. Due to the busy lifestyles of many of our students and future students, the College has created certificate credentials. These certificate credentials allow students to gain skills for today's economy while gaining additional credits toward an associate degree or technical diploma.

Our Certificate Options booklet outlines all the courses necessary to complete your certificate. These courses are offered on the weekend, in the evenings, by alternative delivery or by a combination of delivery methods. In addition, NWTC guarantees that at least one section of all courses identified will run. NWTC is an institution that is dedicated to providing you with an opportunity to enhance your skills, complete a certificate, and ladder your credential if desired.

NWTC's Individualized Technical Studies associate degree allows you, the learner, to design your own associate degree dependent on your career directions. The certificate route can give you a head start on building your own degree.

Remember, NWTC is here to serve you. Please let us know how we can continue to assist you in meeting your career goals!

Dr. H. Jeffrey Rafn
President, Northeast Wisconsin Technical College

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Certificates

NWTC Impressive Facts

- 2334 students graduated from NWTC in 2009.
- NWTC offers 103 associate degrees, technical diplomas, and apprenticeships plus 84 certificates.
- The College serves approximately 41,500 students annually.
- 86 percent of 2009 graduates were employed within six months after graduation and 75.5 percent of them had jobs in their field of study.
- More than 95 percent of 2009 graduates got jobs in Wisconsin, and 73.5 percent of them work right here in the district.
- NWTC has transfer agreements with 25 colleges and universities covering 52 programs/certificates – including all associate degree programs.
- NWTC served 1,008 businesses with customized training either on site or in the classroom in 2008-2009, training 18,881 employees.
- NWTC's 2009 associate degree graduates earned $30,002 (median annual salary) within six months of graduation.
- NWTC was ranked among America's 20 fastest-growing large two-year colleges in 2003, 2004, and 2006.
- NWTC has the third-lowest operating cost per full-time equivalent student among the 16 technical colleges.

Out of 5,000 institutions nationwide, NWTC ranks:
- 32nd for the number of one-year certificates awarded to American Indian graduates
- 42nd for the number of associate degrees awarded in Precision Production
- 46th for the number of associate degrees awarded in Business, Management, Marketing, and Related Support Services
- 48th for the number of associate degrees awarded in Criminal Justice
- 49th for the number of associate degrees awarded in Security & Protective Services
- 62nd for the number of one-year certificates awarded
- 63rd for the number of two-year certificates awarded
- 76th for the number of associate degrees awarded to American Indian graduates
  (Source: U.S. Department of Education Data published in Community College Week)

Certificate Options Information

This book contains over 80 certificate options. Every technical diploma and associate degree program at NWTC has an advisory committee made up of instructors, industry representatives, graduates and community members. Those advisory committees have designed the certificates in this book as groupings of courses that can help students enter a new field or change fields quickly, or improve their skills in an existing field.

How to Enroll and Receive a Certificate

1. Fill out a Certificate Enrollment Form (see page 111) and return it to Enrollment Services, 2740 W. Mason St., P. O. Box 19042, Green Bay, WI 54307-9042.

2. Successfully complete the courses in your certificate. Please note that 25 percent of the credits must be taken at NWTC for you to receive a certificate from the College.

3. If your transcript shows that you have successfully completed all the courses in your certificate, you will receive your certificate within two weeks. You will be notified if we cannot verify that you have completed the courses.

4. Certificate completers are eligible to participate in our graduation ceremonies (May and December). Certificates which contain 15 or more credits are eligible for honor cords. Information will be mailed to you with your certificate.

Frequently Asked Questions About Certificate Options

Q. What are certificates?

A. Certificates are designed to help busy students learn skills in short blocks of time. Certificates range from as few as 6 to as many as 26 credits. The courses making up a certificate are designed by industry representatives to help students enter a new field (or change fields) quickly and confidently. Certificates are offered in a number of flexible learning options, including weekend and evening class times, online, distance learning, accelerated formats, and more.

Q. Do the credits earned with a certificate apply to associate degree and technical diploma programs?

A. Yes. If you decide to enroll in an associate degree or technical diploma program at a later time, applicable credits you earned with the certificate will transfer.

Q. Do I have to take other courses in addition to those listed for the certificate?

A. No. You only have to take the courses listed. In some, work experience or previous course work is required. These prerequisites are listed in this Certificate Options booklet.

Q. Can I substitute or modify the courses on the list?

A. In certain cases, courses that contain the same competencies can be substituted. This would be done on a case-by-case basis.

Q. What if I would like a certificate that is not on the list? Can I create my own certificate?

A. At this time creating a new certificate is not possible. If you see a need for a particular certificate, please talk to a dean or associate dean.

Q. What is the difference between credit and non-credit certificates?

A. The advantage of the credit certificates is that these courses may transfer to an NWTC technical diploma program or associate degree program.

Q. Is there a time limit to complete the courses listed for the certificate?

A. Although NWTC does not impose a time limit on completing the courses in most certificates, students should try to take a minimum of at least one course per semester.

Q. How do I receive my certificate?

A. During your last semester you will receive an email from Enrollment Services that states you have completed or are enrolled in all the necessary classes to complete your certificate. When final grades are posted, and you have successfully completed all your classes, we will post certificate completion to your transcript and send your certificate about four weeks later. If you think you have met the requirements, but haven't received your certificate within four weeks of your grades being posted, please call Enrollment Services at (888) 385-NWTC.

Registration Information

Online Registration – my.NWTC

Use my.NWTC to access online registration and other services. All you need is your social security number or student ID. Please have a credit card available for payment of all non-credit classes.

1. Go to http://www.nwtc.edu
2. Click the orange "Sign Up" button near the top of the page.
3. Select "Register for a Class."
4. Follow the on-screen instructions to create an account (for first-time users) or log in.
   NOTE: When you see your Student ID and choose a password, write them down – you will need them!
5. Once you are logged in to my.NWTC, select "Student Center" near the top of your screen, then the "Search for Classes" button on the right.

Mail-In Registration

Registrations are processed by postmark dates. Checks should be made payable to Northeast Wisconsin Technical College and mailed WITH REGISTRATION FORM (see page 111) to:

Northeast Wisconsin Technical College
Registration Mail-In, P.O. Box 19042
Green Bay, WI 54307-9042

Phone-In

To register with one of our friendly Call Center staff, please call (920) 498-5444 or (800) 422-NWTC, ext. 5444.

Walk-In

- Register at any NWTC location
- At the NWTC-Green Bay Campus, 2740 W. Mason Street, go to the Student Center, Level 2, Welcome Center. At all other sites, go to the front desk.

NWTC works hard to verify the cost of classes. Registrations are processed by postmark date. Some costs are beyond the College's control, such as insurance, state fees and some materials. If your total cost is not what you were expecting, please contact the NWTC Bursar's Office for an itemized cost list. Thank you!

Dropping Classes

You will NOT be automatically dropped from classes for non-attendance. To avoid charges, late fees, and collection activities, students must pay fees by the due date or must officially drop classes through Enrollment Services. Please retain your confirmation number as proof of your official drop.

Third Party or Employer Funding

To register for non-credit courses with funding from an employer or other agency, you must ensure that an Authorization to Bill is on file prior to registration.

All fees are subject to change. Please contact the NWTC Student Finance Office at (920) 498-5444 or Toll-Free — (888) 385-NWTC for questions regarding tuition and fees.

NWTC accepts MasterCard VISA DISCOVER NOVUS

Ways of Learning

NWTC provides ways of taking courses at times and locations which go beyond the traditional college day. They are especially valuable for working adults who need to fit college into busy work and family schedules, but they can help anyone make education possible. For details students may check NWTC's website or consult an NWTC academic advisor at (888) 385-6982.

Accelerated Learning

Accelerated courses use special instructional techniques chosen for their ability to help students learn and retain large amounts of information. Students do much of their learning on their own, often on the job, so that required classroom time is shortened. Most courses will require about one half the amount of in-class time compared to traditional courses.

Accelerated courses require highly motivated students who are already on the job. They will need to draw from their work experience to fully participate in the wide variety of learning experiences and projects. Accelerated courses require reading and an assignment to be completed before the first class. Assignment packets are mailed to students prior to their first class.

Self-Paced Learning

Some computer, math, and accounting courses are offered for credit in the self-paced format.

Self-paced students follow a course outline on their own, working when and where it is convenient. When they need assistance, study space or assessments, they can come to specialized labs held on the Green Bay campus and most other campuses and Regional Learning Centers. During self-paced lab hours, instructors are available to work with students one-on-one.

Self-paced classes are best for learners who are self-disciplined and work well without supervision. Shift workers, parents, individuals who have busy or changeable schedules, and those with transportation issues may find that self-paced courses fit their needs.

Weekend College

Weekend College is an alternative way to pursue educational objectives at NWTC. Courses are offered on the weekend (Friday night and/or Saturday) and meet one to four weekends per month. Classes usually meet for four to eight hours.

Credit and non-credit courses are available. Most of the credit courses "ladder" into a specific certificate, technical diploma, or associate degree program.

Blended Learning

Blended learning requires both online learning and in-person meetings. In-person meeting information (locations/dates/times) can be found at my.NWTC. For details, go to www.nwtc.edu and click on Ways of Learning or call toll-free (800) 422-NWTC, extension 5503, or (920) 498-5503.

Online

Online learning is designed with the working adult in mind, giving learners another way to pursue their education and realize their dreams without having to travel hundreds of miles. Online classes offer learning from a wide range of program areas without attending formal classes and allows the learner to complete classes from a distance with the guidance of our highly qualified instructors.

NWTC offers online classes any time and any where students have access to the Internet, in the District, out-of-state, at the library or at home, 24 hours a day, seven days a week. For details, go to www.nwtc.edu and click on Ways of Learning or call toll-free (800) 422-NWTC, extension 5503, or (920) 498-5503.

To take an NWTC online course, the following is required:

Internet Requirements:
A standard web browser, such as the following: Netscape® Navigator® or Microsoft® Internet Explorer® (4.0 or greater)

Computer Requirements:

PC
Windows 98/ ME / NT / 2000 / XP Pentium processor or faster 32 MB or more RAM (64 recommended) 28.8 kbps modem or faster (56 kbps modem recommended) Sound card & speakers (for some courses)

MAC
MacOS 7.5.5 or later Power PC Processor 32 MB of RAM or more (64 recommended) 28.8 kbps modem or faster (56 kbps modem recommended) Sound card & speakers (for some courses)

Note
- These are the minimal requirements. If your computer's components and software exceed these requirements, you can expect improved performance.
- Some courses may also require the use of a CD-ROM.

Frequently Asked Questions About Online Courses

Q. What does a student need to take a course online?

A. A student needs a computer or access to a computer, access to the Internet, an e-mail address, and the student must be registered for the course.

Q. Is online learning for everyone?

A. Not necessarily, there are many different learning styles. Online learning takes a self-motivated, self-directed individual with good reading, comprehension, and organization skills.

Q. How long do I have to finish an online course?

A. These courses are self-paced, but the intention is for the student to finish in a reasonable amount of time. It can vary from site to site. Currently, the end date is aproximately eight weeks after the class starts, or by the end of the semster. Be sure to confirm the end date at the location in which you are taking the class. Students can still work ahead and even finish the course early.

Q. Do I ever need to show up on campus to take an online course?

A. Some courses require students to take tests in a proctored situation. This may require a student to show up on site (Green Bay, Sturgeon Bay, Marinette, or another authorized site). Your instructor will let you know if your tests need to be proctored.

Q. Who monitors the online courses?

A. Every course has an instructor who facilitates the course. The instructor is responsible for student/teacher and student/student discussion, answering student questions, and reviewing and correcting student tests and assignments.

Q. Do students get the same information/ content in an online course that they would get in an on-campus course?

A. All online courses meet the same competencies that the on-campus courses meet. Some activities and assignments are reworked for the Internet, but they still meet the same competencies.

Q. How do I register for an online course?

A. 1. Online Registration (see page 4)
2. Phone Registration; (800) 422-NWTC, ext. 5444.
3. Visit one of the NWTC Campuses (Green Bay, Sturgeon Bay, Marinette) or Regional Learning Centers (Shawano, Oconto Falls, Crivitz, Luxemburg or Niagara).

Please visit our website, http://online.nwtc.edu for the most up-to-date list of classes available online. For more information, contact Carol Krieser at (920) 498-5503, or toll-free at (800) 422-NWTC, extension 5503, or carol.krieser@nwtc.edu.

Other Ways of Learning

Technical College of the Air

Students learn at home and earn college credit through video/print-based courses. DVDs and VHS tapes are available for checkout at all NWTC campus libraries and public libraries located throughout the area. After registering, students may begin their courses at the semester start date or any time thereafter allowing increased entry and exit flexibility for learners. DVDs and VHS tapes may also be mailed by calling the NWTC Green Bay Library.

The following three-credit video/TCA courses are available:
(Classes with Supplemental Videos/DVDs)

Business Law 10-102-150
Communication-Oral/Interpersonal 10-801-196
Communication-Written 10-801-195
Economics 10-809-195
Introduction to Psychology 10-809-198
Marketing Principles 10-104-110
Medical Terminology 10-501-101
Nutrition Pathways 10-543-119
Race, Ethnic & Diversity 10-809-172
Speech 10-801-198
Technical Reporting 10-801-197

(Print Based-No Videos/DVDs)

Business-Intro 10-102-158
Elementary Algebra with Apps 10-804-110
English Composition 1 10-801-136
English Composition 2 10-801-185
Entrepreneurship 10-145-177
Finance-Personal 10-102-153
Introduction to College Math 10-804-106
Introduction to Sociology 10-809-196
Math with Business Apps 10-804-123
Selling Principles 10-104-101
Supervision 10-196-191

For more information, contact Sherry Olive, Technical College of the Air specialist, (920) 498-5571, or toll-free at (800) 422-NWTC, ext. 5571.

Interactive Television (ITV) and Video Conference (VC)

Live Interactive Television (ITV) and live Video Conference (VC) enable learners in distant communities to participate in classes being taught elsewhere. Learners can receive courses and credentials in a multitude of areas including banking, marketing, law enforcement, safety, medical terminology, leadership skills, and communications.

Technology allows enrollments at multiple sites to be combined, increasing opportunities and access for learners wishing to pursue degrees, diplomas, certificates, and personal enrichment courses. ITV and VC make courses more convenient for students, because they can considerably reduce commuting time as well as increase learning opportunities.

Dedicated connections to NWTC Regional Learning Centers create greater access and flexibility for learners. The College can also reach area high schools' sites through the TRITON, ShoreNet, and KSCADE Distance Learning networks, which cover all nine counties in the NWTC district. These networks enable NWTC to provide transcribed and advanced standing courses to high school juniors and seniors. Adult continuing education courses at distant sites in the evenings and services to business and industry are readily available through these technologies. NWTC can also connect with all other Wisconsin Technical Colleges and other K-12 schools.

Certificates that *fully* transfer to NWTC degrees and diplomas

All of the credits from each of the certificates below can transfer into a related NWTC degree or diploma program.

Certificate Name	Related Degree or Diploma Program/s
CAD (Computer Aiding Drafting)	Mechanical Design Technology
Casino Mgmt: Customer Relationship Mgmt	Casino Management
Casino Mgmt: Founds of Gaming Leadership	Casino Management
Casino Mgmt: Regulations & Operations	Casino Management
Casino Mgmt: Security & Surveillance	Casino Management*
Computer Support	Computer Support Specialist
Customer Relationship Management	Marketing *
Early Childhood Advanced	Early Childhood Education
Early Childhood Foundation	Early Childhood Education
Early Childhood Intermediate	Early Childhood Education
Early Childhood Licensing Basic - Ages 0-2	Early Childhood Education
Early Childhood Licensing Basic - Ages 3-5	Early Childhood Education
Early Childhood Premier	Early Childhood Education
Early Childhood: The Inclusion Credential	Early Childhood Education
Early Childhood: The Preschool	Early Childhood Education
Ethical Leadership	Leadership Development
Gemology	Jewelry Repair & Fabrication
Global Business	Supply Chain Management*
Greenhouse Growers	Landscape Horticulture
Health Care Business Services	Health Care Business Services
Healthcare Leadership Advanced	Leadership Development
Horticulture Landscape	Landscape Horticulture
Hotel & Restaurant Management	Hotel & Restaurant Management
Industrial Maintenance	Electro-Mechanical Tech
Intro to the Instructional Assistant Careers	Instructional Assistant
Leadership	Leadership Development
Library Assistant	Instructional Assistant
Networking	Network Specialist - IT
Organizational Leadership	Leadership Development
Quality Improvement and Innovation	Leadership Development
Software Level 1	Administrative Professional
Software Level 2	Administrative Professional
Special Education	Instructional Assistant*
Supervision	Leadership Development
Supply Chain Management	Supply Chain Management
Supporting Children's Learning	Instructional Assistant
Website Design	Web Development

* This program may require specific electives to be taken in order for certificate to fully transfer.

NWTC offers a variety of short-term programs that lead to certificates.

Ranging from six to twenty-one credits, certificates allow students to quickly upgrade their skills in their current fields, change job positions, enter new fields, or jumpstart their degree or diploma programs.

Career Advantage

Employers recognize the value of an NWTC education. In fact, as members of NWTC's advisory committees, employers work with the College's instructors and graduates to design certificates as groupings of courses that meet the ever-changing needs of business and industry. With their up-to-date skills, certificate completers have a competitive edge during hiring and promoting situations.

Right for Working Adults

Certificate programs are an excellent educational option for working adults or anyone with a busy lifestyle. Many certificate courses are conveniently offered at night, on weekends, or online. Classes may also be available on DVD, video or through interactive television and video conference technology.

Another Approach to College

For students whose goals include earning a degree or diploma, enrolling in a certificate program can be a smart first step. Many of NWTC's certificates transfer, fully or partially, to the College's associate degree or technical diploma programs. This enables students to get a strong start on their long-range educational goals, before having to commit to an entire degree or diploma program.

Certificates that *partially* transfer to NWTC degrees and diplomas

Several credits from each of the certificates below can transfer into a related NWTC degree or diploma program.

Certificate Name	Related Degree or Diploma Program/s
Applied Graphics for Prototype & Design	Prototype and Design
	Marketing & Graphic Communications
	Print Technology
Business Management	Credit Business Management
	Business Management
CAD (Computer Aided Drafting)	Mechanical Design Technology
	Prototype and Design
Central Service Technician	Surgical Technologist
Computer Support	Computer Support Technician
Customer Relationship Management	Business Management
Digital Photography	Digital Media Technology
Global Business	Supply Chain Management
Industrial Maintenance	Automation Engineering Technology
	Electro-Mechanical Technology
Internet Broadcasting	Digital Media Technology
Maintenance Electricity	Electricity
Medical Coding Specialist	Health Information Technology
	Health Care Business Services
Parametric Modeling	Mechanical Design Technology
Plant Healthcare Management	Landscape Horticulture
Phlebotomy Certificate	Clinical Laboratory Technician
Promotions and Event Management	Hotel & Restaurant Management
	Marketing
Purchasing and Supply Management	Supply Chain Management
Retail Leadership	Business Management
Recording and Audio Engineering	Digital Media Technology
Small Business Bookkeeping	Accounting
Software Level 1	Office Professional
Software Level 2	Office Professional
Utility Management	Leadership Development

For more information, contact Enrollment Services at 888-385-NWTC.

Certificates that enhance existing knowledge or experience

These unique certificates provide specialized skills for a specific career path. They are designed to prepare individuals to enter a particular field of employment, or provide a level of continuing education for those already employed. Some individual courses may transfer to a program.

Certificate Name	Related Career or Skills
Advanced Real Estate Sales/Brokerage	Educates students about the essence of real estate sales and brokerage
Alcohol and Other Drug Abuse (AODA)	Assists individuals interested in identifying substance abuse, or may be used toward becoming certified in AODA counseling
Business Writing	Reviews basic writing skills
Contact Center	Learners develop skills and knowledge to serve customers through a variety of contact center technologies
Community Corrections	Prepares learners for employment in community corrections
Cultural & Social Sciences	Increases students' awareness and knowledge of cultural and social sciences
Digital Print Technology	Educates learners on the growing digital printing trend
Entrepreneurship	Prepares students to start, run, and manage profitable businesses
Fundamentals of Real Estate	Educates learners about the specifics of real estate sales
General Studies Transfer UW-Oshkosh	Meets specific general education requirements at UW-Oshkosh
General Studies Transfer UW-Green Bay	Meets specific general education requirements at UW-Green Bay
Health Unit Coordinator	Focuses on coordinating non-clinical tasks in a healthcare setting
Math-Primer	Reviews and strengthens students' math skills
Math-Advanced	Enables students to review or acquire college algebra, trigonometry, and basic calculus skills
Paralegal-Post Baccalaureate Behavioral Studies	Designed for learners who already hold bachelor's degrees and wish to work in a law office
Psychology & Behavioral Studies	Increases students' knowledge in psychological and social science studies
Public Dental Health	Designed for hygienists or unlicensed individuals who currently work with dental public health programs
Social and Human Services	Increases students' knowledge and understanding of the social sciences

For more information, contact Enrollment Services at 888-385-NWTC.

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Certificates by Department

Business & Information Technology Department

Advanced Real Estate Sales/Brokerage
Business Management
Computer Support
Contact Center
Customer Relationship Management
Digital Photography
Digital Printing
Entrepreneurship
Ethical Leadership
Fundamentals of Real Estate
Global Business
Health Care Leadership Adv
Health Care Leadership
Hotel & Restaurant Management
Internet Broadcasting
Multimedia Technologies
Networking
Organizational Leadership
Paralegal Post Baccalaureate
Promotions & Event Management
Purchasing and Supply Management
Quality Improvement & Innovation Certificate
Retail Leadership
Service Writer
Small Business Bookkeeping
Software Level-1
Software Level-2
Supervision
Supply Chain Management
Supporting Children's Learning
Utility Management
Website Application Programming
Website Design

Community & Regional Learning Services Department

Casino Management: Customer Relationship Mgmt
Casino Management: Foundations of Gaming Leadership
Casino Management: Regulations & Operations
Casino Management: Security & Surveillance
Early Childhood Licensing Basic Ages 0-2
Early Childhood Licensing Basic Ages 3-5 years
Early Childhood: The Preschool
Early Childhood Foundation
Early Childhood Intermediate
Early Childhood Advanced
Early Childhood Premier
Early Childhood: The Inclusion Credential
Early Childhood: Childcare Administration
Introduction to the Instructional Assistant Careers
Library Assistant
Micro-Business Fast Track
Special Education

General Studies Department

Business Writing
Cultural and Social Sciences
General Studies Transfer Certificate-UWGB
General Studies Transfer Certificate-UW Oshkosh
Math-Advanced
Psychology & Behavioral Studies
Social and Human Services

Public Safety Department

AODA (Alcohol and Other Drug Abuse)
Boat Patrol Operators
Boat Patrol Operators Master's
Community Corrections
Criminal Justice Law Enforcement Adv Standing

Health Sciences Department

Central Service Technician
Gerontology Nursing
Health Care Business Service
Health Unit Coordinator
Healthcare Customer Service Representative
Medical Coding Specialist
Medical Transcriptionist Specialist
Phlebotomy
Public Dental Health

Trades & Engineering Technologies Department

Applied Graphics for Prototype & Design
Biofuels
Biomedical Electronics
CAD (Computer Aided Drafting)
Gemology
Greenhouse Grower
Horticulture Landscape
Industrial Maintenance
Industrial Safety
Maintenance Electricity
Manufacturing Technician
Masonry Construction
Organic Agriculture Practices
Parametric Modeling
Plant Engineering Mechanical Maintenance
Plant Healthcare Management
Power Generator
Recording and Audio Engineering
Renewable Energy-Solar
Sustainable Design
Weld Inspection

Certificates

AODA (Alcohol and Other Drug Abuse) Certificate

Certificate Number 905501

Certificate Description

The AODA Certificate is designed for individuals interested in becoming certified to provide AODA counseling to people, or improving their skills in providing AODA counseling. It is also designed to assist individuals working in service occupations, to identify substance abuse problems and provide guidance to people who have AODA issues. This certificate is part of a shared program with College of Menominee Nation (CMN). Completion of this certificate meets half of the requirements of the Human Services AODA Counselor associate degree program offered at CMN.

This certificate provides a good foundation for learners who will be working with people in any capacity. Focus is on the impact of substance abuse on both the individual and society, identification of substances and AODA, facilitating engagement with individuals and groups, and the physical and psychological pathology associated with AODA.

Curriculum

Catalog No	Description	Credits
10-550-171	Counseling Theory	3
10-550-172	Group Facilitation	3
10-550-174	Overview of Mental Disorders	3
10-550-173	Psychopharmacology	3
10-550-170	Understanding Substance Abuse	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-550-171 Counseling Theory... learners are introduced to a number of counseling theories and techniques that can be utilized in the human services profession.
Offered in: Spring 2011

10-550-172 Group Facilitation... learners are introduced to group counseling techniques such as facilitating the process of forming a group, determining group type, purpose, size, leadership establishing goals and clarifying group rules.
Offered in: Fall 2010

10-550-174 Overview of Mental Disorders... learners will be introduced to the symtomology and etiology and classification of psychiatric disorders and treatment.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-550-173 Psychopharmacology... learners will be introduced to the basic concepts of psychopharmacology and the function of the organs and systems of the human body and brain.
Offered in: Fall 2010, Spring 2011

10-550-170 Understanding Substance Abuse... a holistic approach including epidemiology, etiology, and definitions; prevention and treatment, social and health care institutions and resource agencies, and ethics and legal issues in the helping profession with a focus on self-attitudes, values, and goals.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485; or contact Enrollment Services at 888-385-NWTC.

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Advanced Real Estate Sales/Brokerage Certificate

Certificate Number 901942

Certificate Description

The Advanced Real Estate Sales/Brokerage Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of Real Estate sales and broker management.

Certificate Completers will be able to

- Obtain broker's license.
- Manage finances.

Requirement for Certificate Entry

- Real Estate Exam Prep.

Note

You must take and pass the salesperson's exam before taking the broker's exam, but you can apply for the broker's license immediately after taking the broker's education and passing the exam.

Curriculum

Catalog No	Description	Credits
10-101-106	Accounting-for Non-Accountants	3
10-145-177	Entrepreneurship	3
10-103-121	Micro: Word-Intro	1
	OR	
10-103-131	Micro: Excel-Intro	1
	OR	
10-103-132	Micro: Excel-Part 2	1
10-106-153	Professional Profile	3
10-194-155	Real Estate Broker Management	2
10-104-181	Selling Techniques-Advanced	3
10-196-191	Supervision	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-101-106 Accounting-for Non-Accountants... teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.
Offered in: Fall 2010, Spring 2011

10-145-177 Entrepreneurship... entrepreneurship, success and failure, getting started: sources of capital, location, layout, and legal forms of organization, managing and operating, planning and organizing, directing and monitoring performance, marketing strategy, and administration.
Offered in: Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-131 Micro: Excel-Intro... creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-132 Micro: Excel-Part 2... advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-106-153 Professional Profile... developing a professional image and attitude, including study of business ethics and etiquette; goal setting; anger, stress, and time management; understanding of diverse cultures; and development of platform skills.
Offered in: Fall 2010, Spring 2011

10-194-155 Real Estate Broker Mgmt... contracts, approved forms, trust accounts, escrow, closing statements, business management and marketing, financial and office management, personnel, business ethics, consumer protection, and specialty areas.
Offered in: Spring 2011

10-104-181 Selling Techniques-Adv... professional image, listening skills, style flexing, ethical stances, sales activity, organization, body language, computerized records, team selling, needs assessment, selling aids, sales proposals, negotiation, objectives, response, closing, follow-up activities.
Offered in: Fall 2010, Spring 2011

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Applied Graphics for Prototype and Design Certificate

Certificate Number 906141

Certificate Description

This certificate emphasizes a combination of Marketing & Graphic Communications and Model Building classes. Student will focus on computer graphics and model building.

Certificate Completers will be able to

- Build a variety of prototype models.
- Render, illustrate and photograph various models.

Requirements for Certificate Entry

- High school diploma or equivalent.
- High school background in mathematics and science.
- High school algebra or equivalent.
- Recent computer familiarity and ability to use a keyboard and mouse.
- Ability to sit behind a computer workstation for prolonged sessions.

Curriculum

Catalog No	Description	Credits
10-614-113	2D Essentials	2
10-111-161	Macintosh Illustration	3
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-614-152	Prototyping-Introduction to	5
	CERTIFICATE TOTAL	**14**

Course Descriptions

10-614-113 2D Essentials... an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.
Offered in: Fall 2010

10-111-161 Macintosh Illustration... create and paint basic shapes, draw, transform objects, work with type, blend shapes and colors, work with layers, special effects, and color separations. An introduction to manipulating vector based images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-111-101 Macintosh-Image Editing... (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-614-152 Prototyping-Introduction to... introduction to 3D model building using a variety of materials, machine processes, and fabrication techniques including CNC milling with an emphasis on accuracy, professionalism, and working within specified tolerances.
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Bilingual/English Language Learning Certificate

Certificate Number 905225

Certificate Description

This certificate is designed for anyone working or interested in working/serving ELL/ESL/SLL/Bilingual children, school-age students or adults. This course gives an understanding of language diversity, bilingual/English language learners, models and programming, assessment and strategies to support all learners.

Certificate Completers will be able to

- Summarize the history of bilingual education in the U.S.
- Understand Title III funding.
- Demonstrate reading, writing, speaking strategies for bilingual/English language learners.

Identify bilingual resources

- Serve/work with bilingual learners.
- Discuss issues and debates in bilingual education.
- Understand assessment and placement of English language learners.
- Appreciate the unique learning needs of bilingual/English language learners.

Note

- This certificate does not meet Wisconsin Department of Instruction certification/license requirements. Students may also be required to demonstrate proficiency in another language (e.g., Spanish) to work as an interpreter.
- Either course transfers to the Instructional Assistant associate degree as an elective.
- Both of these courses are offered online.

Course Descriptions

10-522-133 IA: Bilingual/ELL Overview... understand language diversity, bilingual/English language learners, models and programming, identification and placement, and discuss current issues and debates. This course will also have a brief introduction to language acquisition and parent/community resources.
Offered in: Fall 2010

10-522-134 IA: Bilingual/ELL Strategies... research, study and practice best practices/strategies for young children, school-age students and adults with an emphasis on reading, writing, and speaking/communication. Students will select areas of interest/specialty to meet their individual learning needs; for example, if you are working at a literacy center with adult learners, you will focus on strategies/supports/community resources for adult learners. This course requires twenty service learning hours with Bilingual/English Language Learners.
Offered in: Spring 2011

Curriculum

Catalog No	Description	Credits
10-522-133	IA: Bilingual/ELL Overview	3
10-522-134	IA: Bilingual/ELL Strategies	3
	CERTIFICATE TOTAL	**6**

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

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Biofuels Certificate

Certificate Number 904841

Certificate Description

The fundamentals of converting various organic materials into renewable energy.

Certificate Completers will be able to

- Map the process of converting oil crops and animal fat waste into biodiesel.
- Map the process of converting various organic materials into renewable energy.
- Describe the fundamentals to produce energy from biomass resources.

Curriculum

Catalog No	Description	Credits
10-484-155	Anaerobic Digester Technology	2
10-484-154	Biofuels Fire Safety	1
10-484-152	Biofuels Science	4
10-484-150	Biofuels-Introduction to Biodi	2
10-484-151	Biofuels-Introduction to Ethan	2
10-484-153	Biomass Energy Introduction	3
10-480-101	Energy-Intro Renewable & Susta	4
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-484-155 Anaerobic Digester Technology... learn basics of digester technology for the livestock and food processing industry, funding opportunities, regulatory concerns and alternative energy business clusters.
Offered in: Fall 2010, Spring 2011

10-484-154 Biofuels Fire Safety... learn basics of fire insurance standards, air quality standards, ash disposal options and general safety issues associated with biofuels.
Offered in: Fall 2010, Spring 2011

10-484-152 Biofuels Science... learn the fundamentals of basic organic chemistry and biochemistry as it applies to biofuels.
Offered in: Fall 2010, Spring 2011

10-484-150 Biofuels-Intro to Biodiesel... this course is a hands-on biodiesel production, quality control, separation techniques, ASTM fuel standards, engine performance and exhaust emissions will be covered.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-484-151 Biofuels-Intro to Ethanol... an overview of ethanol fuel will be presented. Fermentation, distillation chemistry, ASTM fuel testing, engine performance and exhaust emissions will be covered. An introduction to E85 fuel systems will also be included.
Offered in: Fall 2010, Spring 2011

10-484-153 Biomass Energy Introduction... explore the fundamentals of plant growth, energy yield, economics, production and processing methods for herbaceous and woody crops. Technologies covered include combustion, gasification, pyrolysis, fermentation, transesterfication and anaerobic digestion.
Offered in: Fall 2010, Spring 2011

10-480-101 Energy-Intro Renew & Sustain... an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.
Offered in: Summer 2010, Fall 2010, Spring 2011

Biomedical Electronics Certificate

Certificate Number 906052

Certificate Description

The Biomedical Electronics Certificate is designed for individuals seeking additional knowledge and skills in biomedical electronics, especially those in health or electronics occupations. This certificate is also appropriate for individuals wishing to explore the field of biomedical electronics. All courses transfer to the Electronics/Biomedical Technology program.

Certificate Completers will be able to

- Analyze and troubleshoot biomedical electronics equipment.
- Design, implement and maintain medical networking system.

Requirements for Certificate Entry

- This certificate requires qualification by education, training, or work experience in the area of data communication or electronics, including theory and design calculations.
- An associate degree from an accredited two-year Electronics program also meets the certificate entry requirements.

Curriculum

Catalog No	Description	Credits
10-806-189	Basic Anatomy	3
10-605-106	Biomed Electronics 1: Signalin	1
10-605-107	Biomed Electronics 2: Instrume	1
10-605-108	Biomed Electronics 3: Networki	1
10-605-109	Biomed Electronics 4: Calibrat	1
10-806-134	General Chemistry	4
10-501-101	Medical Terminology	3
	CERTIFICATE TOTAL	**14**

Course Descriptions

10-806-189 Basic Anatomy... examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-605-106 Biomed Electronics 1... the study will present the characteristics of biomedical electronics signaling and provide a survey of biomedical electronics signaling systems. (Prerequisites: 10-605-162, Linear Electronics 3: Filters; 10-605-172, Datacomm 3: Delta Modulation)
Offered in: Spring 2011

10-605-107 Biomed Electronics 2... study will present the characteristics of biomedical electronics instrumentation and provide a survey of biomedical electronics instrumentation. (Prerequisite: 10-605-106, Biomed Electronics 1)
Offered in: Spring 2011

10-605-108 Biomed Electronics 3... study will present the characteristics of biomedical electronics networking and provide a survey of biomedical electronics networking systems. (Prerequisite: 10-605-107, Biomed Electronics 2)
Offered in: Spring 2011

10-605-109 Biomed Electronics 4... study will present the characteristics of biomedical electronics calibration and provide a survey of biomedical electronics calibration. (Prerequisite: 10-605-108, Biomed Electronics 3)
Offered in: Spring 2011

10-806-134 General Chemistry... covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Boat Patrol Operators Certificate

Certificate Number 905045

Certificate Description

This certificate is designed to provide the knowledge and skills needed to apply for a USCG license which allows individuals to operate a vessel less than 100 net tons in a safe and responsible manner. It will also provide the learner with lessons on navigation, rules of the road, marlinspike, fire fighting, ship's documents, sanitation and pollution, license requirements, vessel requirements, communication systems related to global marine distress and safety systems, and the elements of operating a small vessel radar system.

Certificate Completers will be able to

Identify, evaluate, and properly respond to on-the-water situations related to recreational boaters safety. Safely, effectively, and professionally manage and maneuver a watercraft while under 30 feet in length. Engage in critical thinking to properly resolve on-the-water emergency, legal, and/or public relations situations.

Requirement for Certificate Entry

NASBA-approved state boater's certificate.

Note

For complete information about licensing, please see the following U.S. Coast Guard web site: http://www.uscg.mil/stcw

Curriculum

Catalog No	Description	Credits
10-504-150	USCG Operator of Uninspected	3
10-504-150	Assistance Towing Endorsement	.2
10-504-150	Boating Under the Influence	.9
10-504-150	Close Quarter Boat Handling	1.3
10-504-150	Global Marine Distress Safety	1
10-504-150	Marine Officer Boat Patrol	1.3
10-504-150	Marine Radar for Recreational	1
10-504-150	Officer Water Survival	.2
10-504-150	Rules of the Road	1
10-504-150	Sailing Endorsement	.2
10-504-152	USCG 100 Ton Master's Upgrade	1.3
	CERTIFICATE TOTAL	**6 – 9.7**

Course Descriptions

10-504-150 USCG Operator of Uninspected Passenger Vessels (OUPV); 6-Pack ...participants will learn rules of the road, navigation aids for safe boating, proper and safe operations of a vessel, handling emergency situations, navigation techniques, Federal Code of regulations for mariners.
Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-150 Assistance Towing Endorsement ...this course covers various aspects of assistance towing as required by the USCG to qualify for an assistance towing endorsement.
Offered in: Summer 2009, Fall 2009, Spring 2010

10-504-150 Boating Under the Influence ...a 24-hour course covering many aspects of BUI enforcement including planning, arrest, suspect processing, reports, pre-trial, sobriety test indicators and clues for both batteries.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Close Quarter Boat Handling ...is a defensive boat handling and close quarter control course that focuses on maneuvers and techniques for persons that need sufficient skills in operating power boats.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Global Marine Distress Safety ...this course focuses on the needs of recreational boaters and will teach the learner how to understand maritime communication distress systems. It will cover how to operate emergency equipment, voice protocol and how to effectively notify other vessels and Coast guard or harmful situations.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Marine Officer Boat Patrol ...this course will teach how to appropriately handle a watercraft in a different situations. It will cover a variety of topics such as boat handling skills, emergency procedures, water and navigation etc.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Marine Radar for Recreational Boaters ...this class targets recreational boaters and will teach about the function of a marine radar including how a radar works, basic system components, radar distance, installation and radar operating tools.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Officer Water Survival ...this course will prepare an officer with techniques for an instance of falling overboard. It will cover cold water immersion, hypothermia treatment, down proofing, vessel entrapment, water entry, self rescue etc.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Rules of the Road ...an in-depth review of the Co-Regs for international and inland navigation rules also know as Rules of the Road.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Sailing Endorsement ...this course covers various aspects of operating a sailing vessel as required by the USCG to qualify for a sailing endorsement.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-152 USCG 100 Ton Master's Upgrade ...this is a 3-day course to upgrade OUPV licenses which is needed to operate an inspected vessel of less than 100 tons with seven or more passengers.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485; or contact Enrollment Services at 888-385-NWTC.

Boat Patrol Operators Master's Certificate

Certificate Number 905046

Certificate Description

This certificate is designed for commercial, public service, and law enforcement boat operators to provide the knowledge and skills needed to operate a vessel of up to 100 tons in a safe and responsible manner. The core course meeting the USCG education and exam requirement for a Master 100 ton license to carry seven or more paying passengers. The elective courses add skills to be able to identify, evaluate, and properly respond to on-the-water situations related to boaters safely, effectively, and professionally manage and maneuver watercrafts of varying sizes up to 100 tons.

Certificate Completers will be able to

Identify, evaluate, and properly respond to on-the-water situations related to recreational boaters safety. Safely, effectively, and professionally manage and maneuver a watercraft while under 30 feet in length. Engage in critical thinking to properly resolve on-the-water emergency, legal, and/or public relations situations.

Requirement for Certificate Entry

NASBA-approved state boater's certificate.

Note

For complete information about licensing, please see the following U.S. Coast Guard web site: http://www.uscg.mil/stcw

Curriculum

Catalog No	Description	Credits
10-504-152	Master of Vessels 100 Gross Ton	4
10-504-150	Assistance Towing Endorsement	.2
10-504-150	Boating Under the Influence	.9
10-504-150	Close Quarter Boat Handling	1.3
10-504-150	Global Marine Distress Safety	1
10-504-150	Marine Officer Boat Patrol	1.3
10-504-150	Marine Radar for Recreational	1
10-504-150	Officer Water Survival	.2
10-504-150	Rules of the Road	1
10-504-150	Sailing Endorsement	.2
	CERTIFICATE TOTAL	**6 – 9.7**

Certificate Description

10-504-152 Master of Vessels 100 Gross Ton ...this course combines both the 56 hour Operator of Uninspected Passenger vessels and the 24 hour 100 Ton Masters Upgrade into a 80 hour course. Ideal for anyone wanting a 100 Ton masters license without previous licensing.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Assistance Towing Endorsement ...this course covers various aspects of assistance towing as required by the USCG to qualify for an assistance towing endorsement.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Boating Under the Influence ...a 24-hour course covering many aspects of BUI enforcement including planning, arrest, suspect processing, reports, pre-trial, sobriety test indicators and clues for both batteries.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Close Quarter Boat Handling ...is a defensive boat handling and close quarter control course that focuses on maneuvers and techniques for persons that need sufficient skills in operating power boats.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Global Marine Distress Safety ...this course focuses on the needs of recreational boaters and will teach the learner how to understand maritime communication distress systems. It will cover how to operate emergency equipment, voice protocol and how to effectively notify other vessels and Coast guard or harmful situations.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Marine Officer Boat Patrol ...this course will teach how to appropriately handle a watercraft in a different situations. It will cover a variety of topics such as boat handling skills, emergency procedures, water and navigation etc.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Marine Radar for Recreational Boaters ...this class targets recreational boaters and will teach about the function of a marine radar including how a radar works, basic system components, radar distance, installation and radar operating tools.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Officer Water Survival ...this course will prepare an officer with techniques for an instance of falling overboard. It will cover cold water immersion, hypothermia treatment, down proofing, vessel entrapment, water entry, self rescue etc.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Rules of the Road ...an in-depth review of the Co-Regs for international and inland navigation rules also know as Rules of the Road.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-150 Sailing Endorsement ...this course covers various aspects of operating a sailing vessel as required by the USCG to qualify for a sailing endorsement.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485; or contact Enrollment Services at 888-385-NWTC.

Business Management Certificate

Certificate Number 901023

Certificate Description

This certificate is an 18-credit program designed to develop understanding of basic concepts and skills in general business. The program is offered on a flexible schedule to include online, video (Technical College of the Air), self-paced, accelerated, or weekend courses. There are no prerequisites for the courses included in the certificate. The certificate could be completed in one or two semesters.

Certificate Completers will be able to

- Demonstrate basic knowledge of contemporary business issues.
- Explore career options in business.

Requirements for Certificate Entry

- Basic math.
- Ability to use a keyboard.

Curriculum

Catalog No	Description	Credits
10-101-106	Accounting-for Non-Accountants	3
10-102-158	Business-Introduction	3
10-102-150	Law-Business	3
10-104-110	Marketing Principles	3
10-103-121	Micro: Word-Intro	1
	OR	
10-101-190	Accounting-QuickBooks	1
	OR	
10-111-103	Macintosh-Intro	1
	OR	
10-103-141	Micro: Access-Intro	1
	OR	
10-103-131	Micro: Excel-Intro	1
	OR	
10-103-151	Micro: PowerPoint-Intro	1
10-196-191	Supervision	3
	CERTIFICATE TOTAL	**16**

Course Descriptions

10-101-106 Accounting-for Non-Accountants... teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-102-158 Business-Intro... organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.
Offered in: Fall 2010, Spring 2011

10-102-150 Law-Business... common law contracts and sales contracts: formation, interpretation, performance, and discharge; the law of agency; corporations; and introduction to the American legal system: criminal and tort law, and global business issues.
Offered in: Fall 2010, Spring 2011

10-104-110 Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.
Offered in: Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-101-190 Accounting-QuickBooks... an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.
Offered in: Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-141 Micro: Access-Intro... creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-131 Micro: Excel-Intro... creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-151 Micro: PowerPoint-Intro... presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Business Writing Certificate

Certificate Number 908011

Certificate Description

The Business Writing Certificate is designed for students to review basic writing skills and to apply that knowledge into acceptable written business documents. Some of the credits earned through this certificate may be applied to technical diploma or associate degree programs at NWTC. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college you are interested in transferring to for more information.

Certificate Completers will be able to

- Use the correct grammar, punctuation, and spelling in written documents.
- Assess the needs of a reader for a written document.
- Select the correct format to use for various business documents.
- Select the appropriate style and tone for each document.
- Engage in critical thinking to solve problems.
- Engage in creative thinking to develop business materials.
- Utilize word processing to achieve professional documents.
- Utilize software to assemble professional presentational materials.

Requirements for Certificate Entry

- Learners must be at least 16 years old.
- We strongly recommend that learners hold a high school or high school equivalency diploma.

Curriculum

Catalog No	Description	Credits
10-103-151	Micro: PowerPoint-Intro	1
10-103-121	Micro: Word-Intro	1
10-103-122	Micro: Word-Part 2	1
10-801-197	Technical Reporting	3
10-809-103	Think Critically and Creatively	3
10-801-19	Written Communication	
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-103-151 Micro: PowerPoint-Intro... presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-122 Micro: Word-Part 2... advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; text flow; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. Requires strong introductory Word skills or Word-Intro.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-197 Technical Reporting... principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-195, Written Communication)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-103 Think Critically & Creatively... instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-195 Written Communication... the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

CAD (Computer Aided Drafting) Certificate

Certificate Number 906061

Certificate Description

The CAD Certificate is designed for a person seeking introductory Auto CAD and Mechanical Design skills.

The certificate is comprised of 16 credits, all of which transfer into the Mechanical Design associate degree program.

Certificate Completers will be able to

- Perform the functions of a CAD operator.
- Apply dimensions to mechanical drawings per ANSI standards.
- Create orthographic mechanical drawings.

Requirements for Certificate Entry

- High school background in mathematics, science, and industrial education.
- High school diploma or equivalent.
- High school algebra or equivalent.
- Competency in Windows, Word and Excel.

Curriculum

Catalog No	Description	Credits
10-614-113	2D Essentials	2
10-614-136	3D Modeling with Invento	1
10-606-113	Computer Aided Drafting	2
10-606-122	CAD - Fabrication & Assembly	2
10-606-126	Geometric Dimensioning/Toleran	2
10-804-118	Intermediate Algebra with Appl	4
10-606-162	Solidworks Fundamentals	1
10-606-164	Solidworks-Assemblies/Drawings	1
10-606-163	Solidworks-Intermediate	1
	CERTIFICATE TOTAL	**16**

Course Descriptions

10-614-113 2D Essentials... an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-614-136 3D Modeling with Inventor... develop the knowledge and skills, to create Solid Models using Autodesk Inventor; creating and editing 3D drawings; rapid prototyping; manipulating data.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-606-113 CAD... computer aided drafting using AutoCAD software focusing on template settings; creating and manipulating layers; basic drawing, editing, and inquiry commands; blocks and attributes; and plotting. (Corequisite: 10-607-119, Civil Drafting Technology OR 10-606-119, Technical Sketching OR 10-614-113, 2D Essentials)
Offered in: Fall 2010, Spring 2011

10-606-122 CAD-Fabrication & Assembly... sheet metal drawings as applied to brackets, enclosures & guarding; welding drawings; threads & fasteners; stock components; working drawing documentation. (Prerequisite: 10-606-113, CAD)
Offered in: Spring 2011

10-606-126 Geometric Dimension/Toleran... review of standard dimensioning, datums, material condition symbols, tolerances of form and profile, tolerances of orientation and run out, location tolerances and virtual condition. (Prerequisite: 10-606-113, CAD; OR 10-606-157, Solidworks Fund and Drawings OR 10-606-162, Solidworks Fundamentals)
Offered in: Fall 2010, Spring 2011

10-804-118 Interm Algebra w Apps... 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: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).
Offered in: Summer 2010, Fall 2010, Spring 2011

10-606-162 Solidworks Fundamentals... terminology, software operation and interface, creating basic models, casting and forging models. (Corequisite: 10-606-119, Sketching-Technical; OR 10-614-113, 2D Essentials; Familiarity with Windows file management)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-606-164 Solidworks-Assemblies/Draw... manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)
Offered in: Fall 2010, Spring 2011

10-606-163 Solidworks-Intermediate... creating and manipulating intermediate models using SolidWorks software. Course content includes models requiring the use of revolved and swept features, equations, and thin walled parts. (Prerequisite: 10-606-162, Solidworks Fundamentals)
Offered in: Fall 2010, Spring 2011

Casino Management:
Customer Relationship Management Certificate

Certificate Number 901098

Certificate Description

The Casino Management: Customer Relationship Management Certificate prepares students to deliver professional service in a customer-oriented environment and/or in the gaming industry.

Certificate Completers will be able to

- Identify, analyze and resolve customer service problems.
- Develop and implement communications to customers.
- Apply marketing concepts and service standards to the gaming industry.

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Curriculum

Catalog No	Description	Credits
10-102-158	Business-Introduction	3
10-109-186	Casino Marketing	3
10-104-191	Customer Service Mgmt	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-102-158 Business-Intro... organization/management process of human resources, production, operations, marketing, distribution, and finances; risk management; ethics/legalistic management; international business; accounting, computers, and data processing.
Offered in: Fall 2010, Spring 2011

10-109-186 Casino Marketing... an in-depth study of gaming marketing techniques used in gaming both locally and nationwide. Emphasis on casino marketing department, staffing, organization, duties and procedures.
Offered in: Spring 2011

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

Casino Management:
Foundations of Gaming Leadership Certificate

Certificate Number 901097

Certificate Description

The Casino Management: Foundations of Gaming Leadership Certificate prepares students to apply leadership management processes and techniques to the gaming industry.

Certificate Completers will be able to

- Demonstrate positive workplace attributes for personal/career success.
- Apply management process and techniques.
- Acquire basic understanding of the rules and regulations of basic gaming operations.

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Curriculum

Catalog No	Description	Credits
10-109-185	Gaming Regulations	3
10-109-187	Introduction to Casino Operations	3
10-196-191	Supervision	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building and Problem Solving	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-109-185 Gaming Regulations... provides an in-depth look at regulatory systems used in gaming; information on regulatory framework, Indian Gaming regulations, and Federal Governments involvement in this relationship.
Offered in: Spring 2011

10-109-187 Intro to Casino Operations... management techniques used in gaming. Emphasis on casino organization, staffing, labor/management relations both for the mid-level casino supervisor and the casino executive.
Offered in: Fall 2010

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

10-196-164 Supervisors-Personal Skills... time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.
Offered in: Fall 2010, Spring 2011

10-196-189 Team Building/Prob Solve... benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Casino Management:
Regulations & Operations Certificate
Certificate Number 901099

Certificate Description

The Casino Management: Regulations and Operations Certificate prepares students to apply management processes and techniques to the gaming industry as well as basic management skills for table games, slots and gaming regulations.

Certificate Completers will be able to

- Understand casino gaming.
- Manage table games and slots.
- Understand and apply gaming regulations.

Requirements for Certificate Entry

- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Curriculum

Catalog No	Description	Credits
10-196-193	Human Resource Management	3
10-109-188	Slots Management	3
10-109-198	Table Games Management	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-196-193 Human Resource Mgmt... impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.
Offered in: Fall 2010, Spring 2011

10-109-188 Slots Management... emphasis on casino organization, staffing and labor/management relations both for the mid-level casino supervisor and the casino executive. Practical application of technicians, floor, shift managers duties is stressed.
Offered in: Fall 2010

10-109-198 Table Games Management... basic understanding of rules and regulations for roulette, slots, blackjack and Caribbean stud games and understanding the various personnel roles, duties and their functions.
Offered in: Summer 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Casino Management:
Security & Surveillance Certificate
Certificate Number 905042

Certificate Description
The Casino Management: Security & Surveillance Certificate prepares students to learn and understand basic gaming principles, gaming regulations, protection and surveillance operations.

Certificate Completers will be able to
- Ensure gaming operations are adhered to, followed and reported.
- Apply legal and ethical principles to personal and professional behaviors.
- Observe and report breaches of security and gaming operations to proper personnel.
- Understand basic games and room operations.

Requirements for Certificate Entry
- High school diploma or equivalent.
- Good writing and communication skills.
- Strong organizational skills.

Curriculum

Catalog No	Description	Credits
10-504-124	Gaming Protection	3
10-109-187	Introduction to Casino Operations	3
10-504-131	Professional Communication	3
10-504-118	Protective Services-Technical	3
10-504-125	Surveillance Operations	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-504-124 Gaming Protection... basic gaming sheets, slots and table games, observe suspicious activity and breaches of policy procedure.
Offered in: Fall 2010

10-109-187 Intro to Casino Operations... management techniques used in gaming. Emphasis on casino organization, staffing, labor/management relations both for the mid-level casino supervisor and the casino executive.
Offered in: Fall 2010

10-504-131 Professional Communication... process of criminal justice interviewing using basic skills model; use of nonverbal and verbal communication; security admissible confessions that preserve individual's constitutional rights; ethics in criminal justice interviewing.
Offered in: Fall 2010, Spring 2011

10-504-118 Protective Services-Tech Repor... rationale and methods of law enforcement reporting, principles of effective report writing, organizing reports, writing operational law enforcement reports based on case studies. (Prerequisite: 10-801-136, English Comp 1 or 10-801-175, English Comp 1)
Offered in: Fall 2010, Spring 2011

10-504-125 Surveillance Operations... . basic understanding of camera systems and operations, policy and procedures for the various geographical areas of the casino and observation techniques.
Offered in: Fall 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Central Service Technician Certificate

Certificate Number 905121

Certificate Description

The Central Service Technician Certificate prepares individuals to work within the central service department of health care facilities. The certificate provides training in inventory control, the prevention of infection and sterilization, the assembly of supplies, equipment, and instruments according to prescribed procedures and techniques to support multiple patient care areas.

Certificate Completers will be able to

- Apply aseptic technique, sterilization and disinfection principles.
- Apply methods of decontamination and use standard precautions.
- Classify surgical instruments.
- Prepare, package, and process items using various methods of sterilization.
- Apply guidelines for sterile storage.
- Distribute and inventory supplies and equipment.
- Apply credits towards the Surgical Technologist technical diploma program.
- Write the national certification exam offered by the National Institute for Certification of Health Care Sterile Processing and Distribution Personnel.

Requirements for Certificate Entry

- High school diploma, GED or equivalent.
- Physical examination within three months before entering certificate and maintain current immunization information.
- Must be able to reach, bend, and stand for long periods of time (two to four hours), as well as lift, push, and pull (50 pounds).

Wisconsin Caregiver Law:

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

- No final grade lower than "C" is acceptable in any courses. Courses with grades lower than "C" must be repeated in order to continue in, or complete this certificate.
- All courses (except Central Service Technician Clinical) will be offered online.
- Students currently employed in a central service department will have an opportunity to apply work experience toward clinical hours. Clinical hours total 152 hours (19 eight-hour days).

Curriculum

Catalog No	Description	Credits
31-512-336	Central Service Technician Cli	3
31-512-335	Central Service Technician The	3
10-501-101	Medical Terminology	3
31-512-326	ST: Infection Control	1
	Certificate Total	**10**

Course Descriptions

31-512-336 Central Service Tech Clinical... provides the opportunity to apply knowledge of the responsibilities of a Central Service Technician. Skills include infection control, aseptic technique, decontamination, instrumentation, sterilization, and inventory control. Student will participate in providing quality patient care. (Prerequisite: 31-512-335, Central Service Technician Theory)
Offered in: Summer 2010

31-512-335 Central Service Tech Theory... provides the knowledge needed to implement the responsibilities of a Central Service Technician. Areas addressed include introduction to Central Service, anatomy and physiology, infection control, aseptic technique, decontamination, instrumentation, sterilization, and inventory control. (Corequisites: 31-512-326, ST: Infection Control; 10-501-101, Medical Terminology)
Offered in: Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

31-512-326 ST: Infection Control... covers the structure, general classification, reproduction and transmission of microorganisms. Emphasis will be placed on the practice of sterile technique and its impact on infection control in the health care setting.
Offered in: Summer 2010, Fall 2010, Spring 2011

Child Care Administration Certificate

Certificate Number 903071

Certificate Description

The Child Care Administration Certificate prepares participants with administrative and supervision skills needed by early child care administrators: roles and responsibilities, financial management and planning, operations management, external factors affection operation, and best practices for children and families in early childhood programs.

Certificate Completers will be able to

- Establish program policies.
- Prepare a financial plan.
- Examine legal issues.
- Implement a teaching and learning system.
- Utilize the community system to address needs of parents, staff and children.
- Advocate for child care funding.

Requirements for Certificate Entry

The certificate is designed for administrators of child care programs including program directors and program administrators as identified in State licensing rules.

Curriculum

Catalog No	Description	Credits
10-307-160	Child Care-Admin/Supervise	3
10-307-165	Child Care-Admn Seminar	3
10-307-164	Child Care-Best Practices	3
10-307-163	Child Care-External Environ	3
10-307-161	Child Care-Financial Mgmt	3
10-307-162	Child Care-Operations Mgmt	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-307-160 Child Care-Admin/Supervise... roles and responsibilities of directors, coordinators, supervisors and other administrators in early childhood programs.
Offered in: Fall 2010

10-307-165 Child Care-Admn Seminar... culminating experience in the credential course sequence. Individual projects are required with a focus on the integration of program aspects in developing strategic planning for change.
Offered in: Fall 2010

10-307-164 Child Care-Best Practices... establishing and maintaining quality programs based on professional standards and the best available information on child growth and development.
Offered in: Fall 2010, Spring 2011

10-307-163 Child Care-External Environ... external factors affecting operation of early care and education programs: community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends.
Offered in: Spring 2011

10-307-161 Child Care-Financial Mgmt... principles and practices in budget planning and preparation and fiscal management, including hands-on experience with program applications.
Offered in: Summer 2010, Spring 2011

10-307-162 Child Care-Operations Mgmt... scheduling, staffing, facilities management, equipment acquisition and maintenance, services delivery, recordkeeping, communication.
Offered in: Summer 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

Community Corrections Certificate

Certificate Number 905043

Certificate Description

To prepare students for employment in the field of Community Corrections by obtaining a basic understanding of the process of treating criminal offenders in the areas of alcohol/drug addiction, sex offenders, domestic violence, anger management, parenting, etc.

Certificate Completers will be able to

- Understand the dynamics of substance abuse.
- Compare numerous theories of offender treatment.
- Demonstrate methods of computer crime investigation.
- Understand the basics of workplace Spanish.

Curriculum

Catalog No	Description	Credits
10-504-127	Investigating High Tech Crime	3
10-802-101	Spanish 1	3
10-504-119	Treatment-Criminal Offenders	3
10-550-170	Understanding Substance Abuse	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-504-127 Investigating High Tech Crime... learn what criminals are doing online and with computers, computer forensics, chat room investigations, undercover websites, image searches, search/seizure, subpoenas/warrants, internet protocol and intelligence gathering.
Offered in: Fall 2010, Spring 2011

10-802-101 Spanish 1... introduces language acquisition skills; basic pronunciation, vocabulary, and grammar; reading, writing, listening, and speaking activities--basic verb tenses: present, present progressive, preterite and imperfect; cultural/geographical awareness (Spanish-speaking populations).
Offered in: Fall 2010, Spring 2011

10-504-119 Treatment-Criminal Offenders... learners will investigate the legal and practical issues of treating, counseling and intervening with criminal offenders. They will examine different treatment methods and practices in dealing with various offender groups.
Offered in: Fall 2010, Spring 2011

10-550-170 Understanding Substance Abuse... a holistic approach including epidemiology, etiology, and definitions; prevention and treatment, social and health care institutions and resource agencies, and ethics and legal issues in the helping profession with a focus on self-attitudes, values, and goals.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485; or contact Enrollment Services at 888-385-NWTC.

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Computer Support Certificate

Certificate Number 901542

Certificate Description

The Computer Support Certificate is designed for individuals interested in developing the support skills necessary to provide a wide range of end-user support to the computer user. Online delivery of many of the courses in this certificate allows the learner to progress at his/her own pace. All credits from this certificate can be applied to meet requirements in the Computer Support Specialist associate degree program.

Certificate Completers will be able to

- Provide end-user support in various environments.
- Design hardware and software documentation.
- Train end users to use their systems more efficiently.
- Design effective documents, spreadsheets, and presentations using application software.

Requirement for Certificate Entry

A strong knowledge in microcomputer applications, to include MS-Word, PowerPoint, Excel and Access.

Curriculum

Catalog No	Description	Credits
10-107-194	IT:Documentation	2
10-154-158	IT:Support:Hardware-Advanced	3
10-154-150	IT:Support:Hardware-Intro	3
10-154-190	IT:Support:Help Desk/User Sup	2
10-154-152	IT:Support:Operating Systems	3
10-154-160	IT:Support:Software-Intro	3
10-107-195`	IT:Training	2
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-107-194 IT:Documentation... students plan documentation content and delivery methods; develop online, context sensitive, and written documentation, become familiar with ISO 9000 standards, package PDF files, and create compiled help modules. (Prerequisite: 10-801-195, Communication-Written or equivalent)
Offered in: Fall 2010, Spring 2011

10-154-158 IT:Support:Hardware-Advanced... advanced micro hardware and operating system configuration and maintenance; disk storage configuration; Windows registry, virus and component troubleshooting, diagnosis, upgrades and repair. (Prerequisites: 10-154-150, IT:Support:Hardware-Intro AND 10-154-152, IT:Support:Operating Systems)
Offered in: Fall 2010, Spring 2011

10-154-150 IT:Support:Hardware-Intro... computer/network terminology, component identification, POST, computer/peripheral/printer maintenance, system boards, memory systems, FAT vs. NTFS, operating system/network installations/configurations, internet research, troubleshooting, command line.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-154-190 IT:Support:Help Desk/User Sup... describe the role of the help desk in technology support, use terminology, processes, and tools, and demonstrate the use of business, technical, communication, and self-management skills required for help desk support professionals.
Offered in: Fall 2010, Spring 2011

10-154-152 IT:Support:Operating Systems... explain the role of the microcomputer operating system, implement operating system communications and networking components, perform standard operating system maintenance, and recognize current server and infrastructure device operating systems. (Prerequisite: 10-154-150, IT:Support:Hardware-Intro)
Offered in: Fall 2010, Spring 2011

10-154-160 IT:Support:Software-Intro... an introductory course for the Computer Support Specialist program and covers the fundamental capabilities and functions of Word, PowerPoint, Excel, Email correspondence, Internet search engines, and file compression.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-107-195 IT:Training... effective presentation skills, plan training content and delivery methods, write lesson plans, provide training materials, conduct training sessions, and assess learners' grasp of stated objectives. (Prerequisites: 10-154-160, IT:Support:Software-Intro AND 10-154-150, IT:Support:Hardware-Intro)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Contact Center Certificate

Certificate Number 9010411

Certificate Description

The Contact Center Certificate will develop learner's knowledge and skills to serve customers through a variety of contact center technologies. The program is offered on a flexible, part-time schedule to accommodate the needs of employees in contact center occupations. Some courses may be completed through credit for work experience, interactive television, online or in an accelerated format. The certificate is designed for completion in one or more semesters.

Certificate Completers will be able to

- Use effective communication skills to develop positive customer relationships.
- Utilize positive telephone skills and techniques to manage calls.
- Utilize positive e-mail communications with customers.
- Resolve customer issues efficiently and effectively.
- Describe the technology functions and operations of a contact center.
- Develop processes for reporting and monitoring performance.
- Utilize technology to support, monitor, and improve operations.
- Apply database technology to manage customer services and satisfaction.

Curriculum

Catalog No	Description	Credits
10-104-150	Contact Center Processes	3
10-104-151	Contact Center Technology	3
10-104-191	Customer Service Management	3
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-104-150 Contact Center Processes... contact center careers, representative skills/abilities, equipment operation, call planning/ training, managing the contact process, telephone/voice mail/e-mail etiquette, conflict resolution, stress/time management, performance measurement/support.
Offered in: Fall 2010

10-104-151 Contact Center Technology... evolution of contact center technologies, customer relationship management, basic operations layout, telephone network services, computer-telephone integration (CTI), operations reporting, quality monitoring, data analysis, process improvement management.
Offered in: Spring 2011

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010, Spring 2011

10-104-101 Selling Principles... selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Criminal Justice Law Enforcement-Advanced Standing Certificate

Certificate Number 905044

Certificate Description

The Criminal Justice Law Enforcement-Advanced Standing Certificate is designed for individuals who are seeking certifiability as a Law Enforcement Officer. The courses in this certificate will meet the Law Enforcement certifiability criteria set forth by Wisconsin Department of Justice - Training and Standards Bureau. In addition this certificate contains coursework which enhances employability.

Certificate Completers will be able to

Meet the entry requirements for: Police Officer, Deputy Sheriff, DNR Officer.

Requirement for Certificate Entry

Requires a minimum of 30 core credits from the Criminal Justice-Law Enforcement program. Student folders must be complete prior to enrolling in this certificate.

Curriculum

Catalog No	Description	Credits
10-504-176	Law Enforcement Internship	2
10-504-128	Public Safety - Job Interviews	1
10-504-182	Police Traffic Radar	2
10-504-173	Tactical 1	3
10-504-174	Tactical 2	2
	CERTIFICATE TOTAL	10

Course Descriptions

10-504-176 Law Enforcement Internship... "hands-on" law enforcement phases, monitored by an agency-approved police officer and college instructor.
Offered in: Fall 2010, Spring 2011

10-504-128 PS-Job Interviews & Resume Writing... students will learn about the criminal justice hiring process from application and resume writing, oral interviews and the background investigation.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-182 Police Traffic Radar... radar speed and enforcement, history and theory, stationary operation, moving operation, anomalies, visual speed and range determination, case law, field exercises, moot court, testimony/demeanor, and operation. (Prerequisite: 10-504-121, Traffic Application)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-173 Tactical 1... combines basic Defensive and Arrest Tactics, Oleoresin Capsicum (OC), Firearms, Long Gun Familiarization, Intro to Taser, Deadly Force and Integrated Use of Force to meet the mandated requirements of the State of Wisconsin for Law Enforcement Officer certification. (Prerequisites: 10-504-142, Constitutional Law; 10-504-128 PS-Job Interviews & Resume Writing; 30 credits from the Criminal Justice-Law Enforcement Program, CBC and student folder completion)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-504-174 Tactical 2... Tactical 2 begins with Emergency Vehicle Operation curriculum mandated for Law Enforcement certification. It concludes with a "cap-stone" segment where students demonstrate competence in all previous Law Enforcement Program curriculum. (Prerequisites: 10-504-173, Tactical 1; 10-504-121, Traffic Application)
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Public Safety Department, (920) 498-5485 or (800) 422-NWTC, extension 5485; or contact Enrollment Services at 888-385-NWTC.

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Cultural and Social Studies Certificate

Certificate Number 908093

Certificate Description

The Cultural and Social Studies Certificate is designed for students interested in increasing their awareness and knowledge regarding cultural and social science studies. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Analyze and use information from a variety of sources.
- Apply critical reasoning to personal, work and community issues.
- Apply ethical reasoning to personal, work and community issues.
- Situate world events in a sociocultural and philosophical context.
- Understand the importance of social forces in achieving personal goals.
- Acquire skills to function in an increasingly diverse environment.
- Work to actualize one's values in the world.
- Understand the implications of ethnic adaptations, assimilation, and immigration.

Curriculum

Catalog No	Description	Credits
10-809-166	Intro to Ethics: Theory & App	3
10-809-196	Intro to Sociology	3
10-809-172	Race Ethnic & Diversity	3
10-809-103	Think Critically and Creatively	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-809-166 Intro to Ethics: Theory & App... basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior-applying a systematic decision-making process.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-196 Intro to Sociology... the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.
Offered in: Summer 2010, Fall 2010, Spring 2010

10-809-172 Race Ethnic & Diversity... basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-103 Think Critically & Creatively... instruction in realistic/practical methods of thinking, including decision making, problem solving, analyzing ideas, troubleshooting, argumentation, persuasion, creativity, setting goals/objectives. Students apply strategies/tools in a variety of situations.
Offered in: Summer 2010, Fall 2010, Spring 2011

Customer Relationship Management Certificate

Certificate Number 901049

Certificate Description

The Customer Relationship Management Certificate is designed for the person who is required to deliver professional service in a customer oriented environment.

Certificate Completers will be able to

- Identify, analyze, and resolve customer service problems.
- Develop and implement communication to customers.
- Apply marketing concepts and service standards.

Curriculum

Catalog No	Description	Credits
10-104-176	Consumer Behavior for Marketing	3
10-104-191	Customer Service Management	3
10-104-107	Marketing Communications-Integ	3
10-104-110	Marketing Principles	3
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-121	Micro: Word-Intro	1
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-104-176 Consumer Behavior-Mktg... motivation and personality, information processing, life styles, group influences, post-purchase behavior, and other behaviors related to marketing.
Offered in: Spring 2011

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010

10-104-107 Marketing Comm-Integrated... creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.
Offered in: Spring 2011

10-104-110 Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.
Offered in: Fall 2010

10-103-141 Micro: Access-Intro... creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.
Offered in: Fall 2010, Spring 2011

10-103-131 Micro: Excel-Intro... creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.
Offered in: Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Fall 2010, Spring 2011

10-104-101 Selling Principles... selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.
Offered in: Spring 2011

Digital Photography Certificate

Certificate Number 902031

Certificate Description

The Digital Photography Certificate will develop learner's skills in digital still photography, digital video photography, studio photography, image editing, image rating, organizing and archiving, system setup and file handling skills on a Macintosh computer graphic workstation.

Certificate Completers will be able to

Capture digital images; operate a Macintosh graphic workstation; communicate effectively with images; setup and operate professional digital "still" cameras; setup and operate professional digital "video" cameras; direct photo shoots; organize files and data; edit images; rate, organize and archive images.

Requirement for Certificate Entry

High school diploma or equivalent.

Curriculum

Catalog No	Description	Credits
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-203-104	Photography-Digital	3
10-203-178	Photography-Digital Advanced	3
10-203-187	Photography-Digital Editing	3
10-203-180	Photography -Digital Workflow	3
10-206-183	Video Photography	3
	CERTIFICATE TOTAL	**19**

Course Descriptions

10-111-101 Macintosh-Image Editing... (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-203-104 Photography-Digital... capturing digital images, exposure, shutter speed, aperture, composition, camera operations, lenses, lighting, camera accessories, types of photography, photo challenges, importing, editing and storing images. Access to a digital camera required.
Offered in: Fall 2010, Spring 2011

10-203-178 Photography-Digital Advanced... advanced camera operations, lighting techniques, portraiture and posing, post editing production, location and studio photography, critique images, web based portfolio. You must have access to an SLR digital camera. (Prerequisite: 10-203-104, Photography-Digital)
Offered in: Fall 2010, Spring 2011

10-203-187 Photography-Digital Editing... (Adobe Photoshop) digital editing through advanced tool usage and masking. Non-destructive editing through RAW and smart objects. Color adjustments, advanced retouching, automation, photorealism, creating reusable presets/compositions. (Prerequisite: 10-111-101, Macintosh Image Editing)
Offered in: Spring 2011

10-203-180 Photography-Digital Workflow... (Apple Aperture) photo editing, image retouching, proofing, publishing, archiving. Techniques for sorting, ranking, organizing images, display images for client review, apply metadata, keep up-to-date online portfolio, color manage your workflow. (Prerequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-206-183 Video Photography... technical aspects of capturing motion images including composition, lighting, exposure, filtration, and camera selection. Develop skills in pre-production through post-poduction of motion photography projects.
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Digital Print Technology Certificate

Certificate Number 902042

Certificate Description

The Digital Print Technology Certificate will focus on the growing trend of digital printing. These courses educate learners in prepress operations, offset plate making and finishing processes, electronic publishing, and digital press operation.

Certificate Completers will be able to

- Work in a PC or MAC platform navigating the MAC Operating System and manage files and folders.
- Learn to manage press equipment, processors, inks, print quality, standard operating procedures, printing problems.
- Utilize leadership skills, quality assessment techniques and production schedules.
- Learn variable data publishing on an HP Indigo Digital Press.

Requirement for Certificate Entry

High school diploma or equivalent.

Curriculum

Catalog No	Description	Credits
10-204-128	Digital Fulfillment and Mailing	3
10-204-126	Digital Print Applications	3
10-204-111	Digital Publishing Operations	3
10-111-103	Macintosh-Intro	1
10-204-110	Publishing Technologies	3
10-204-124	Variable Data Publishing	3
	CERTIFICATE TOTAL	**16**

Course Descriptions

10-204-128 Digital Fulfillment/Mailing... learn different ordering processes for digital printing, outline mailing regulations in regards to variable data printing, explain the differences in digital print industry segments, outline deliverable standards in regards to digital print processes, outline how digital printing can be a component to a successful marketing campaign.
Offered in: Spring 2011

10-204-126 Digital Print Applications... explain why the industry is in a state of transition towards digital printing, outline the proper time to select digital printing as a production tool; what type of project fits well into a digital print environment, identify what type of project fits the mold of digital printing.
Offered in: Spring 2011

10-204-111 Digital Publishing Operations... press equipment, processors, inks, print quality, job tickets, standard operating procedures, densitometers, printing problems, and trapping situations. (Prerequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-204-110 Publishing Technologies... introduction to printing process, electronic publishing, prepress operations, press operations, postpress operations, job logs, professional portfolios, and job seeking skills. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010

10-204-124 Variable Data Publishing... learn how to link database files to page layout applications. Create and manage correct variable channels in page layouts, apply text and image changes to layout to create a personalized printed page, research how the information is gathered to create personalized content.
Offered in: Fall 2010

Early Childhood: Advanced Certificate

Certificate Number 903077

Certificate Description

The Early Childhood: Advanced Certificate is designed for experienced students and will expose them to the more specialized areas of special needs and infants and toddlers. In addition, a field experience centered around the area of special needs will be included.

Certificate Completers will be able to

- Differentiate between typical and exceptional development.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Adapt curriculum to meet the needs of children with developmental differences.
- Establish a developmentally appropriate environment.
- Develop unit plans that promote child development and learning.

Curriculum

Catalog No	Description	Credits
10-307-187	ECE: Children w Diff Abilities	3
10-307-166	ECE: Curriculum Planning	3
10-307-194	ECE: Math Science & Soc St	3
10-307-197	ECE: Practicum 3	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-307-187 ECE: Children w Diff Abilities... differing abilities in early childhood settings. Anti-bias perspectives, inclusion, ADA/IDEA, typical and exceptional development; physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; community and professional resources; IEP/IFSP, adapt curriculum, cultivate partnerships.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-166 ECE: Curriculum Planning... curriculum planning in early childhood. Strategies that support diversity and anti-bias perspectives; critical role of play; developmentally appropriate environment; caregiving routines; promoting child development and learning; early childhood curriculum models. (Prerequisites: 10-307-194, ECE: Math, Science, Social Studies OR 10-307-178, ECE: Art, Music, Language Arts)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-194 ECE: Math Science & Soc St... beginning curriculum development in math, science, social studies. Support diversity, role of play, developmentally appropriate environment, activity plans that promote learning, create appropriate math, science and social studies activities.
Offered in: Fall 2010, Spring 2011

10-307-197 ECE: Practicum 3... learn/practice skills in a child care setting. Assess growth/development; early childhood standards; curriculum; developmentally appropriate environment; guidance strategies; professional behaviors/practices; lead caregiving routines; interpersonal skills with children/adults. (Prerequisite: 10-307-192, ECE: Practicum 2)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Early Childhood: Foundation Certificate

Certificate Number 903075

Certificate Description

The Early Childhood: Foundation Certificate is designed for either a newcomer to the field or someone who has been working in the field of early child care and education. It includes an emphasis of applying positive guidance strategies, planning curriculum, along with a focus of on-the-job placement.

Certificate Completers will be able to

- Explore early childhood curriculum models.
- Follow governmental regulations and professional standards as they apply to health, safety, and nutrition.
- Provide a safe early childhood program.
- Analyze the development of infants and toddlers.
- Implement activities developed by a cooperating teacher.

Curriculum

Catalog No	Description	Credits
10-307-148	ECE: Foundations of ECE	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-174	ECE: Practicum 1	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-307-148 ECE: Foundations of ECE... integrate strategies that support diversity and anti-bias perspectives; summarize early childhood education settings; identify components of a quality programs; summarize responsibilities of early childhood professionals; explore early childhood curriculum models.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-167 ECE: Hlth Safety & Nutrition... health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-151 ECE: Infant & Toddler Dev... infant and toddler development in an early childhood education setting. Development of infants/toddlers; prenatal conditions and development; child development theories; heredity and the environment; culturally and developmentally appropriate environments.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-174 ECE: Practicum 1... learn/practice skills in a child care setting. Includes documenting behavior, exploring diversity, implement activities developed by the cooperating teacher, practicing caregiving routines, and positive professional and interpersonal skills.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Early Childhood: Intermediate Certificate

Certificate Number 903076

Certificate Description

The Early Childhood: Intermediate Certificate is designed to further enhance concepts mastered in the Early Childhood: Foundation Certificate. It includes a more in-depth look at concepts learned in previous classes as well as the second field experience with children.

Certificate Completers will be able to

- Analyze factors that affect the behavior of children.
- Develop guidance strategies to meet individual needs.
- Examine the critical role of play in early childhood.
- Create developmentally appropriate language, literature, and literacy activities.
- Analyze the development of children ages three to eight.

Curriculum

Catalog No	Description	Credits
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-188	ECE: Guiding Child Behavior	3
10-307-192	ECE: Practicum 2	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-307-178 ECE: Art Music & Lang Arts... beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-179 ECE: Child Development... child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-188 ECE: Guiding Child Behavior... strategies to guide children's behavior in the early childhood setting. Anti-bias perspectives, guidance principles, factors affecting behavior, guidance strategies, individual needs, guidance philosophy
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-192 ECE: Practicum 2... learn/practice skills in a child care setting. Growth/Development, support diversity, implement student developed activity plans, guidance strategies, professional behaviors, caregiving routines as curriculum, positive interpersonal skills with adults. (Prerequisite: 10-307-174, ECE: Practicum 1)
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Early Childhood: Licensing Basic Ages 0-2 Certificate

Certificate Number 903070

Certificate Description

The Early Childhood: Licensing Basic Ages 0-2 Years Certificate is designed for individuals wishing to satisfy the state of Wisconsin licensing requirements for working with children ages birth to two with credit coursework. The courses in this certificate actually exceed the state requirements. All courses in this certificate will transfer into the Early Childhood Education associate degree program.

Certificate Completers will be able to

- Analyze development of infants and toddlers (conception to three years).
- Examine culturally and developmentally appropriate environments for infants and toddlers.
- Follow governmental regulations and professions standards as they apply to health, safety, and nutrition.
- Analyze the role of heredity and environment.

Curriculum

Catalog No	Description	Credits
10-307-179	ECE: Child Development	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-151	ECE: Infant & Toddler Dev	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-307-179 ECE: Child Development... child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.
Offered in: Fall 2010, Spring 2011

10-307-167 ECE: Hlth Safety & Nutrition... health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-151 ECE: Infant & Toddler Dev... infant and toddler development in an early childhood education setting. Development of infants/toddlers; prenatal conditions and development; child development theories; heredity and the environment; culturally and developmentally appropriate environments.
Offered in: Summer 2010, Fall 2010, Spring 2011

Early Childhood: Licensing Basic Ages 3-5 Certificate

Certificate Number 9030710

Certificate Description

The Early Childhood: Licensing Basic Ages 3-5 Years Certificate is designed for individuals wishing to satisfy the state of Wisconsin licensing requirements for working with children ages three to five with credit coursework. The courses in this certificate actually exceed the state requirements. All courses in this certificate will transfer into the Early Childhood Education associate degree program.

Certificate Completers will be able to

- Provide a respectful, diverse and inclusive program.
- Provide a safe program for children ages three to eight.
- Adhere to child abuse and neglect mandates.
- Develop activity plans that promote child development and learning.
- Analyze the development of children ages three to eight.
- Create developmentally appropriate language, literature, and literacy activities.

Curriculum

Catalog No	Description	Credits
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-167	ECE: Hlth Safety & Nutrition	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-307-178 ECE: Art Music & Lang Arts... beginning curriculum development in art, music, and language arts. Role of play; developmentally appropriate environment; promote child development; caregiving routines as curriculum; language, literature, and literacy activities, art/music, movement activities.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-179 ECE: Child Development... child development in the early childhood education setting. Social, cultural, and economic influences on child development; child development theories; development of children ages three to eight; child development research; heredity and environment.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-167 ECE: Hlth Safety & Nutrition... health, safety, and nutrition in early childhood settings. Anti-bias perspectives; governmental regulations and professional standards; safe, healthy, and nutritionally sound early childhood programs; child abuse/neglect mandates; SIDS risk reduction.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Early Childhood: Premier Certificate

Certificate Number 903078

Certificate Description

The Early Childhood: Premier Certificate is designed for students completing the early childhood core courses.

It includes a focus on early child care and education administration as well as the fourth and final field experience working with children and families.

Certificate Completers will be able to

- Differentiate between typical and exceptional development.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Adapt curriculum to meet the needs of children with developmental differences.
- Establish a developmentally appropriate environment.
- Develop unit plans that promote child development and learning.

Curriculum

Catalog No	Description	Credits
10-307-198	ECE: Admin an ECE Program	3
10-307-195	ECE: Family & Community Rel	3
10-307-199	ECE: Practicum 4	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-307-198 ECE: Admin an ECE Program... administration of an early childhood program. Diversity and anti-bias perspectives; ECE facilities, program, finances, aspects of personnel supervision, laws and regulations, advocacy.
Offered in: Fall 2010, Spring 2011

10-307-195 ECE: Family & Community Rel... relationships with family/community in early childhood. Diversity and anti-bias perspectives in families and community; family patterns, trends, relationships; communication strategies;   relationships with families; advocate for children/families; community resources.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-199 ECE: Practicum 4... learn/practice skills in a child care setting. Growth/development, assessment, anti-bias perspectives, professional behavior/practices; curriculum, relationships, evaluating programs for quality, professional options in early childhood. (Prerequisite: 10-307-197, ECE: Practicum 3)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Early Childhood: The Inclusion Certificate

Certificate Number 9030712

Certificate Description

Working with children who have special needs can present unique challenges and opportunities to the child care industry and early childhood education field in Wisconsin. Even experienced practitioners have felt intimidated in serving this population due to a lack of up-to-date information and a well thought out service approach. This new certificate is designed to help you build the skills, knowledge, resources and attitudes to successfully work with ALL children in your centers and programs. Courses can be taken in any order and concurrently, as long as ECE: Capstone Family/Team Prac Course (10-307-173) is taken last. Completion of all four courses will prepare learners to receive The Wisconsin Inclusion Credential from The Registry-Wisconsin's Recognition System for the Childhood Care and Education Profession.

Certificate Completers will be able to

- Provide inclusive programs for young children utilizing legal and ethical requirements.
- Differentiate between typical and exceptional development by analyzing physical, cognitive, health/medical, communication, and/or behavioral/emotional behaviors and disorders.
- Utilize specific discipline and guidance strategies and individualized intensive interventions based on the CSEFEL Curriculum.
- Understand medical issues and specialized health care needs of individuals with disabilities.
- Examine and learn care of altered body systems function and provide special health care needs.
- Know how to connect with community resources regarding medical issues and professionals.
- Commission with The Registry for the Wisconsin Inclusion Credential.

Curriculum

Catalog No	Description	Credits
10-307-187	ECE: Children w Diff Abilities	3
10-307-171	ECE: Behavior/Emotional Challe	3
10-307-172	ECE: Special Health Care Needs	3
10-307-173	ECE: Capstone Family/Team Prac	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-307-187 ECE: Children w Diff Abilities... differing abilities in early childhood settings. Anti-bias perspectives, inclusion, ADA/IDEA, typical and exceptional development; physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; community and professional resources; IEP/IFSP, adapt curriculum, cultivate partnerships.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-307-171 ECE: Behavior/Emotional Chall... build rapport, create supportive environments; demonstrate/define social-emotional teaching/guidance strategies; assess challenging behaviors; describe diagnoses; develop individualized guidance plans; communicate team approaches including all children.
Offered in: Fall 2010, Spring 2011

10-307-172 ECE: Special Health Care Needs... recognize family as expert; roles of health care professionals/program staff; community resources; educational implications/adaptive strategies; health promotion; care of individuals with altered body systems; emergency management.
Offered in: Fall 2010

10-307-173 ECE: Capstone Family/Team Prac... historical/current roles of families with disabilities; impact of disabilities; build rapport; daily issues; NAEYC code of conduct; assemble inclusive child care portfolio. The student will volunteer in an ECE program with a child who has special needs and spend time (30 hours) with that child's family at home and in the community. Students will have the opportunity to participate with a child and a family in daily routines and community settings.
Offered in: Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Entrepreneurship Certificate

Certificate Number 901451

Certificate Description

The Entrepreneurship Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of entrepreneurship and how to start, run, and manage profitable businesses.

Certificate Completers will be able to

- Assess readiness to begin the entrepreneurial adventure.
- Emphasize the importance of good financial record-keeping systems, reports, and records.
- Develop a marketing plan including components for product/service, price, place, and promotion.
- Strategically service customers.
- Prepare and present a business plan.

Curriculum

Catalog No	Description	Credits
10-145-188	Entrepreneurial Service Manage	3
10-145-186	Financial Management for Your	3
10-145-187	Marketing Your Small Business	3
10-145-185	Organizing Your Small Business	3
10-145-189	Writing a Business Plan for You	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-145-188 Entrepreneurial Service Mgmt... the elements of your successful business with a strategic plan that focuses on servicing your customer with a winning attitude, performance, teamwork, and competition.
Offered in: Spring 2011

10-145-186 Financial Management-Small Bus... the importance of good record keeping systems, reports, and the records necessary for a small business. Financial analysis techniques are explored through hands-on Income Statements and Cash Flow Projections for small businesses.
Offered in: Fall 2010

10-145-187 Marketing Your Small Business... implementing and evaluating a marketing plan for their small business. Students will develop a marketing plan for a selected small business. Components of the plan include market research, customer focus, quality, pricing, and advertising.
Offered in: Spring 2011

10-145-185 Organizing Your Small Business... the components of small business ownership by examining a variety of small business startup and operation scenarios. Assesses your own readiness to begin the entrepreneurial adventure.
Offered in: Fall 2010

10-145-189 Writing a Business Plan-Sm Bus... as a necessary component to beginning a small business, addressing facets of the business plan, observing various types of plans, to realizing readiness to begin. Plan preparation/presentation are required.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Ethical Leadership Certificate

Certificate Number 901962

Certificate Description

The Ethical Leadership Certificate is designed for people who wish to acquire and improve their skills in creating and maintaining a legal, ethical, and diverse work environment. These three-credit courses apply toward the 66 credits necessary to earn the Leadership Development associate degree. Courses are offered in alternative delivery formats.

Certificate Completers will be able to

- Recommend methods of balancing employees' right to privacy with employers' rights in today's information/knowledge-based businesses.
- Recommend methods of balancing 'reasonable' consumer safety with a producer's profit motive.
- Justify corporate social responsibility.
- Recommend a framework for dealing with different cultures, morals/ethics.
- Critique the identification, analysis, and recommend action/solution to a business-related ethical dilemma.

Curriculum

Catalog No	Description	Credits
10-196-199	Business Ethics	3
10-196-169	Diversity in the Workplace	3
10-196-134	Legal Issues for Supervisors	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-196-199 Business Ethics... ethical points-of-view, morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle-blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.
Offered in: Fall 2010, Spring 2011

10-196-169 Diversity in the Workplace... diversity in the workplace, analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, measuring progress, and celebrating success.
Offered in: Fall 2010, Spring 2011

10-196-134 Legal Issues-Supervisors... legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Fundamentals of Real Estate Sales Certificate

Certificate Number 901941

Certificate Description

The Fundamentals of Real Estate Sales Certificate is a series of credit courses targeted to educate learners about the opportunities and essence of Real Estate sales.

Certificate Completers will be able to

- Incorporate the legal financial and vocabulary knowledge learned when taking the State Licensing Exam.
- Recognize important terms and concepts used in the real estate industry.
- Apply learned principles to real world practice.
- Perform and apply basic financial and property related calculations.

Requirement for Certificate Entry

Must be at least 18 years old.

Curriculum

Catalog No	Description	Credits
10-104-191	Customer Service Management	3
10-801-136	English Composition 1	3
10-111-103	Macintosh-Intro	1
10-104-110	Marketing Principles	3
10-801-196	Oral/Interpersonal Comm	3
10-194-165	Real Estate Exam Prep	4
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	**20**

Course Descriptions

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010, Spring 2011

10-801-136 English Composition 1... learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-104-110 Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.
Offered in: Fall 2010, Spring 2011

10-801-196 Oral/Interpersonal Comm... the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-194-165 Real Estate Exam Prep... the concepts, principles, and practices necessary to begin a real estate sales career. Completion of the course meets the 72-hour education requirement for the Salesperson's License, Wisconsin Act 305.
Offered in: Fall 2010, Spring 2011

10-104-101 Selling Principles... selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Gemology Certificate

Certificate Number 904411

Certificate Description

The Gemology Certificate is exclusively designed for working adults seeking to upgrade their occupational skills and knowledge on a part-time basis. This certificate will prepare learners to evaluate gemstones and precious metals and to evaluate skills in using gem testing equipment.

These credits can apply toward the Jewelry Repair and Fabrication technical diploma program.

Certificate Completers will be able to

- Evaluate gemstones and precious metals.
- Understand stone setting and decorative engraving techniques.
- Have an understanding of the gem testing equipment used in the jewelry industry

Curriculum

Catalog No	Description	Credits
31-441-317	Gemology I: Basic Minerals an	2
31-441-318	Gemology 2: Practical Gemolog	3
31-441-328	Power Engraving	1
31-441-316	Precious Metals	1
	CERTIFICATE TOTAL	**7**

Course Descriptions

31-441-317 Gemology 1... identify: gemological equipment classification, stone optical/physical property and determination, basic minerals, diamonds and gemstone pricing.
Offered in: Fall 2010

31-441-318 Gemology 2... identify and evaluate the physical/optical properties of colored gemstones and diamonds through testing and evaluation. (Prerequisite: 31-441-317, Gemology 1)
Offered in: Spring 2011

31-441-328 Power Engraving... this course provides the learner with the skills to design and do a layout for an engraving and use a power engraver to set stones and create decorative designs.
Offered in: Spring 2011

31-441-316 Precious Metals... identify: precious metals content, solder determination, gold alloys, metal pricing and precious metal refinement.
Offered in: Fall 2010

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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General Studies Transfer Certificate UW-Green Bay

Certificate Number 908902

Certificate Description

The General Studies Transfer Certificate UW-Green Bay includes a thirty-two credit core of courses designed to meet specific general education requirements at UWGB. These courses will allow students who have a 2.5 overall grade point average to qualify for sophomore status at UWGB. Additional admission requirements may apply. For more information, go to the UW Green Bay Admissions Office Web site: www.uwgb.edu/admissions

How Do I Start?

Find available NWTC class openings by clicking on "Find a Class" on our website at www.nwtc.edu.

You can register online by creating an account in my.NWTC, or by calling registration at (920) 498-5444, or toll-free (800) 422-NWTC. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this booklet. It's that easy.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor, (920) 498-5444 or (800) 422-NWTC, ext. 5444.

Note

Accelerate Your Learning:

Are some of the classes that you had wanted to take full? Are you short of credits? Undecided about your major? Take classes at Northeast Wisconsin Technical College to expedite your degree by maximizing the number of credits you can earn each semester.

Create a Flexible Schedule:

Some classes can be taken online, through Technical College of the Air, or in an accelerated format to fit your lifestyle. Accelerated classes typically only meet one evening a week for six or eight weeks. Some classes are even offered on weekends.

Available Online Classes:

English Composition 1, General Chemistry, Intro to Psychology, Developmental Psychology, Economics, Intro to Sociology, Contemporary American Society, Written Communication, Intermediate Algebra with Applications, Intro to Ethics and Race Ethnic & Diversity.

- Technical College of the Air Classes:
  Written Communication, Economics, Intro to Psychology, Intro to Sociology and English Composition 1.
- Accelerated Classes:
  Written Communication, Economics, Contemporary American Society, Intro to Ethics and Race Ethnic & Diversity.
- If you have not taken high school algebra and geometry with a satisfactory placement score, you would need to take the NWTC course-Elementary Algebra with Apps (10-804-110) with a grade of "C" or better before taking Intermediate Algebra with Apps. (10-804-118).

Curriculum

Catalog No	Description	Credits
10-809-197	Contemporary American Society	3
10-809-188	Developmental Psychology	3
10-809-195	Economics	3
10-801-136	English Composition 1 OR	3
10-801-195	Written Communication	3
10-806-154	General Physics 1 OR	4
10-806-134	General Chemistry	4
10-804-118	Intermediate Algebra with Appl	4
10-809-166	Intro to Ethics: Theory & App	3
10-809-198	Intro to Psychology	3
10-809-196	Intro to Sociology	3
10-809-172	Race Ethnic & Diversity	3
	CERTIFICATE TOTAL	**32**

Course Descriptions

10-809-197 Contemporary Amer Society... the major social institutions within the American society: government, family, education, religion, and economic system.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-188 Developmental Psychology... defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-195 Economics... scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-136 English Composition 1... learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-195 Written Communication... the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

Course Descriptions

10-806-154 General Physics 1... applications/theory of basic physics principles: problem-solving, laboratory investigation, and applications including unit conversion and analysis, vectors, translational and rotational kinematics/dynamics, heat/temperature, and harmonic motion and waves. (Prerequisite: Recommendation: 10-804-118, Intermediate Algebra with Apps with a grade of "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-806-134 General Chemistry... covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-804-118 Interm Algebra w Apps... 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: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-166 Intro to Ethics: Theory & App... basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior-applying a systematic decision-making process.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-198 Intro to Psychology... survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-196 Intro to Sociology... the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-172 Race Ethnic & Diversity... basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

General Studies Transfer Certificate UW-Oshkosh

Certificate Number 908903

Certificate Description

The General Studies Transfer Certificate UW-Oshkosh includes a thirty-two credit core of courses designed to meet specific general education requirements at UW Oshkosh. These courses will allow students who have a 2.5 overall grade point average to qualify for sophomore status at UW Oshkosh. Additional admission requirements may apply. For more information, go to the UW Oshkosh Admissions Office Web site: http://admissions.uwosh.edu

How Do I Start?

Find available NWTC class openings by clicking on "Find a Class" on our website at www.nwtc.edu.

You can register online by creating an account in my.NWTC, or by calling registration at (920) 498-5444, or toll-free (800) 422-NWTC. To enroll in the General Studies Transfer Certificate, please submit the enrollment form in this booklet. It's that easy.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor, (920) 498-5444 or (800) 422-NWTC, ext. 5444.

Note

Accelerate Your Learning:

Are some of the classes that you had wanted to take full? Are you short of credits? Undecided about your major? Take classes at Northeast Wisconsin Technical College to expedite your degree by maximizing the number of credits you can earn each semester.

Create a Flexible Schedule:

Some classes can be taken online, throughTechnical College of the Air, or in an accelerated format to fit your lifestyle. Accelerated classes typically only meet one evening a week for six or eight weeks. Some classes are even offered on weekends.

Available Online Classes:

English Composition 1, General Chemistry, Intro to Psychology, Developmental Psychology, Economics, Intro to Sociology, Contemporary American Society, Written Communication, Technical Reporting, Speech, Intermediate Algebra with Applications, Intro to Ethics, Psychology of Human Relations and Race Ethnic & Diversity.

Technical College of the Air Classes:

Written Communication, Economics, Intro to Psychology, Intro to Sociology, English Composition 1, Speech and Technical Reporting.

Accelerated Classes:

Written Communication, Economics, Contemporary American Society, Psychology of Human Relations and Speech.

- If you have not taken high school algebra and geometry with a satisfactory placement score, you would need to take the NWTC course-Elementary Algebra with Apps (10-804-110) with a grade of "C" or better before taking Intermediate Algebra with Apps. (10-804-118).

Curriculum

Catalog No	Description	Credits
10-801-136	English Composition 1	3
	OR	
10-801-195	Written Communication	3
10-804-118	Intermediate Algebra with Appl	4
10-809-166	Intro to Ethics: Theory & App	3
10-809-172	Race Ethnic & Diversity	3
10-801-198	Speech	3
10-801-197	Technical Reporting	3
10-806-154	General Physics 1	4
	OR	
10-806-134	General Chemistry	4

Complete 3 courses (9 credits) in at least 2 areas of the following:

Area 1:

10-809-159	Abnormal Psychology	3
	OR	
10-809-188	Developmental Psychology	3

Area 2:

10-809-195	Economics	3

Area 3:

10-809-19	Intro to Sociology	3
	OR	
10-809-197	Contemporary Amer Society	3
	OR	
10-809-198	Intro to Psychology	3
	OR	
10-809-199	Psychology Of Human Relations	3
	CERTIFICATE TOTAL	**32**

Course Descriptions

10-809-159 Abnormal Psychology... surveys features, causes, assessment and treatment of abnormal behavior through major theoretical perspectives. Introduces the diagnosis system of the DSM-IV, the history, cultural/social differences, current perspectives, diagnosis criteria/treatments. (Prerequisite: Recommendation: Completion of 10-809-198, Introduction to Psychology)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-188 Developmental Psychology... defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

Course Descriptions

10-809-195 Economics... scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-136 English Composition 1... learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-195 Written Communication... the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-806-154 General Physics 1... applications/theory of basic physics principles: problem-solving, laboratory investigation, and applications including unit conversion and analysis, vectors, translational and rotational kinematics/dynamics, heat/temperature, and harmonic motion and waves. (Prerequisite: Recommendation: 10-804-118, Intermediate Algebra with Apps with a grade of "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-806-134 General Chemistry... covers chemistry fundamentals. Topics: metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. (Prerequisite: Recommendation: Completion of one year of High School Algebra with a "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-804-118 Interm Algebra w Apps... 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: Recommendation: Accuplacer Algebra Test = 61 OR Accuplacer (College Level Math) = 40 OR Completion of 10-804-110, Elementary Algebra w Apps OR 10-804-120, Math-Tech Algebra with grade "C" or better).
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-166 Intro to Ethics: Theory & App... basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior-applying a systematic decision-making process.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-196 Intro to Sociology... the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-197 Contemporary Amer Society... the major social institutions within the American society: government, family, education, religion, and economic system.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-198 Intro to Psychology... survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-199 Psychology Of Human Relations... decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-172 Race Ethnic & Diversity... basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-198 Speech... 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 the listening process.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-197 Technical Reporting... principles of report writing and correspondence, proposals, feasibility reports, progress reports, investigation reports, evaluation reports, meeting reports, memos, and correspondence. (Prerequisite: 10-801-195, Written Communication)
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

Gerontology Nursing Certificate

Certificate Number 905431

Certificate Description

The Gerontology Certificate is a series of credit courses designed to enhance the nurse's ability to care for the geriatric client. Courses are delivered online.

Certificate Completers will be able to

- Assess elderly patients:
    - Functional ability
    - Physical ability
    - Cognitive ability
    - Mental health
    - Economic and social considerations
    - Preventative and wellness considerations
    - Pharmacology needs
- Provide holistic comfort and end of life care.
- Assess and manage pain in the elderly client.
- Assess and provide appropriate care for clients with dementia.

Requirement for Certificate Entry

RN or LPN license or completion of first year of an Associate Degree Nursing program or second year of a BSN program.

Curriculum

Catalog No	Description	Credits
10-543-158	Elderly Assessment	3
10-543-160	Pain and Dementia	3
10-543-159	Palliative/Hospice Care	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-543-158 Elderly Assessment... offers the student engaged with the geriatric population an opportunity to improve assessment process insight, develop key assessment skills and create tools to ensure optimal outcomes for the older adult. RN or LPN license, or completion of first year of an ADN program or second year of a BSN program is required to take this course.
Offered in: Fall 2010, Spring 2011

10-543-160 Pain and Dementia... assists the learner in understanding the complexity of dementia, pain, behaviors and safety issues in the elderly which lead to increased institutionalization, morbidity and mortality in this population. RN or LPN license , or completion of first year of an ADN program or second year of a BSN program is required to take this course.
Offered in: Spring 2011

10-543-159 Palliative/Hospice Care... assists the learner in understanding the philosophy and approaches needed to provide holistic comfort and end-of-life care. Topics include ethical, cultural, psychosocial, spiritual, clinical, legal and familial perspectives. RN or LPN license, or completion of first year of an ADN program or second year of a BSN program is required to take this course.
Offered in: Fall 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

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Global Business Certificate

Certificate Number 901821

Certificate Description

The Global Business Certificate is designed for adults who currently work in businesses engaged in a global and international environment. These credits can apply toward an associate degree in Supply Chain Management.

Certificate Completers will be able to

- Improve global awareness.
- Analyze opportunities in international marketing.
- Utilize supply chain management concepts in a global setting.
- Understand international documentation.
- Become better global citizens who are computer literate, media savvy, and who possess a variety of technical skills.
- Complete a new track/concentration in the Business Management associate degree program.

Why Global Business?

Higher education is changing across our nation. The call of international, cultural, and global awareness by leaders in government and business is being answered. Institutions across the country are promoting new internationalism on their campuses.

It is estimated that one out of every six new jobs will be related to international activity. NWTC's Global Business Certificate is recognition for achievement of 18 credits providing a background for new students or existing workers interested in Global Business.

Curriculum

Catalog No	Description	Credits
10-102-184	Global Business Cultures	3
10-102-160	Global Business Management	3
10-104-148	Global Marketing	3
10-182-160	Global Supply Chain Management	3
10-138-180	Global Trade Finance	3
10-102-104	International Business Practice	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-102-184 Global Business Cultures... develops cultural knowledge/skills to conduct business in the global marketplace. Compare/contrast attitudes, values, protocol, rituals, traditions, communication styles. Cross-cultural relations skills in business functions will be developed.
Offered in: Spring 2011

10-102-160 Global Business Mgmt... globalization, cultural environment, global trade environment, politics and law, economic integration, global trade and investment theories, exporting, global marketing, and global supply chain.
Offered in: Fall 2010

10-104-148 Global Marketing... tools necessary for the student to understand the risks, rewards, and the technical aspects of doing business in a global environment.
Offered in: Fall 2010

10-182-160 Global Supply Chain Mgmt... methods of foreign market entry, international contracts, INCOTERMS 2000, terms of payment, international commercial documents, international insurance, export packaging, customs clearance, and global supply chain logistics infrastructure.
Offered in: Spring 2011

10-138-180 Global Trade Finance... foreign exchange market, fluctuations of the market, development of Euro, role of IMF (International Monetary Fund) in the global capital market, major determinants in country risk, and risks in export financing.
Offered in: Spring 2011

10-102-104 International Business Prac... (IBPF) students will start up their own business and sell and buy products in a virtual classroom environment. Each student will play the role of a manager.
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Greenhouse Growers Certificate

Certificate Number 900012

Certificate Description

The Greenhouse Growers Certificate is designed to provide courses with learning activities that will teach the necessary job skills and knowledge to grow quality plants in a greenhouse environment. Each course will include lecture, demonstrations, discussion, and hands on work experience. Some of the activities will be scheduled using the resources of the Green Bay Botanical Garden. Certificate graduates are eligible to transfer all 18 credits to the Landscape Horticulture two-year, associate degree program.

Certificate Completers will be able to

- Communicate within the greenhouse industry.
- Prepare soil media for optimum plant performance.
- Seed and propagate plants from cuttings.
- Describe plant functions concerning germination, vegetative growth and flowering as it relates to reproduction.
- Understand the effect of all cultural, chemical, and environmental processes on greenhouse crops.
- Identify all major insects, understand their life cycles, and recommend control measures.
- Identify major disease organisms and apply the most effective prevention and eradication measures available.
- Maintain the proper greenhouse environment concerning light, temperature, and humidity.

Curriculum

Catalog No	Description	Credits
10-001-159	Flowers-Herbaceous	3
10-001-111	Greenhouse Grower I	2
10-001-112	Greenhouse Grower II	2
10-001-110	Horticulture-Introduction	3
10-001-170	Integrated Pest Management	2
10-001-108	Plant Propagation	2
10-001-130	Plant-Interior	3
	CERTIFICATE TOTAL	**17**

Course Descriptions

10-001-159 Flowers-Herbaceous... annuals/perennials/roses; using flowers/foliage effectively in the landscape; care of each flower emphasizing selection/tips to best utilize each flower; groundcover/vines included. (Corequisite: 10-001-110, Horticulture-Intro)
Offered in: Fall 2010

10-001-111 Greenhouse Grower I... examine greenhouse structures and environmental systems used in growing crops; focus will be on various factors that influence plant health and quality.
Offered in: Fall 2010

10-001-112 Greenhouse Grower II... explore management factors affecting the production sales and marketing of greenhouse crops; emphasis will be on hands-on learning activities. (Prerequisite: 10-001-111 Greenhouse Grower 1)
Offered in: Spring 2011

10-001-110 Horticulture-Intro... explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.
Offered in: Fall 2010

10-001-170 Integrated Pest Management... various methods to combat plant pests in an environmentally responsible manner; using biorational techniques and strategies. (Prerequisite: 10-001-110, Intro to Horticulture)
Offered in: Fall 2010

10-001-108 Plant Propagation... plant propagation and production techniques. (Prerequisite: 10-001-110, Intro to Horticulture)
Offered in: Fall 2010, Spring 2011

10-001-130 Plant-Interior... how to identify indoor tropical plants and blooming plants that are used in interior plantscaping. Includes identification, plant varieties, pests, diseases, and cultural requirements. Also designing with houseplants. (Prerequisite: 10-001-110, Intro to Horticulture)
Offered in: Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Health Care Business Services Certificate

Certificate Number 901041

Certificate Description

The Health Care Business Services Certificate is designed to be an introduction to anyone interested in exploring various business positions in the growing medical field. All courses transfer to the Health Care Business Services associate degree. Courses are delivered online.

Certificate Completers will be able to

- Provide excellent customer service in health care and insurance.
- Solve basic health insurance reimbursement problems.
- Analyze and explain insurance benefits.
- Schedule and admit patients.
- Analyze and process health insurance claims.

Requirements for Certificate Entry

- Basic math.
- Ability to use a keyboard.

Curriculum

Catalog No	Description	Credits
* 10-530-172	Healthcare Delivery Systems	2
* 10-160-161	Insurance Health Principles	3
10-804-123	Math w Business Applications	3
* 10-501-101	Medical Terminology	3
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
10-801-195	Written Communication	3
	CERTIFICATE TOTAL	**16**

Curriculum Note

No final grade lower than a "C" is acceptable in any courses marked with an asterisk (*). Courses with grades lower than a "C" must be repeated in order to continue in, or complete this certificate.

Course Descriptions

10-530-172 Healthcare Delivery Systems... examines the organization, financing, regulation, and delivery of health care services. Includes the study of healthcare professionals.
Offered in: Fall 2010, Spring 2011

10-160-161 Insurance Health Principles... this course presents common health insurance terminology. Students are introduced to various insurance programs including: private health insurance, dental insurance, Workers' Compensation, disability insurance, dental insurance, hospital insurance, government plans including: Medicare, Medicaid and TriCare. (Corequisite: 10-530-172, Healthcare Delivery Systems)
Offered in: Fall 2010, Spring 2011

10-804-123 Math w Business Apps... real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation: Accuplacer Arithmetic = 65).
Offered in: Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-111 Micro: Windows-Intro... Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-195 Written Communication... the nature and scope of academic and business writing. Develops writing skills which include pre-writing, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

Health Care Leadership Certificate

Certificate Number 901967

Certificate Description

The Health Care Leadership Certificate is designed to prepare a person for a leadership role within health care settings. It includes learning the skills of supervision, team building and problem solving, leadership, and managing quality in a health care environment.

Certificate Completers will be able to

- Plan, organize, staff, lead and control a work environment.
- Interact appropriately on a team.
- Facilitate a problem solving team meeting.
- Develop a flexible leadership style.
- Coach the performance of others.
- Use data analysis to identify opportunities to improve quality.

Curriculum

Catalog No	Description	Credits
10-196-190	Leadership Development	3
10-196-192	Managing-Quality	3
10-196-191	Supervision	3
10-196-189	Team Building and Problem Solv	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-196-190 Leadership Development... leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution.
Offered in: Fall 2010, Spring 2011

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

10-196-189 Team Building/Prob Solve... benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.
Offered in: Fall 2010, Spring 2011

10-196-192 Managing-Quality... developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, six sigma, and systems thinking.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Health Care Leadership Advanced Certificate

Certificate Number 9019610

Certificate Description

The Health Care Leadership Advanced Certificate is designed to prepare a person to take the next step in leadership within health care settings. It includes budgeting and finance, legal issues in the workplace, working with a diverse population of employees, and either safety in the workplace or the human resource function.

Certificate Completers will be able to

- Establish and monitor a budget.
- Understand and work with finance terminology and financial statements.
- Work with employment law to keep their organization out of court.
- Work effectively with a diverse workforce and help employees work with each other.
- Analyze the safety requirements in the workplace.
- Hire, train, develop employees and, conduct performance appraisals.

Requirement for Certificate Entry

It is recommended that learners complete the Health Care Leadership Certificate before moving on to the Health Care Leadership Advanced Certificate.

Curriculum

Catalog No	Description	Credits
10-101-184	Business Finance/Budgeting	3
10-196-169	Diversity in the Workplace	3
10-196-193	Human Resource Management OR	3
10-196-136	Safety-Workplace	3
10-196-134	Legal Issues for Supervisors	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-101-184 Business Finance/Budgeting... fiscal and monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant.
Offered in: Fall 2010, Spring 2011

10-196-169 Diversity in the Workplace... diversity in the workplace, analyze the effect of perceptions, attitudes, biases, and organization culture on diversity, dealing with barriers, measuring progress, and celebrating success.
Offered in: Fall 2010, Spring 2011

10-196-193 Human Resource Mgmt... impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.
Offered in: Fall 2010, Spring 2011

10-196-136 Safety-Workplace... safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.
Offered in: Fall 2010, Spring 2011

10-196-134 Legal Issues-Supervisors... legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Health Unit Coordinator Certificate

Certificate Number 905011

Certificate Description

The Health Unit Coordinator (HUC) Certificate prepares the student to coordinate non-clinical tasks in health care settings. Responsibilities include transcription of physician orders, preparing and maintaining patient charts and all aspects of communication with health team members.

Certificate Completers will be able to

- Provide excellent customer service in a health care setting.
- Experience Health Unit Coordinator work life prior to certificate completion.
- Use the skills obtained in all types of health care settings, particularly hospitals.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Ability to use a keyboard with computer literacy recommended.
- Must be able to speak, read and write fluently in the English language.
- Excellent interpersonal skills.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 55; Arithmetic: 34; Sentence Skills: 60. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor, (920) 498-5444 or (800) 422-NWTC, ext. 5444

Note

- Clinical will be with a preceptor.
- No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.
- Student will be expected to meet facilities health, immunization, CPR and Caregiver Background requirements prior to attending clinical.

Course Descriptions

10-501-122 HUC Coordinator Clinical... the clinical experience provides opportunities for learners to apply the concepts and skills taught in Medical Order Management in a clinical health care setting with a preceptor. (Corequisite: 10-501-121, HUC Medical Order Management)
Offered in: Spring 2011

10-501-121 HUC Medical Order Management... is designed to introduce the student to the clerical and non-clinical functions in a health care setting. The coursework will enable the student to manage patient information, unit communications and transcribe orders. The Health Unit Clerk role is a vital component of the health care team. (Corequisites: 10-501-101, Medical Terminology; 10-501-104, Principles of Customer Service in Healthcare)
Offered in: Spring 2011

10-501-104 Healthcare Customer Serv... is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

Curriculum

Catalog No	Description	Credits
10-501-122	Health Unit Coordinator Clinic	2
10-501-121	HUC Medical Order Management	3
10-501-104	Healthcare Customer Serv.	2
10-501-101	Medical Terminology	3
	CERTIFICATE TOTAL	**10**

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

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Health Care Customer Service Representative Certificate

Certificate Number 905012

Certificate Description

Today's health care consumers expect excellent customer service. This certificate will prepare current or potential health care front line employees in excellent customer service. Learn how to not only meet but exceed customer needs.

Certificate Completers will be able to

- Provide excellent customer service in a health care setting.
- Be the first contact for customers seeking health care services.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Must be able to speak, read, and write fluently in the English language.
- Excellent interpersonal skills.
- Basic computer knowledge.

Note

Student must achieve a grade of "C" or better in each course to complete this certificate. In the event a "C" is not achieved, the course must be repeated.

Curriculum

Catalog No	Description	Credits
10-501-104	Healthcare Customer Serv.	2
10-501-107	Introduction to Healthcare Com	2
10-501-101	Medical Terminology	3
	CERTIFICATE TOTAL	**7**

Course Descriptions

10-501-104 Health Care Customer Serv... is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in health care.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-501-107 Intro to Health Care Computing... provides an introduction to basic computer functions and applications utilized in contemporary health care settings. Students are introduced to the hardware and software components of modern computer systems.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

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Horticulture Landscape Certificate

Certificate Number 900011

Certificate Description

The Horticulture Landscape Certificate is designed to provide job skills and knowledge for the landscape worker, park employee, nursery person, garden center employee, turf worker, greenskeeper, and the horticulture machine specialist. The course will include lecture, demonstration, discussion and hands-on work experience. Some learning activities will be scheduled at the Green Bay Botanical Garden. Certificate completers are eligible for six credits advanced standing in the Landscape Horticulture two-year, associate degree program.

The certificate will be granted when the student completes 47-001-440 Introductory Horticulture and five other Landscape/Horticulture courses in three consecutive years.

Certificate Completers will be able to

- Communicate within the horticulture industry.
- Identify horticulture plants, weeds, diseases, and insects.
- Sketch basic landscape concepts and ideas.
- Plant and prune.
- Establish turf.
- Define high, medium, and low light plants.

Curriculum

Catalog No	Description	Credits
47-001-440	Horticulture-Intro	36

Choose five courses from the list below:

Catalog No	Description	Credits
47-608-471	LANDCADD-Introduction	36
47-001-401	Landscape Construction	18
47-001-414	Landscape Design-Basic	24
47-001-405	Landscape-Maintenance	24
47-001-408	Landscape Shrub Identification	18
47-001-412	Landscape Tree Identification	18
47-001-409	Landscape-Flowers	18
47-001-402	Landscape-Specialty Gardens	24
47-001-453	Lawn Care	12
47-001-420	Organic Composting	8
47-001-436	Plant Propagation	18
47-001-435	Plantscaping-Indoor	18

Course Descriptions

47-001-440 Horticulture-Intro... explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens and turf.
Offered in: Fall 2010, Spring 2011

47-608-471 LANDCADD-Intro... basic equipment, terminology and syntax, practice with start-up, drafting, drawing storage and shut-down procedures. No previous CAD experience required. Featuring LANDCADD for landscape design and estimating.
Offered in: Spring 2011

47-001-401 Landscape Construction... site analysis preconstruction, grading, landscape construction and final sitework.
Offered in: Summer 2010, Fall 2010

47-001-414 Landscape Design-Basic... basic principles of occupational landscape designing using drawing instruments, symbolizing landscape features, analyzing landscape site, selection and use of plant materials including trees, shrubs, groundcovers, vines, flowers, grass.
Offered in: Spring 2011

47-001-405 Landscape Maintenance... growth and development of herbaceous and woody plants; study the effects of climate and pruning on plant behavior; identify insects and diseases and learn effective control measures.
Offered in: Fall 2010

47-001-408 Landscape Shrub Identification... identification of landscape shrubs of northeastern Wisconsin, including plant features such as flowers, fruit, foliage texture, colors, bark and aroma taught at Green Bay Botanical Garden using field trip format.
Offered in: Summer 2010

Horticulture Landscape Certificate

Certificate Number 900011   *(continued)*

Course Descriptions

47-001-412 Landscape Tree Identification... identification of landscape trees of northeastern Wisconsin, including information about plant flowers, fruit, foliage texture and colors, bark and aroma taught at Green Bay Botanical Garden using field trip format.
Offered in: Fall 2010

47-001-409 Landscape-Flowers... annuals, perennials and roses. Emphasis will be placed on using flowers effectively in the landscape. Care of each flower is detailed, emphasizing selection and tips to best utilize each flower.
Offered in: Summer 2010

47-001-402 Landscape-Special Gardens... butterfly, water, rock, prairie, wildflower, cut flower, cottage and rose gardens. Practical instruction on basic design, materials, construction, planting, soil building and maintenance.
Offered in: Summer 2010

47-001-453 Lawn Care... establishment, maintenance and re-establishment of turf grasses. Emphasis of grass plant selection according to planned use. Study of diseases, insects, nutrient deficiencies and weed control selection and adjustments.
Offered in: Spring 2011

47-001-420 Organic Composting... benefits of using compost, principles of composting, managing a compost pile including material selection, enhancement materials and techniques, safety and health concerns for the landscape worker and homeowner.
Offered in: Spring 2011

47-001-436 Plant Propagation... principles/practices covering cuttings: softwood, semi-softwood, hardwood; division and layering; seed propagation; grafting of trees, shrubs, evergreens, perennials, fruits. Principles apply to plants in and outside the home.
Offered in: Spring 2011

47-001-435 Plantscaping-Indoor... how to identify indoor tropical plants and blooming plants that are used in interior plantscaping. Includes identification, plant varieties, pests, diseases, and cultural requirements. Also designing with house plants.
Offered in: Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Hotel & Restaurant Management Certificate

Certificate Number 901095

Certificate Description

The Hotel & Restaurant Management Certificate is an 18-credit certificate designed to prepare students for a variety of mid-management positions in lodging operations, food service operations, and tourism services. The program is offered on a flexible, part-time schedule to accommodate the needs of employees in the hospitality industry. Some courses may be completed through credit by examination, credit for work experience, video and Technical College of the Air, interactive television or online. The certificate is designed for completion in two or more semesters.

Certificate Completers will be able to

- Plan a conference or special event.
- Manage cleaning/sanitation operations in the food service and lodging industry.
- Maximize facility productivity.
- Understand preventative maintenance and equipment service.
- Manage quality customer service systems.
- Apply product presentation principles in the hospitality industry.

Curriculum

Catalog No	Description	Credits
10-109-168	Beverage/Dining Room Management	3
10-104-125	Event Marketing	3
10-109-126	Food and Lodging Cost Control	3
10-109-114	Front Office Management	3
10-109-127	Housekeeping and Facilities Mgmt	3
10-104-110	Marketing Principles	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-109-168 Beverage/Dining Room Mgmt... food/beverage industry, product classifications, responsible service; bar/kitchen equipment/organization; maintaining clean/sanitary facilities; staffing, training, supervising food/beverage employees; promotions planning; budgeting/cost controls of food/beverage operations.
Offered in: Spring 2011

10-104-125 Event Marketing... planning, promotion execution, and evaluation of special events (entertainment, industry, meeting/convention). Students will work toward the actual staging of an event (will require time outside of the classroom setting).
Offered in: Spring 2011

10-109-126 Food/Lodging Cost Control... purchasing/receiving controls, storing/issuing controls, production controls, monitoring activities, sales controls, beverage controls, labor controls.
Offered in: Spring 2011

10-109-114 Front Office Management... lodging classification, ownership/affiliation, hotel/front office organization, equipment, reservations, registration, guest services, guest accounting, credit monitoring, check-out/settlement, night audit, management functions, room statistics, yield management, staffing.
Offered in: Fall 2010

10-109-127 Housekeeping/Facilities Mgmt... staffing housekeeping operations, facilities safety and security, cleaning routines, material selection, laundry operations, controlling costs in housekeeping and maintenance departments, facility systems.
Offered in: Fall 2010

10-104-110 Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Industrial Maintenance Certificate

Certificate Number 904621

Certificate Description
Courses are designed for maintenance technicians, providing skills and understanding of the preliminary fundamentals of PLCs, motors and drives, pneumatics, hydraulics and mechanics.

Certificate Completers will be able to
Troubleshoot industrial machinery utilizing basic skills in PLCs, drives, motors, hydraulics, pneumatics and mechanics.

Curriculum

Catalog No	Description	Credits
10-664-100	Automation 1: Control Logic	1
10-664-101	Automation 2: Motor Control	1
10-664-102	Automation 3: PLC	1
10-664-103	Automation 4: PLC	1
10-664-104	Automation 5: PLC	1
10-664-105	Automation 6: PLC	1
10-620-100	Fluids 1: Basic Pneumatics	1
10-620-101	Fluids 2: Basic Hydraulics	1
10-620-140	Machine Wiring and Safety	1
10-620-121	Mechanics 1: Basic	1
10-620-122	Mechanics 2: Intermediate	1
10-620-161	Power Electricity 1: Motors	1
10-620-159	Power Electronics 3: Drives	1
10-620-105	Rigging Systems 1	1
	CERTIFICATE TOTAL	**14**

Course Descriptions

10-664-100 Automation 1: Control Logic... electric motor control components such as switches, relays, starters, transformers, and safely mount and install motor and motor control components and perform related wiring and troubleshooting of motor control circuits.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-664-101 Automation 2: Motor Control... electric motor control components such as sensors, timers and counters. (Corequisite: 10-664-100, Automation 1: Control Logic)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-664-102 Automation 3: PLC... basic programmable logic controller programming and troubleshooting.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-664-103 Automation 4: PLC... troubleshooting a PLC System, applying Event Sequencing, developing PLC applications, applying timer instructions and counter instructions. (Corequisite: 10-664-102, Automation 3: PLC)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-664-104 Automation 5: PLC... application, troubleshooting, and implementation of program control, math and data move instructions, analog I/O modules, and producing a PLC program from specification. (Corequisite: 10-664-103, Automation 4: PLC)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-664-105 Automation 6: PLC... programming a PLC system to operate a discrete and analog process adhering to a functional specification or timing diagram. (Prerequisite: 10-664-104, Automation 5: PLC)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-100 Fluids 1: Basic Pneumatics... what fluid power is, differentiate between hydraulics and pneumatics, implement basic pneumatic circuits, utilize schematics, apply Pascal's law, define properties of fluids, implement airflow control and hydraulics cylinder circuits.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-101 Fluids 2: Basic Hydraulics... hydraulic pumps, basic hydraulics actuator circuits, hydraulic schematics, apply Pascal's Law, summarize the effects of fluids friction, define properties of hydraulic energy, design hydraulic circuits with directional control valves. (Corequisite: 10-620-100, Fluids 1: Basic Pneumatics)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-140 Machine Wiring and Safety... introduction to machine wiring, including basic documentation, labeling, and wiring practices; and an overview of NFPA 70 - machinery, safety and installation standards.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-121 Mechanics 1: Basic... mechanical drive system components related to V-belt drives, chain drives, and gear drives.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-122 Mechanics 2: Intermediate... mechanical drive system components related to multiple shaft drives, heavy-duty V-belt Drives, synchronous belt drives, lubrication, and alignment. (Prerequisite: 10-620-121, Mechanics 1: Basic)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-161 Power Electricity 1: Motors... DC motors and generator configuration, shunt, compound, and permanent magnet DC motor performance and characteristics.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-159 Power Electronics 3: Drives... power circuitry of AC drives and application of industrial AC drives to AC motors. (Corequisite: 10-620-161, Power Electricity 1: Motors)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-620-105 Rigging Systems 1... the basic skills of rigging, employment of hoists, slings, lifts, wire rope, and chain slings as part of rigging system.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

Industrial Safety Certificate

Certificate Number 904491

Certificate Description

The Industrial Safety Certificate provides online courses to prepare individuals to work with supervisors and employees to ensure a safe and healthy work environment.

Certificate Completers will be able to

Contribute to a safety and health program in any size organization.

Curriculum

Catalog No	Description	Credits
10-449-102	Accident Investigation	3
10-449-104	Audits and Inspections	3
10-449-103	Industrial Hygiene-Intro	3
10-449-101	Regulatory Compliance	3
10-449-100	Safety Management	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-449-102 Accident Investigation... determine cause, uncover indirect accident causes, prevent similar accidents from occurring, document facts, provide information on costs and promote safety. The student will learn how to train first line supervisors in the area of accident/incident investigation, and train employees how to report accidents/incidents. OSHA record keeping and corrective action will also be addressed within this course.
Offered in: Fall 2010, Spring 2011

10-449-104 Audits/Inspections... examine the process that takes place during the planning, design and operational phases of the safety system. The student will learn how to conduct the monitoring function in an organization to locate and report existing and potential hazards having the capacity to cause accidents in the workplace; also how to locate and interpret past injury and illness data and compare to current data.
Offered in: Fall 2010, Spring 2011

10-449-103 Industrial Hygiene-Intro... fault finding, emphasizing on criticism and fact-finding, with the emphasis on locating potential hazards that can adversely affect safety and health will be analyzed. The course will also evaluate and assess safety and health risks associated with equipment, material, processes and activities.
Offered in: Fall 2010, Spring 2011

10-449-101 Regulatory Compliance... overview of occupational safety/health compliance procedures emphasizing areas such as hazard communication, lockout/tagout, confined space entry, personnel protective equipment, machine guarding, hand/portable tools, fire safety.
Offered in: Fall 2010, Spring 2011

10-449-100 Safety Management... occupational health and safety management principles, systems and supporting techniques to initiate and/or improve an organization's safety management system. Included is a focus on job safety analysis and fault tree.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

Internet Broadcasting Certificate

Certificate Number 902061

Certificate Description

The Internet Broadcasting Certificate will develop learner skills in digital media content production, editing and delivery of audio, video and graphics for Internet distribution. Podcast creation including capture, transfer, compression and web formatting for business, education and entertainment.

Certificate Completers will be able to

- Create multimedia components for the Internet.
- Produce commercially viable digital media.
- Operate a Macintosh graphic workstation.
- Manage internet productions and projects.
- Communicate effectively using digital media.
- Output to personal, commercial and user generated web sites.
- Solve technical problems.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Proficiency on Internet browser applications on Mac or PC.

Curriculum

Catalog No	Description	Credits
10-206-100	Digital Audio Overview	3
10-206-107	Internet Broadcasting	3
10-206-108	Internet Broadcasting-Advanced	3
10-206-154	Macintosh Video Editing	3
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-152-185	Website Coding	3
	CERTIFICATE TOTAL	**19**

Course Descriptions

10-206-100 Digital Audio Overview... concept of analog to audio conversion, processing sound in digital domain, MIDI music production, CD audio production, video soundtracks, enhanced podcast audio, basic of time code and format conversion. (Prerequisite: 10-206-108, Internet Broadcasting-Advanced)
Offered in: Fall 2010

10-206-107 Internet Broadcasting... plan, prepare and organize digital media content for online distribution and access. Pre-through post-production techniques including technical and commercial aspects of digital media content for internet delivery.
Offered in: Fall 2010

10-206-108 Internet Broadcasting-Advanced... advanced pre- through post-production techniques including technical/commercial aspects of digital media content for internet delivery. Business fundamentals, target marketing, copy writing, commercial distribution, user-generated content (UGC) service/s. (Prerequisite: 10-206-107, Internet Broadcasting)
Offered in: Spring 2011

10-206-154 Macintosh Video Editing... media types including audio, video and graphics to create original commercial, educational and entertainment productions for delivery to broadcast, CD/DVD and web. Final Cut Pro, LiveType and Photoshop software. (Prerequisite: 10-111-101, Macintosh-Image Editing)
Offered in: Fall 2010

10-111-101 Macintosh-Image Editing... (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010

10-152-185 Website Coding... write code for functionality and design of web page text, hyperlinks, images, tables, and forms using (X)HTML and CSS. Apply and validate coding standards. Test browser function and user accessibility.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Introduction to the
Instructional Assistant Careers Certificate
Certificate Number 905222

Certificate Description

This certificate is designed for anyone with an interest in an introduction to the roles of instructional assistants or educational paraprofessionals working with students in preschool through grade twelve. Courses provide an overview of the variety of duties assisting teachers in implementing instructional programs for individuals or small groups of students. The coursework in this certificate program provides a basic foundation in theory and practical application of how children learn, teaching strategies, developing positive relationships with students, supporting the classroom teacher with classroom management, and addressing the needs of special needs students. All courses transfer to the Instructional Assistant associate degree.

Certificate Completers will be able to

- Demonstrate problem-solving skills within a group setting.
- Incorporate learning styles into instructional strategies.
- Engage culturally diverse students.
- Summarize brain development in young children.
- Recommend program adaptations and accommodations for children with exceptionalities.
- Demonstrate the use of strategies for managing student behavior.

Curriculum

Catalog No	Description	Credits
10-522-106	IA: Child & Adolescent Devel	3
10-522-111	IA: Guiding and Managing Behav	3
10-522-103	IA: Intro to Educ Practices	3
10-522-107	IA: Overview of Special Educat OR	3
10-522-124	IA: Support Students w Disab	3
10-522-101	IA: Teamwork in School Setting	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-522-106 IA: Child & Adolescent Devel... growth and development birth through adolescence. Acquaints the learner with the fundamental tasks of physical, motor, perceptual, cognitive social/emotional and language development.
Offered in: Fall 2010, Spring 2011

10-522-111 IA: Guiding & Mnging Behavior... guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.
Offered in: Summer 2010, Spring 2011

10-522-103 IA: Intro to Educ Practices... fundamentals of teaching methodologies, learning styles, factors influencing teaching effectiveness, strategies to meet the needs of all learners, questioning techniques, and basic assessment practices.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-522-107 IA: Overview of Special Ed... classifications of special education, K-12. Studies include causes of special needs/ intervention strategies. Examines key development milestones and how they relate to physical, mental, emotional or social development of children.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-522-124 IA: Support Students w Disab... strategies to manage the learning environment proactively to prevent behavior problems and promote learning for students with developmental disabilities. (Prerequisite: 10-522-107, IA: Overview of Special Education)
Offered in: Spring 2011

10-522-101 IA: Teamwork in School Setting... group dynamics, school and class policies, liability, confidentiality, legal issues and safety issues as they relate to the role of the instructional assistant as a member of a team.
Offered in: Summer 2010, Fall 2010

Library Assistant Certificate

Certificate Number 905223

Certificate Description

This certificate is designed to be an introduction to anyone with an interest in library science. Courses provide an overview of library management, the roles and responsibilities of a library assistant, celebrating children and young adult literary resources, strategies to support children and young adults with literature, supporting independent strategic readers and working with children and young adults in reading and language arts. All courses transfer to the Instructional Assistant associate degree.

Courses are delivered online.

Certificate Completers will be able to

- Identify roles and responsibilities of librarian assistant.
- Use activities to support students in the library.
- Use media and technology in the library.
- Communicate effectively with students and staff.
- Model research strategies for students.
- Use drama to reinforce literature.
- Support classroom teachers with literature.
- Conduct storytelling with children.
- Use multicultural literature.
- Celebrate library awareness.

Curriculum

Catalog No	Description	Credits
10-522-122	IA: Advanced Reading/Language	3
10-522-108	IA: Library Science-Introduction	3
10-522-110	IA: Literary Resources-Children	3
10-522-102	IA: Techniques/Reading/Lang Art	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-522-122 IA: Adv Readg/Language Arts... supporting/encouraging children as independent, strategic readers as well as techniques to support children through the writing process. Children's literature will be integrated throughout the course.
Offered in: Fall 2010, Spring 2011

10-522-108 IA: Library Science-Intro... overview of the library and roles of librarian assistant. Introduces learner to library services/resources, current practices, media and technology, activities to support students, research strategies, communication, and library management.
Offered in: Spring 2011

10-522-110 IA: Literary Resources-Child... learners use literature genres to support student learning in a library setting. Literature supported with drama, author studies, motivational activities, and storytelling. Supporting classroom teachers and literature awareness also incorporated.
Offered in: Fall 2010

10-522-102 IA: Techniques/Readg/Lang Art... instructional assistant's role in reading/language arts. Work with all children individually and in groups through questioning, listening, guiding techniques. Addresses the use of current classroom materials plus enrichment/support activities.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Maintenance Electricity Certificate

Certificate Number 904132

Certificate Description
The Maintenance Electricity Certificate is designed for a person working in an industrial maintenance position who is seeking knowledge and skills in electrical maintenance. Most of the courses in the certificate will transfer into the Electricity technical diploma program offered on the Green Bay campus.

Certificate Completers will be able to
Perform basic installation, maintenance and service of electrical equipment in an industrial environment.

Requirement for Certificate Entry
A math background is needed for this certificate. Students should have mastered high school algebra skills.

Curriculum

Catalog No	Description	Credits
31-413-334	AC Circuits	2
31-413-381	Controls 1-Maintenance	3
31-413-382	Controls 2 - Maintenance	3
31-413-314	DC Circuits	2
31-449-301	Electrical Safety	1
31-413-339	Industrial Controls	3
31-804-312	Math-Algebra/Trades	1
31-413-328	Motors and Transformers	2
31-413-315	National Electric Code-Mainten	1
	CERTIFICATE TOTAL	**18**

Course Descriptions

31-413-334 AC Circuits... AC theory, inductance, capacitance, impedance, series ad parallel AC circuits, AC power, power factor corrections, rectification of AC, Diodes and silicon controlled rectifiers. (Corequisites: 31-804-312, Math-Algebra/Trades; 31-413-314, DC Circuits)
Offered in: TBD

31-413-381 Controls 1-Maintenance... provides the student with knowledge of manual and event driven control systems and PLC characteristics. Laboratory work includes wiring manual control systems, simulation of control systems and PLC Operations.
Offered in: TBD

31-413-382 Controls 2 - Maintenance... provides the student with knowledge of PLC setup, programming and controls system control operation, "Smart" plant operating systems and motor speed controllers. PLCs and motor controls will be wired in lab.
Offered in: TBD

31-413-314 DC Circuits... electron theory, electromotive force sources, voltage, current, resistance, power, ohm's law, series-parallel circuits and test equipment. (Corequisite: 31-804-312, Math-Algebra/Trades)
Offered in: Fall 2010

31-449-301 Electrical Safety... standard first aid, CPR and OSHA 10 hour course as it relates to the electrical field.
Offered in: Fall 2010

31-413-339 Industrial Controls... electrical symbols, wiring diagrams, ladder diagrams, control logic, pilot devices, solenoids, relays, and time delay control (Corequisite: 31-413-328, Motors and Transformers)
Offered in: TBD

31-804-312 Math-Algebra/Trades... signed numbers, order of operations, scientific notation, metric units/measurement, calculator operations, algebra, introductory trigonometry, Pythagorean theorem, solving right triangles.
Offered in: Fall 2010

31-413-328 Motors/Transformers... magnetism, electromagnetism, transformers, DC generators and motors, AC single-phase and three-phase motors, and an introduction to AC drives. (Prerequisite: 31-413-334, AC Circuits)
Offered in: TBD

31-413-315 NEC-Maintenance... National Electric Code requirements for industrial applications.
Offered in: TBD

For more information, please contact: The Marinette Campus, (715) 732-3870 or (800) 422-NWTC, extension 3870; or contact Enrollment Services at 888-385-NWTC.

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Math-Advanced Certificate

Certificate Number 908042

Certificate Description

The Math-Advanced Certificate is intended for students wishing to review or acquire college algebra, trigonometry, and basic calculus skills. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Solve and graph linear equations, linear inequalities, systems of linear equations (matrices), systems of linear inequalities, and quadratic equations.
- Graph and apply properties of relations and functions including linear, quadratic, polynomial, rational, exponential, and logarithmic functions.
- Solve problems involving sequences, induction, and probability.
- Evaluate and graph trigonometric functions, inverse trigonometric functions, and conic sections.
- Solve trigonometric equations, apply trig identities, and perform operations with parametric equations.
- Use trigonometry to solve right triangles, oblique triangles, and vector applications.
- Perform operations with complex numbers in rectangular and polar form.
- Evaluate limits and determine continuity of functions.
- Develop techniques of differentiation and apply methods to solve problems.
- Evaluate and analyze the exponential, logarithmic and indeterminate forms of functions.
- Develop understanding of Infinite Series including Maclaurin, Taylor and Fourier series.

Curriculum

Catalog No	Description	Credits
10-804-198	Calculus 1	4
10-804-181	Calculus II	4
10-804-195	College Algebra with Applicati	3
10-804-189	Introductory Statistics	3
10-804-196	Trigonometry with Applications	3
	CERTIFICATE TOTAL	**17**

Course Descriptions

10-804-198 Calculus 1... analyze and graph algebraic expressions, especially conic sections. Develop an intuitive understanding of limits, derivatives and integrals. Apply the derivative and the integral to certain physical problems. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 103 OR Completion of 10-804-195, College Algebra with Apps AND 10-804-196, Trigonometry with Apps, 10-804-197, College Algebra and Trigonometry with Apps or 10-804-132, Math-Geometry/ Analytic with grade "C" or better)
Offered in: Fall 2010, Spring 2011

10-804-181 Calculus 2... continuation Calculus I. Topics: integration techniques, indeterminate forms, improper integrals, techniques of integration, applications to the physical sciences, first order linear differential equations, Infinite series including Maclaurin, Taylor, and Fourier. (Prerequisites: Recommendation: Completion of 10-804-198, Calculus I with a "C" or better.)
Offered in: Fall 2010, Spring 2011

10-804-195 College Algebra w Apps... skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatories, and the binomial theorem. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-804-189 Introductory Statistics... students taking Introductory Statistics display data with graphs, describe distributions with numbers perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. (Prerequisites: Recommendation: TABE A 11.0 GE Math or Accuplacer Arithmetic = 75 AND Accuplacer (College Level Math) = 50 Introductory computer skills to include spreadsheets.)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-804-196 Trigonometry w Apps... topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors. (Prerequisites: Recommendation: Accuplacer (College Level Math) = 63 OR Completion of 10-804-118, Intermediate Algebra w Apps; 10-804-195, College Algebra with Apps or 10-804-131, Math-Algebra/Inter with grade "C" or better OR Concurrent enrollment in 10-804-195, College Algebra with Apps)
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

Medical Coding Specialist Certificate

Certificate Number 905306

Certificate Description

The Medical Coding Specialist Certificate is designed to prepare students for employment in all types of health care organizations, insurance companies, or government agencies associated with medical coding, reimbursement, health services research, and health care planning. All credits from this certificate can be applied to the Health Information Technology associate degree.

Certificate Completers will be able to

- Understand and apply coding principles using brief diagnostic and procedure statements, medical records, and case scenarios.
- Code diagnoses and surgical procedures using ICD-9-CM and/or CPT/HCPCS.
- Apply anatomy and physiology, pathophysiology, and pharmacology to obtain correct codes.
- Use a computerized encoder and the traditional coding manuals.
- Apply various reimbursement methodologies and insurance principles as they relate to coding.
- Gain an appreciation of other classification systems.
- Differentiate coding principles in different types of health care settings (hospital, clinic, long-term, insurance companies, etc.).
- Experience coding work life prior to program completion.
- Adhere to security/privacy/confidentiality policies.
- Model professional behaviors, ethics and appearance.

Requirements for Certificate Entry

- High school graduate.
- Students are expected to have entry-level computer and keyboarding skills. It is recommended that students complete basic computer and keyboarding skills coursework if deficient in this area.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

No final grade lower than a "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better final grade in order to continue in or complete the certificate.

The following requirements must be met prior to taking course 10-530-125 Medical Coding-Clinical:
- Submit Caregiver Background Check paperwork.
- Complete physical examination within three months before entering certificate and maintain current immunization information.

Curriculum

Catalog No	Description	Credits
10-530-195	Applied Coding	2
10-806-189	Basic Anatomy	3
10-530-184	CPT Coding	3
10-530-176	Health Data Management	2
10-530-172	Healthcare Delivery Systems	2
10-530-185	Healthcare Reimbursement	2
10-530-182	Human Diseases for the Health	3
10-530-183	ICD-9-CM-Coding	3
10-530-181	Intro to the Health Record	1
10-530-125	Medical Code-Clinical	2
10-501-101	Medical Terminology	3
	CERTIFICATE TOTAL	**26**

Course Descriptions

10-530-195 Applied Coding... assign ICD and CPT/HCPCS codes supported by medical documentation at intermediate level. Prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement. (Prerequisites: 10-530-183, ICD-9-CM Coding; 10-530-184, CPT Coding; 10-530-185, Healthcare Reimbursement)
Offered in: Fall 2010, Spring 2011

10-806-189 Basic Anatomy... examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better)
Offered in: Fall 2010, Spring 2011

10-530-184 CPT Coding... assign CPT codes supported by medical documentation at entry level; apply CPT instructional notations, conventions, rules, and official coding guidelines; case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; 10-530-182, Human Diseases for Health Professions; Corequisite: 10-530-181, Intro to Health Records)
Offered in: Fall 2010, Spring 2011

Medical Coding Specialist Certificate

Certificate Number 905306 *(continued)*

Course Descriptions

10-530-176 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. (Corequisites: 10-530-181, Intro to Health Record; 10-530-172, Healthcare Delivery Systems)
Offered in: Fall 2010, Spring 2011

10-530-172 Health Care Delivery Systems... examines the organization, financing, regulation, and delivery of health care services. Includes the study of health care professionals.
Offered in: Fall 2010, Spring 2011

10-530-185 Health Care Reimbursement... compare and contrast health care payers, illustrate the reimbursement cycle, comply with regulations for fraud and abuse. Assign Diagnosis Related Groups, Ambulatory Payment Classifications, and Resource Utilization Groups at entry-level. (Prerequisites: 10-501-101, Medical Terminology; 10-530-182, Human Diseases for Health Professions; 10-530-183, ICD-9-CM Coding; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-184, CPT Coding)
Offered in: Fall 2010, Spring 2011

10-530-182 Human Diseases for Hlth Prof... this course 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. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)
Offered in: Fall 2010, Spring 2011

10-530-183 ICD-9-CM-Coding... assign ICD-9-CM codes supported by medical documentation at entry level; apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines; case studies and actual medical record documentation. (Prerequisites: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy; Corequisites: 10-530-181, Intro to Health Records; 10-530-182, Human Diseases for Health Professions)
Offered in: Fall 2010, Spring 2011

10-530-181 Intro to Health Record... illustrate the flow of health information in various health care delivery systems and within the health information department; retrieve data from health records; professional ethics; confidentiality and security of information.
Offered in: Fall 2010, Spring 2011

10-530-125 Medical Code-Clinical... application of coding knowledge and procedures in two clinical environments, acute care and ambulatory, practicing ICD-9-CM and CPT/HCPCS coding, under supervision of an experienced clinical coder. (Prerequisites: 10-530-172, Healthcare Delivery Systems; 10-530-176, Health Data Management; 10-530-195, Applied Coding)
Offered in: Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

Medical Transcription Specialist Certificate

Certificate Number 905307

Certificate Description

The Medical Transcription Specialist Certificate is designed to prepare individuals for self-employment or employment within health care organizations. The training provides individuals with the skills necessary to transcribe authentic health care provider-dictated reports utilizing current and emerging technology within the field of medical transcription. Individuals will acquire knowledge in required core areas including medical style grammar, medical knowledge, technology, medicolegal aspects of the health care record, and transcription skills requiring progressively demanding accuracy standards. Upon completion of the certificate, individuals will be eligible to take the Registered Medical Transcriptionist (RMT) examination through the Association for Healthcare Documentation Integrity (AHDI).

Certificate Completers will be able to

- Appropriately edit, recognize, and revise inconsistencies and inaccuracies in traditional dictation and voice recognition, without altering the meaning of dictation or changing the author's style.
- Produce a final, neat, error-free transcript.
- Increase transcription speed and productivity throughout the course.
- Demonstrate appropriate ergonomic habits.
- Explain quality versus quantity in medical transcription.

Requirements for Certificate Entry

- High school transcript or equivalent
- Keyboarding proficiency of 45 corrected words per minute (cwpm) with five or less errors in a five-minute timing. Keyboarding testing is required and available in NWTC Assessment Centers for a fee.
- Pass audiometric screening.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

- A majority of courses in the certificate are offered online. The core transcription courses will require on-campus attendance.
- Students choosing to find an off-site clinical in place of the simulated clinical will be required to complete a two-step TB test, physical examination, and provide current immunization information.

Curriculum

Catalog No	Description	Credits
10-806-189	Basic Anatomy	3
10-530-182	Human Diseases for the Health	3
10-530-181	Intro to the Health Record	1
10-530-126	Medical Transcription Simulate	2
10-501-101	Medical Terminology	3
10-530-122	Medical Transcription 2	4
10-530-119	Medical Transcription Prep	3
10-530-121	Medical Transcription 1	4
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
10-530-127	RMT Review	1
	CERTIFICATE TOTAL	**26**

Curriculum Note

No final grade lower than "C" is acceptable in any of the courses. A student must repeat the particular course to achieve a "C" or better in order to continue in this certificate.

Course Descriptions

10-806-189 Basic Anatomy... examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems. (Prerequisite: Recommendation: High School Chemistry or High School Biology with a "C" or better OR College Chemistry or College Biology or College General Anatomy transfer credit with a grade of "C" or better)
Offered in: Fall 2010, Spring 2011

10-530-182 Human Diseases for Hlth Prof... this course 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. (Prerequisite: 10-501-101, Medical Terminology; 10-806-189, Basic Anatomy)
Offered in: Fall 2010, Spring 2011

10-530-181 Intro to Health Record... illustrate the flow of health information in various health care delivery systems and within the health information department; retrieve data from health records; professional ethics; confidentiality and security of information.
Offered in: Fall 2010, Spring 2011

Medical Transcription Specialist Certificate

Course Descriptions

10-530-126 MT Simulated Clinical... this course will simulate an actual work site. The student will sign up for specific hours at the site for a total of 108 hours. The student will transcribe dictation mostly independently with the clinical coordinator reviewing all work produced. Accuracy and speed will be measured. The student is free to find an off-site clinical setting if that is preferred. (Prerequisite: 10-530-122, Medical Transcription 2)
Offered in: Fall 2010

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-530-122 Medical Transcription 2... advanced transcription of authentic physician-dictated reports organized by body system, incorporating skills in English language, technology, medical knowledge, proofreading, editing, and research, while meeting progressively demanding accuracy standards. (Prerequisite: 10-530-121, Medical Transcription 1)
Offered in: Fall 2010

10-530-119 Medical Transcription Prep... this course will introduce the student to the quality guidelines and other information needed to perform medical transcription. This will include grammar, punctuation, capitalization and number rules, abbreviation usage, computer shortcuts and keyboarding, Internet references, and general English spelling. Laboratory studies and results, radiology terms, and medications and their dosages will be discussed, plus surgical equipment referred to in operative reports. The local, regional, and national transcription organizations will also be discussed, along with confidentiality and other medicolegal aspects of transcription.
Offered in: Fall 2010

10-530-121 Medical Transcription 1... this course will utilize all the information gone through in the MT Prep Course. The student will transcribe authentic dictation for all major report types. These include histories and physicals, discharge summaries, consultation notes, operative reports, clinic notes, and radiology reports. Speech recognition and accented dictation will be introduced. Proofreading and editing will be stressed. The student will also develop and/or enhance research skills for finding unfamiliar terms. Accuracy will be stressed, but improvement of speed will be expected.
Offered in: Spring 2011

10-103-111 Micro: Windows-Intro... Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-530-127 RMT Review... this course will prepare the student to take the national RMT (Registered Medical Transcriptionist) accreditation test. The student will review possible questions for the test, tips on what to study, and insight into what to expect on test day. (Prerequisite: 10-530-126, Medical Transcription Simulated Clinical)
Offered in: Fall 2010

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

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Micro-Business Fast Track Certificate

Certificate Number 901457

Certificate Description

A micro-business is generally defined by having few employees (under 10) and sales under $250,000 annually. In the past they were commonly thought of as "mom and pop" type businesses, family owned and operated, self employment, or home based. The Micro-Business Fast Track Certificate is a blended learning, accelerated, web-enhanced series of credit courses oriented around determining students' business concept feasibility, business plan development, and mentoring, especially for the committed entrepreneur.

Certificate Completers will be able to

- Assess real potential of business viability BEFORE quitting the day job.
- Develop business skills in marketing, management, legal, promotion, finance and more.
- Write a business plan oriented toward readability and credibility.
- Work one-on-one to advance self or business toward successful entrepreneurial goals.

Curriculum

Catalog No	Description	Credits
10-145-171	Micro-Business: Business Plan	3
10-145-170	Micro-Business: Feasibility	3
10-145-172	Micro-Business: Independ Study	1
	CERTIFICATE TOTAL	**7**

Course Descriptions

10-145-171 Micro-Business: Business Plan... focused on marketing and finance; learn tactics for market penetration, advertising; PR; learn from guest speakers from various media; discover sources of capital; learn financial recordkeeping; write your business plan.
Offered in: Fall 2010, Spring 2011

10-145-170 Micro-Business: Feasibility... learn about entrepreneurship; the lifestyle and demands; skill sets required; hear entrepreneur's stories of success and failure; tour start-ups in the community and determine the feasibility of your business concept.
Offered in: Fall 2010, Spring 2011

10-145-172 Micro-Business: Independ Study... experiential learning opportunity: explore opportunity; evaluation; innovation; marketing; problem solving; risk mitigation; resource leveraging; managing; site selection; affiliations-under the guidance of faculty members from the Center for Entrepreneurship.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

Multimedia Technologies Certificate

Certificate Number 902063

Certificate Description

The Multimedia Technologies Certificate will develop learner skills in multimedia video design, digital video capturing, video production, video sequencing, video rendering, image editing, CD, and DVD authoring on an Apple® Computer Macintosh based graphic workstation.

Certificate Completers will be able to

- Create multimedia images.
- Operate a Macintosh graphic workstation.
- Communicate effectively using multimedia.
- Solve technical problems.
- Visualize business solutions with multimedia video.
- Manage multimedia projects.
- Output for DVD, CD, and Web.

Requirements for Certificate Entry

- A high school diploma or equivalent.
- Recent computer familiarity and ability to use a keyboard and mouse.
- Ability to sit behind a computer workstation for prolonged sessions.
- Proficiency on graphic software applications on Mac or PC (Macintosh-Intro 10-111-103).

Curriculum

Catalog No	Description	Credits
10-206-125	DVD Authoring	3
10-206-154	Macintosh Video Editing	3
10-206-185	Macintosh Video Editing-Advanced	3
10-111-101	Macintosh-Image Editing	3
10-206-174	Motion Graphics for Video	3
10-206-183	Video Photography	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-206-125 DVD Authoring... setup and create interactive DVD productions. Other topics covered include: Bit-Budgeting, Storyboarding, Video and Audio Encoding, Menu Creation, and Delivery. (Prerequisite: 10-206-154, Macintosh Video Editing)
Offered in: Fall 2010, Spring 2011

10-206-154 Macintosh Video Editing... media types including audio, video and graphics to create original commercial, educational and entertainment productions for delivery to broadcast, CD/DVD and web. Final Cut Pro, LiveType and Photoshop software. (Prerequisite: 10-111-101, Macintosh-Image Editing)
Offered in: Fall 2010

10-111-101 Macintosh-Image Editing... (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-206-174 Motion Graphics for Video... creating high impact, dynamic effects for video productions utilizing digital media including still and motion video, graphics, text and applied filters. Apple Motion, Adobe After Effects and Photoshop software. (Prerequisites: 10-206-154, Macintosh Video Editing; 10-111-101, Macintosh-Image Editing; 10-111-103, Macintosh-Intro)
Offered in: Fall 2010

10-206-183 Video Photography... technical aspects of capturing motion images including composition, lighting, exposure, filtration, and camera selection. Develop skills in pre-production through post-poduction of motion photography projects.
Offered in: Fall 2010

10-206-185 Macintosh Video Editing-Advanced... (Final Cut Studio) video production, planning/scripting, digital transfers, advanced editing techniques, color correction/output. Media, camera (SD, HD), file formats, encoding, compression/ delivery methods. Production of portfolio quality, commercially viable video. (Prerequisite: 10-206-154, Macintosh Video Editing)
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Networking Certificate
Certificate Number 901502

Certificate Description

The Networking Certificate is designed for individuals interested in developing basic skills in designing, installing, configuring, and maintaining computer networks. All credits from this certificate can be applied to meet requirements in the Networking Specialist associate degree program.

Certificate Completers will be able to

- Design a local area network (LAN) per specifications and using required physical components.
- Install network hardware including modems, interface cards, and cabling.
- Install and configure network and desktop operating system software.
- Design, implement, and maintain a secure network environment.

Requirements for Certificate Entry

- Experience using a computer system to include a keyboard and mouse.
- Ability to keyboard at 20 wpm.
- User level familiarity with one or more computer operating systems.

Curriculum

Catalog No	Description	Credits
10-150-163	IT:Network:Cisco 1	3
10-150-168	IT:Network:Cisco 2	3
10-150-174	IT:Network:Client Op Sys	3
10-150-165	IT:Network:Microsoft Server 1	3
10-150-145	IT:Network:Security Fund	3
10-150-157	IT:Network:UNIX/LINUX-Intro	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-150-163 IT:Network:Cisco 1... cable characteristics and termination, structured cabling systems, OSI reference model, IP addressing and subnetting, network architectures and basic protocols, Ethernet switches, basic router operation and configuration.
Offered in: Fall 2010, Spring 2011

10-150-168 IT:Network:Cisco 2... basic routing and packet-forwarding concepts; understanding, configuring and troubleshooting dynamic routing protocols; IP addressing with VLSM; static routes. (Prerequisite: 10-150-163, IT:Network: Cisco 1)
Offered in: Fall 2010, Spring 2011

10-150-174 IT:Network:Client Op Sys... basic OS functions; memory, CPU, device/file management techniques, OS installation/configuration; configuration of I/O and storage devices; basic network connectivity; standard system maintenance procedures; command line introduction and batch file writing.
Offered in: Fall 2010, Spring 2011

10-150-165 IT:Network:Microsoft Server 1... Microsoft Server OS administration and implementation. Learner will install and configure the OS, Active Directory, Group Policies, IIS and security. Exam objectives for the Microsoft's 70-290 exam are addressed. (Prerequisite: 10-150-174, IT:Network:Client Operating Systems)
Offered in: Fall 2010, Spring 2011

10-150-145 IT:Network:Security Fund... examine common security vulnerabilities and defenses used to protect network resources. Included is a discussion of security policies, user awareness training, network monitoring, and secure network design. (Prerequisites: 10-150-157, IT:Network:UNIX/LINUX-Intro; 10-150-165, IT:Network:Microsoft Server 1; 10-150-168, IT:Network:Cisco 2)
Offered in: Fall 2010, Spring 2011

10-150-157 IT:Network:UNIX/LINUX-Intro... an introductory look at Unix/Linux administration and implementation. The learner will install, configure, and administer a Unix/Linux server, populate the system with users/groups, write scripts, and troubleshoot system failures. (Prerequisites: 10-150-163, IT:Network:Cisco 1 and 10-150-174, IT:Network:Client Operating Systems)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Organic Agriculture Practices

Certificate Number 900901

Certificate Description

The Organic Agriculture Practices Certificate discovers the skills, science and art of producing crops, livestock and foods using organic and sustainable principles. Create a new business, transition toward organic, become certified, join a growing field.

Certificate Completers will be able to

- Apply organic systems principles to their farm or land.
- Appraise and manage soil health.
- Practice organic animal husbandry.
- Apply organic practices to field crops and horticultural crops.
- Create a simple agricultural business plan, with marketing options.
- Evaluate alternative crops and livestock.
- Compose an on-going operation and management plan for an enterprise.
- Plan the transition of a conventional enterprise into an organic one.
- Complete forms necessary to document organic or conservation status.
- Access financial, technical and service program resources.
- Model a balanced sustainable-organic ag system.

Requirement for Certificate Entry

Ability to access land or a farm.

Curriculum

Catalog No	Description	Credits
10-090-108	Applied Organic On Farm Manage	1
10-090-101	Intro to Organic Agriculture	3
10-090-102	Organic Soils, Nutrients, Comp	1
10-090-106	Organic Specialty Animals	1
	OR	
10-090-104	Org Ruminant Livestock	1
	OR	
10-090-109	Managed Grazing	1
10-090-103	Organic Agronomic Crops	1
	OR	
10-090-105	Org Hort/Fruits, Vegs, Herbs	1
10-090-107	Organic Ag and Food Marketing	1
	CERTIFICATE TOTAL	**8**

Course Descriptions

10-090-108 Applied Org On Farm Mgmt ...individualized instruction suited to your farm site and needs. Create an organic farm plan or transition. Survey options and explore possibilities. Evaluate resources including time, money, and skills.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-090-101 Intro to Organic Ag Systems ...discover organic principles and the "systems" approach. Explore soils, livestock, cropping, gardening, marketing, finances, transitions, certification requirements. Experience new techniques, meet organic farmers. Write organic farm plan. Study sustainable options.
Offered in: Fall 2010, Spring 2011

10-090-102 Org Soils, Nutrients, Comp ...functional soil is the foundation of organic systems, Build robust healthy soil through organic matter, micro-organisms, and nutrient cycling. Explore composting techniques, organic fertilizer sources, soil fertility testing, balancing.
Offered in: Fall 2010, Spring 2011

10-090-106 Org Specialty Animals ...explore alternative agricultural production methods for specialty animals like sheep, goats, hogs, poultry or unique crops. This course facilitates individual research and helps evaluate production practices and ideas.
Offered in: Summer 2010, Spring 2011

10-090-104 Org Ruminant Livestock ...topics include: illness prevention, reproduction, feeding (grazing & rations), rumen function, housing, youngstock, newborns, stress reduction, and the organic health care toolbox. Also covered; rules, organic certification and marketing products.
Offered in: Spring 2011

10-090-103 Organic Agronomic Crops ...create a transition cropping plan. Evaluate alternative crops. Learn organic practices for seedbed preparation, fertilizing, planting, weed and pest control. Evaluate yields, market crops, plan your rotation for next year.
Offered in: Spring 2011

10-090-105 Org Hort/Fruits, Vegs, Herbs ...whether gardening on a small scale or using commercial greenhouses and fields; plan plantings, control pests, diseases and weeds all using best organic practices. Create a harvest and marketing plan.
Offered in: Fall 2010, Spring 2011

10-090-107 Organic Marketing ...create business plan to analyze market need, sell your organic products. Whether unique value-added products, direct local services or commodity based dairy, crops, discover best options, avenues for success.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-090-109 Managed Grazing ...manage pasture plants and livestock in a rotational grazing system, devise a fencing plan, evaluate watering systems, and meet experienced graziers. Compare costs/benefits of grazing, organic and conventional farm management.
Offered in: Summer 2010

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

Organizational Leadership Certificate

Certificate Number 901966

Certificate Description

The Organizational Leadership Certificate is designed for people who wish to acquire and improve their skills in leading others, maintaining a safe work environment that is OSHA compliant and examining organizational effectiveness. The concepts of coaching others, safety issues and organizational development will be explored. These three-credit courses apply toward the 66 credits necessary to earn the Leadership Development associate degree. The courses are offered in alternative delivery formats.

Certificate Completers will be able to

- Assess their personal leadership styles and skills.
- Apply employee coaching techniques.
- Identify safety hazards in the workplace.
- Make recommendations to build a safety plan for their organization.
- Summarize the elements of diagnosis, change and intervention within an organization.

Curriculum

Catalog No	Description	Credits
10-196-190	Leadership Development	3
10-196-168	Organizational Development	3
10-196-136	Safety in the Workplace	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-196-190 Leadership Development... leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution.
Offered in: Fall 2010, Spring 2011

10-196-168 Organizational Development... develop more effective organizations through models of diagnosis, interventions and change strategies related to organizational culture, structure, job design, employee participation, goal setting, performance management and effective strategic planning in a global environment.
Offered in: Fall 2010, Spring 2011

10-196-136 Safety-Workplace... safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Paralegal Post Baccalaureate Certificate

Certificate Number 901101

Certificate Description

A Legal Assistant or Paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity who performs specifically designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law.

Certificate Completers will be able to

- Describe law office systems and organization.
- Describe state and federal court systems.
- Identify roles and responsibilities of lawyers and paralegals.
- Compare civil, criminal, and administrative procedures.
- Use legal terminology.
- Conduct client interviews.
- Conduct investigations.
- Organize facts and evidence.
- Prepare legal documents.
- Conduct legal and factual research.
- Use correct citation form.
- Comply with rules regarding unauthorized practice of law and professional responsibility.

Requirements for Certificate Entry

- Bachelor's degree or higher from an accredited institution (Transcript to be submitted with enrollment form).
- Ability to use Windows proficiently.

Note

- Paralegal Intro/Legal Ethics, 10-110-101, is a corequisite for 10-110-xxx courses in the Post Baccalaureate Certificate only. Legal Research, 10-110-104, is a prerequisite for Legal Writing, 10-110-105, and Civil Litigation 1, 10-110-102, is a prerequisite for Civil Litigation 2, 10-110-103, in the Paralegal Post Baccalaureate Certificate.
- The American Bar Association (ABA) requires each learner to take a minimum of four legal specialty courses in a live, synchronous 'real time' format (face-to-face). NWTC requires you to take Civil Litigation 1 (10-110-102), and three other legal specialty courses of your choice, from NWTC in a live, synchronous, "real time" format (face-to-face).

NWTC has designated the following courses as legal specialty courses:
10-110-102, Civil Litigation 1
10-110-107, Legal Aspects/Business Org
10-110-103, Civil Litigation 2
10-110-110, Real Estate Law
10-110-114, Administration of Estates
10-110-122, Creditor/Debtor Relations
10-110-115, Administrative Law
10-110-160, Law-Employment
10-110-104, Legal Research
10-110-168, Paralegal Criminal Procedures
10-110-105, Legal Writing
10-110-169, Indian Law
10-110-106, Law-Family

Curriculum

Catalog No	Description	Credits
10-110-101	Paralegal Intro/Legal Ethics	3
10-110-102	Civil Litigation 1	3
10-110-104	Legal Research	3
10-110-105	Legal Writing	3

Choose 3 selective courses from the list below:

Catalog No	Description	Credits
10-110-103	Civil Litigation 2	3
10-110-114	Administration of Estates	3
10-110-115	Administrative Law	3
10-110-169	Indian Law	3
10-110-160	Law-Employment	3
10-110-107	Legal Aspects/Business Org	3
10-110-168	Paralegal Criminal Proc	3
10-110-110	Real Estate Law	3
10-110-122	Creditor/Debtor Relations	3
10-110-106	Law-Family	3
	CERTIFICATE TOTAL	**21**

Course Descriptions

10-110-102 Civil Litigation 1... civil procedure in state and federal courts, the litigation process with emphasis on the paralegal function in investigating and gathering information, and preparing pleadings and motions. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Spring 2011

10-110-103 Civil Litigation 2... civil litigation including discovery, settlement, trial, and appellate procedure. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation 1)
Offered in: Fall 2010

10-110-114 Administration of Estates... property classification; property ownership; succession; wills: modification, revocation, drafting, execution; client contact; probate courts; trust classification; estate planning; ethics; personal representatives; formal probate; summary proceedings; informal probate. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Course Descriptions

10-110-115 Administrative Law... the paralegal's role in preparation and representation of cases before administrative agencies, structure and authority of administrative agencies, procedures, and substantive state and federal administrative law. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010

10-110-169 Indian Law... Wisconsin Indians, tribal sovereignty, federal/Indian relations, tribal governments, tribal courts, treaty making, removal/reservation life, assimilation, reorganization, termination, self-determination, gaming, and other contemporary issues. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010

10-110-160 Law-Employment... analyze federal and state laws governing employment relationships, job discrimination, sexual harassment, work place privacy, labor standards, and human resource management. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Spring 2011

10-110-107 Legal Aspects/Business Org... formation, operation, and dissolution of types of business organizations, and substantive and procedural law involving business organizations. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010

10-110-168 Paralegal Criminal Proc... substantive and procedural criminal law, the role of paralegals in both the prosecution and defense of criminal actions, emphasis on investigations and preparation of legal documents. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Spring 2011

10-110-110 Real Estate Law... law of real property, forms of ownership, land description methods, public and private encumbrances, real estate contracts, deeds, financing sources, title evidence, and the closing process. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Spring 2011

10-110-122 Creditor/Debtor Relations... legal rights of creditors and debtors, collection of outstanding debts, execution of judgments, small claims court, bankruptcy procedures, and filing bankruptcy petitions and schedules. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Spring 2011

10-110-106 Law-Family... this course is designed to familiarize the student with basic legal concepts involved in the area of family relations. The primary emphasis will be in the field of divorce. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010

10-110-104 Legal Research... research terminology; sources of law; primary/secondary authority; mandatory/persuasive authority; citation form; factual/legal issues; effective research strategies; validating and updating results; computer-assisted legal research; Internet research. (Prerequisite FOR PROGRAM ONLY: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better. Corequisite FOR CERTIFICATE ONLY: 10-110-101, Paralegal Intro/Legal Ethics)
Offered in: Fall 2010, Spring 2011

10-110-105 Legal Writing... process writing; writing fundamentals; proofreading; in-house documents; legal correspondence; analytical writing; synthesizing cases/authorities; briefing cases; legal memoranda; persuasive writing; drafting pleadings, motions, legal briefs; drafting discovery documents. (Prerequisites: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-104, Legal Research)
Offered in: Fall 2010, Spring 2011

10-110-101 Paralegal Intro/Legal Ethics... introduction to the legal profession: ethics, court system, legal research, and roles of the paralegal.
Offered in: Fall 2010, Spring 2011

Parametric Modeling Certificate

Certificate Number 906062

Certificate Description

The Parametric Modeling Certificate introduces the student to 3D parametric modeling using SolidWorks software and Autodesk Inventor. Topics covered include extruded, revolved, swept and lofted features, fully dimensioned orthographic drawings of models, special drawing views, surfacing and Autodesk Inventor.

Certificate Completers will be able to

Create parametric models, assemblies and two-dimensional drawings using SolidWorks software.

Requirement for Certificate Entry

Competency in Windows Operating System.

Curriculum

Catalog No	Description	Credits
10-614-113	2D Essentials	2
10-614-136	3D Modeling with Inventor	1
10-606-166	SolidWorks Loft/Surface	1
10-606-162	Solidworks Fundamentals	1
10-606-165	Solidworks Sheet Metal	1
10-606-164	Solidworks-Assemblies/Drawings	1
10-606-163	Solidworks-Intermediate	1
	CERTIFICATE TOTAL	**8**

Course Descriptions

10-614-113 2D Essentials... an introduction to technical communication, annotation, geometric construction, model, orthographic and pictorial, section and auxiliary views and dimensioning. Knowledge integral to Model Building.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-614-136 3D Modeling with Inventor... develop the knowledge and skills, to create Solid Models using Autodesk Inventor; creating and editing 3D drawings; rapid prototyping; manipulating data.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-606-166 SolidWorks Loft/Surface... necessary to create and manipulate lofted and surface component parts using SolidWorks software. Course content includes lofting, sweeping complex contours, and surfaces. (Prerequisite: 10-606-163, Solidworks-Intermediate)
Offered in: Fall 2010, Spring 2011

10-606-162 Solidworks Fundamentals... terminology, software operation and interface, creating basic models, casting and forging models. (Corequisite: 10-606-119, Sketching-Technical; OR 10-614-113 2D Essentials; Familiarity with Windows file management)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-606-165 Solidworks Sheet Metal... create and manipulate sheet metal parts using SolidWorks software. Course content includes basic sheetmetal commands, forming tools, sheetmetal drawings, designing sheetmetal parts in the flat state, and topdown sheetmetal assemblies. (Prerequisite: 10-606-164, Solidworks Assembly/Drawing)
Offered in: Fall 2010, Spring 2011

10-606-164 Solidworks-Assemblies/Draw... manipulate configurations, create assemblies, and create dimensioned orthographic drawings using SolidWorks software. (Prerequisite: 10-606-163, SolidWorks Intermediate)
Offered in: Fall 2010, Spring 2011

10-606-163 Solidworks-Intermediate... creating and manipulating intermediate models using SolidWorks software. Course content includes models requiring the use of revolved and swept features, equations, and thin walled parts. (Prerequisite: 10-606-162, Solidworks Fundamentals)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Phlebotomy Certificate

Certificate Number 905131

Certificate Description

The Phlebotomy Certificate teaches blood-collecting techniques that include venipuncture, and skin punctures to provide samples necessary for lab analysis. Students also learn techniques and procedures needed to assist with various lab procedures, including specimen processing. The phlebotomist must recognize any conditions that might alter collections, correlate types of lab tests to the written diagnosis, and communicate with both the laboratory and the patients to provide the best care possible and assure specimen integrity.

Certificate Completers will be able to

- Collect blood samples by venous and capillary techniques.
- Use methods that comply with OSHA Needlestick Safety Standards.
- Process and prepare specimens for testing.
- Take a national exam to become a certified phlebotomy technician.

Requirements for Certificate Entry

- High school diploma.
- As a requirement for certificate entry, an Academic Skills Assessment (Accuplacer) with appropriate benchmark scores is necessary. Program Benchmarks are: Reading Comprehension: 75; Arithmetic: 66; Sentence Skills: 84 or achieve a minimum standard composite score of 14 on the ACT. Remediation options are available to reach scores. Equivalent assessment scores are acceptable. To learn more about these assessments and program benchmark scores, please contact a counselor, (920) 498-5444 or (800) 422-NWTC, ext. 5444.

Wisconsin Caregiver Law

NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background information form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the background information form must be truthful and match any findings on the criminal record check. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

Note

A maximum of 16 students will be accepted to the certificate in each spring and fall semester.

Clinical Experience

- Students will be required to purchase a uniform, pay for liability insurance, provide their own transportation to assigned sites, and cover any other expenses related to clinical experiences. Students may be required to travel distances.
- Students are required to complete an American Heart Association Health Care Provider CPR course prior to clinical experiences. Students are required to maintain a current CPR card on a one-year renewal cycle to comply with affiliating agency requirements.
- Students are required to complete a physical examination and provide current immunization information three months prior to the clinical experience.
- Students are required to attend a clinical orientation prior to initiating the clinical experience.
- Student must take Phlebotomy Clinical within one year of completing Basic Lab Skills and Phlebotomy.

Petition to Clinical

- Students submitting the Petition to Clinical must have completed or be enrolled in all clinical pre-requisite course work.
- Students wishing to complete Phlebotomy Clinical in the fall semester must submit a petition to the Health Sciences Department by April 30.
- Students wishing to complete Phlebotomy Clinical in the spring semester must submit a petition to the Health Sciences Department by October 31.

Board/Certification Examinations

Certificate completers are eligible to take the Phlebotomy Technician certification examination through the American Society for Clinical Pathology (ASCP).

Curriculum

Catalog No	Description	Credits
* 10-513-110	Basic Lab Skills	1
31-801-386	Communicating Effectively	1
10-501-107	Introduction to Healthcare Com	2
* 31-509-309	Medical Law, Ethics & Profess	2
* 10-501-101	Medical Terminology	3
* 10-513-111	Phlebotomy	2
* 10-513-155	Phlebotomy Clinical	3
	CERTIFICATE TOTAL	**14**

Curriculum Note

No final grade lower than a "C" is acceptable in any course marked with an asterisk (*). A student may repeat that particular course to achieve a "C" or better final grade in order to continue in or complete this certificate.

Phlebotomy Certificate information continues on next page ...

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

Phlebotomy Certificate

Certificate Number 905131   *(continued)*

The following courses will transfer into the Clinical Laboratory Technician associate degree program:
10-513-110, Basic Lab Skills
10-513-111, Phlebotomy

The following courses will transfer into the Medical Assistant technical diploma program:
10-501-107, Intro to Healthcare Computing
10-501-101, Medical Terminology
31-509-309, Medical Law Ethics/Professionalism
31-801-186, Communicating Effectively

Phlebotomy for Healthcare Personnel (10-513-150) may be taken in place of Phlebotomy (10-513-111).

Students interested in transitioning into the Clinical Laboratory Technician program should complete Oral/Interpersonal Communication in place of Communicating Effectively.

Course Descriptions

10-513-110 Basic Lab Skills... explores health career options and the fundamental principles and procedures performed in the clinical laboratory. Learners will utilize medical terminology and basic laboratory equipment. Learners will follow required safety and infection control procedures and perform simple laboratory tests. (Prerequisite: Accepted into Clinical Laboratory Technician program or Phlebotomy Certificate)
Offered in: Fall 2010, Spring 2011

31-801-386 Communicating Effectively... interpersonal communication, including the function of interpersonal communication, listening techniques, perception, non-verbal communication, language, self-concept, conflict resolution and customer service.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-501-107 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.
Offered in: Fall 2010, Spring 2011

31-509-309 Medical Law, Ethics & Profess... prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.
Offered in: Fall 2010, Spring 2011

10-501-101 Medical Terminology... focuses on the component parts of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-513-111 Phlebotomy... this course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. (Corequisite: 10-513-110, Basic Lab Skills)
Offered in: Fall 2010, Spring 2011

10-513-155 Phlebotomy Clinical... blood specimen collection and processing in clinical setting. It prepares the learner to take national phlebotomy certification examinations. (Prerequisites: 10-501-101, Medical Terminology; 10-513-110, Basic Lab Skills; 10-513-111, CLT-Phlebotomy; 31-509-309, Medical Law, Ethics & Professionalism; 31-801-386, Communicating Effectively; 10-501-107, Intro to Healthcare Computing)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

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Plant Engineer Mechanical Maintenance Certificate

Certificate Number 904231

Certificate Description

The Plant Engineering Mechanical Maintenance Certificate is designed for the person seeking an entry-level position in an industrial environment or additional training in an existing mechanical maintenance position.

Certificate Completers will be able to

- Employ the use of measuring devices to industrial standards.
- Demonstrate weight estimation calculations and properly perform rigging operations.
- Identify pipe and pipe fitting types and sizes to industrial standards.
- Remove and install gear drives.
- Perform maintenance of small power tools.

Curriculum

Catalog No	Description	Credits
31-462-305	Mech Maint 1-Safety & Layout	51
31-462-306	Mech Maint 2-Rigging & Fastene	51
31-462-307	Mech Maint 3-Pipe, Valves & Se	51
31-462-308	Mech Maint 4-Mech Systems	51
31-462-356	Mech Maint 5-Hydraulics	51
31-462-306	Mech Maint 6-Sheetmetal	51

Course Descriptions

31-462-305 Mech Maint 1-Safety & Layout... mechanical calculators, instruments, safe shop practices, safety of operation of shop machinery, and layout techniques.
Offered in: TBD

31-462-306 Mech Maint 2-Rigging & Fastenr... mechanical fasteners, rigging and lifting, structural steel.
Offered in: TBD

31-462-307 Mech Maint 3-Pipe, Valves & Se... pipe and pipe fittings, valve types and functions, pumps and packing, and seal.
Offered in: TBD

31-462-308 Mech Maint 4-Mech Systems... mechanical driven systems and bearings.
Offered in: TBD

31-462-356 Mech Maint 5-Hydraulics... pressure controls, directional flow controls, fluids, filters and reservoirs, hydraulic pumps, actuators, positive displacement pumps and troubleshoot pumps.
Offered in: Fall 2010

31-462-306 Mech Maint 6-Sheetmetal... heat treatment of metals, sheet metal, layout, tool maintenance, and repair.
Offered in: Spring 2011

For more information, please contact: The Marinette Campus, (715) 732-3870 or (800) 422-NWTC, extension 3870; or contact Enrollment Services at 888-385-NWTC.

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Plant Healthcare Management Certificate

Certificate Number 900015

Certificate Description

The concepts of plant healthcare management focus on trees and shrubs and the management of insects, diseases, and a biotic disorder. Plant healthcare operations in the private and public sector will be examined as they would function during an actual growing season. Control options and strategies in pest control, soil management, and a biotic disorder will be emphasized. The certificate is designed for a student to have the foundation knowledge for entering into a plant healthcare technician position.

Certificate Completers will be able to

- Understand the principles of plant health care management.
- Understand tree biology.
- Apply urban tree maintenance knowledge and application.
- Develop diagnostic and management skills for tree health disorders.
- Manage insects and diseases that affect tree health.
- Know how to manage/control for tree health.
- Manage PHC route.
- Maintenance of PHC route client cards.

Curriculum

Catalog No	Description	Credits
10-001-122	Fundamentals Plant Nutrition	1
10-001-110	Horticulture-Introduction	3
10-001-170	Integrated Pest Management	2
10-001-172	Landscape Maintenance	2
10-001-140	Plant Diagnostic Skills	2
10-001-123	Plant Health Care Management	2
10-001-153	Plant and Soil Science	3
10-001-158	Plant-Woody Ornamental	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-001-122 Fundamentals Plant Nutrition... fundamentals of plant nutrition, identification & analysis of the nutritional needs of plants; covers the selection of appropriate materials & application rates & methods. (Prerequisite: 10-001-110, Horticulture-Introduction)
Offered in: Spring 2011

10-001-110 Horticulture-Intro... explore the horticulture industry, plant culture, identification, propagation, physiology, selected aspects of horticulture industry including fruits, vegetables, ornamentals, greenhouse systems, landscape techniques, home gardens, and turf.
Offered in: Fall 2010

10-001-170 Integrated Pest Management... various methods to combat plant pests in an environmentally responsible manner; using biorational techniques and strategies. (Prerequisite: 10-001-110, Intro to Horticulture)
Offered in: Fall 2010

10-001-172 Landscape Maintenance... identifying problems and cultural challenges in the landscape; pruning techniques, insect/disease problems, weed identification; soil fertility; resolve situations in the field. (Prerequisites: 10-001-110, Horticulture-Introduction; 10-001-153, Plant and Soil Science; 10-001-122, Fundamentals of Plant Nutrition)
Offered in: Fall 2010

10-001-140 Plant Diagnostic Skills... science of making proper diagnoses of plant insects and disease problems and appropriate control strategies. Holistic diagnoses and sustainable methods will be emphasized. (Prerequisite: 10-001-110, Intro to Horticulture)
Offered in: Spring 2011

10-001-123 Plant Health Care Management... management focusing on trees and shrubs in their management of insects, diseases and abiotic disorders, control options and strategies in pest control, soil management. (Prerequisite: 10-001-172 Landscape Maintenance)
Offered in: Spring 2011

10-001-153 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. (Prerequisite: 10-001-110, Intro Horticulture)
Offered in: Spring 2011

10-001-158 Plant-Woody Ornamental... physiology, culture, identification, and use of primarily temperate woody plant materials appropriate for landscapes in northeastern Wisconsin. (Corequisite: 10-001-110, Horticulture-Intro)
Offered in: Fall 2010

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

Power Generator Certificate

Certificate Number 904121

Certificate Description

The Power Generator Certificate is designed for Diesel program students who wish to enhance their degree in specialty areas of servicing and repairing power generators.

Certificate Completers will be able to

- Service and repair home standby generators.
- Service and repair commercial standby generators.

Curriculum

Catalog No	Description	Credits
10-412-108	Internal Combustion Engine Tech	1
10-412-146	Power Generation 1	2
10-412-147	Power Generation 2	2
	CERTIFICATE TOTAL	**5**

Course Descriptions

10-412-108 Inte Combust Eng Tech-Intro to... basic internal combustion (IC) engine types, IC engine classifications and applications, IC engine theory and operation, IC engine construction and careers in IC engine service and repair.
Offered in: Fall 2010

10-412-146 Power Generation 1... this course is designed to familiarize diesel Technician students with the basics of home standby and commercial generators. Electrical Fundamentals, Alternators, Permanent magnet generators, Circuit Breakers, Generator Switchgear, Auto Transfer switches and Automatic Voltage regulators will be covered emphasizing on home standby and commercial use generators.
Offered in: Fall 2010

10-412-147 Power Generation 2... this course is designed to familiarize diesel Technician students who have already completed Power Generation 1 with the basics of home standby and commercial generators in regard to Governor Fundamentals, Control and Monitoring Systems, Fuel systems both gaseous and diesel, Generator and system grounding, Generator applications and Interconnection of On-site Synchronous Generation with Electric Power System. (Prerequisite: 10-412-146, Power Generation 1)
Offered in: Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Promotions & Events Management Certificate

Certificate Number 901047

Certificate Description

The Promotions & Events Management Certificate is designed for people who plan, promote, and service meetings, conferences, conventions, entertainment, and other special events. Learners who complete this certificate may become consultants or obtain employment as meeting planners, marketing specialists, sales personnel, convention service managers and event coordinators in lodging and food service operations, visitor and convention bureaus, chambers of commerce, and nonprofit organizations.

Certificate Completers will be able to

- Conduct a conference or special event.
- Design a promotion plan.
- Implement promotional strategies.

Curriculum

Catalog No	Description	Credits
10-104-191	Customer Service Management	3
10-104-125	Event Marketing	3
10-104-107	Marketing Communications-Integ	3
10-104-110	Marketing Principles	3
10-196-188	Project Management	3
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010

10-104-125 Event Marketing... planning, promotion execution, and evaluation of special events (entertainment, industry, meeting/convention). Students will work toward the actual staging of an event (will require time outside of the classroom setting).
Offered in: Spring 2011

10-104-107 Marketing Comm-Integrated... creating, coordinating and integrating advertising, public relations and marketing activities for a specific customer or audience. A campaign will be developed and presented.
Offered in: Spring 2011

10-104-110 Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.
Offered in: Fall 2010

10-196-188 Project Management... the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.
Offered in: Fall 2010, Spring 2011

10-104-101 Selling Principles... selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Psychology and Behavioral Studies Certificate

Certificate Number 908091

Certificate Description

The Psychology and Behavioral Studies Certificate is designed for students interested in increasing their knowledge psychological and behavioral science studies. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Summarize psychological perspectives and disorders, types of therapies, and research methods.
- Differentiate topics in psychology, including learning, motivation, memory, sensation, perception, stress, states of consciousness, language, and thinking.
- Apply knowledge of genetic and environmental influences on development across the life span.
- Summarize physiological and psychological changes across the life span.
- Understand the subfield of abnormal psychology.
- Assess functional personal and professional relationships.
- Successfully work individually or as part of a team.
- Understand theories related to race, ethnic diversity, gender, minority groups, components of culture, and the role of cultural transmission in perpetuating inequality.
- Appreciate the diversity of oneself and others.
- Practice respectful attitudes and behaviors in a personal or professional setting.

Curriculum

Catalog No	Description	Credits
10-809-159	Abnormal Psychology	3
10-809-188	Developmental Psychology	3
10-809-198	Intro to Psychology	3
10-809-199	Psychology Of Human Relations	3
10-809-172	Race Ethnic & Diversity	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-809-159 Abnormal Psychology... surveys features, causes, assessment and treatment of abnormal behavior through major theoretical perspectives. Introduces the diagnosis system of the DSM-IV, the history, cultural/social differences, current perspectives, diagnosis criteria/treatments. (Prerequisite: Recommendation: Completion of 10-809-198, Introduction to Psychology)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-188 Developmental Psychology... defines human development; examines theories; heredity and environmental effects; prenatal development and birth; evaluates biosocial, cognitive psychosocial development through the life span; aging, death, and dying.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-198 Intro to Psychology... survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-199 Psychology Of Human Relations... decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-172 Race Ethnic & Diversity... basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

Public Dental Health Certificate

Certificate Number 905081

Certificate Description

The Public Dental Health Certificate (PDHC) is designed for dental hygienists, dentists and unlicensed individuals who currently work with a dental public health program. The certificate is offered entirely online with no expectation for the learner to attend on-campus sessions. Frequent communication through Internet contact and conference calls is facilitated between the learner and instructors. The four three-credit courses are created in an asynchronous format, meaning that class work is done at the convenience of the learner within the registered semester. The four courses are arranged in a semi-sequential order allowing the learner to build on previously learned principles.

Certificate Completers will be able to

- Differentiate public health principles from private practice principles.
- Conduct a community oral health needs assessment.
- Recognize issues that affect oral health public policy.
- Collaborate with a diverse pool of partners.
- Incorporate cultural competence as it relates to public health programming.
- Identify potential funding sources for public health programming.
- Plan a community oral health program.
- Communicate effectively in all aspects of dental public health.

Requirements for Certificate Entry

- Applicants must complete and submit a certificate enrollment form.
- Applicants must be registered dental hygienists, certified/licensed dental assistants, dentists, or employed with a dental public health program. Other interested applicants must request permission of entry through the Health Sciences Department.

Course Descriptions

10-508-180 Public Dental Hlth-Basic Prin... history of public health, epidemiology, and biostatistics, community assessment, public health policy and services available.
Offered in: Fall 2010

10-508-183 Public Dental Hlth-Communicate... business procedures, written communications, oral communications, cultural competence, curriculum, teaching skills, multi-media and document programs.
Offered in: Fall 2010

10-508-181 Public Dental Hlth-Dental Prin... history of dental public health, oral epidemiological principles, community oral health needs assessment, public oral health policy, availability of public oral health services, professional development resources, and professional resources evaluation. (Prerequisite: 10-508-180, Public Dental Health-Basic Principles)
Offered in: Spring 2011

10-508-182 Public Dental Hlth-Dental Prog... community and health survey, funding sources, survey data, community oral health program, coordination of programs, and program appraisal. (Prerequisite: 10-508-180, Public Dental Health-Basic Principles)
Offered in: Spring 2011

Curriculum

Catalog No	Description	Credits
10-508-180	Public Dental Health-Basic Pri	3
10-508-183	Public Dental Health-Communica	3
10-508-181	Public DentalHealth-Dental Pri	3
10-508-182	Public Dental Health-Dental Pr	3
	CERTIFICATE TOTAL	**12**

For more information, please contact: The Health Sciences Department, (920) 498-5543 or (800) 422-NWTC, extension 5543; or contact Enrollment Services at 888-385-NWTC.

Purchasing and Supply Management Certificate

Certificate Number 901823

Certificate Description

The Purchasing and Supply Management Certificate is designed for those learners new or experienced in the area of purchasing or supply chain management.

Certificate Completers will be able to

- Utilize correct terminology in purchasing or supply chain management body of knowledge.
- Apply for membership and accreditation in the National Association of Purchasing Management (NAPM).
- Earn certification leading to increased salary, greater respect from colleagues, and a higher sense of self-esteem.

Curriculum

Catalog No	Description	Credits
10-182-160	Global Supply Chain Management	3
10-102-150	Law-Business	3
10-182-157	Logistics/Supply Chain Managem	3
10-182-131	Negotiations	3
10-182-127	Purchasing	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-182-160 Global Supply Chain Mgmt... methods of foreign market entry, international contracts, INCOTERMS 2000, terms of payment, international commercial documents, international insurance, export packaging, customs clearance, and global supply chain logistics infrastructure.
Offered in: Spring 2011

10-102-150 Law-Business... common law contracts and sales contracts: formation, interpretation, performance, and discharge; the law of agency; corporations; and introduction to the American legal system: criminal and tort law, and global business issues.
Offered in: Fall 2010

10-182-157 Logistics/Supply Chain Mgmt... integrated logistics supply chain, dimensions of logistics and supply chain management, demand management and customer service, procurement and supply management, global logistics, inventory management, warehousing, transportation and third-party logistics.
Offered in: Fall 2010

10-182-131 Negotiations... techniques and skills used in bargaining to maximize a company's profits and competitiveness. Appropriate for learners in any Business and Information Technology program as well as for non-program students.
Offered in: Fall 2010

10-182-127 Purchasing... role of purchasing in business, industry, and the community; legal and ethical aspects of purchasing including systems, staffing, price/cost analysis, contract administration, and dealing with vendors.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Quality Improvement & Innovation Certificate

Certificate Number 901968

Certificate Description

The Quality Improvement & Innovation Certificate is designed for people who are interested in applying specific methods of innovative thinking in order to continuously increase customer value of their products and services. Projects and simulations will be customized to the learner's own work environment and will apply the principles of innovation, quality and continuous improvement, lean thinking, Six Sigma, systems thinking, and project management.

Certificate completers may apply the nine credits to the Leadership Development (Supervisory Management) program.

Certificate Completers will be able to

- Demonstrate innovation skills in a workplace environment.
- Apply the tools of continuous quality improvement and lean thinking.
- Apply the principles of Six Sigma and systems thinking.
- Demonstrate project management skills.

Curriculum

Catalog No	Description	Credits
10-196-192	Managing for Quality	3
10-196-188	Project Management	3
10-196-145	Workplace Innovation	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-196-192 Managing-Quality... developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, six sigma, and systems thinking.
Offered in: Fall 2010, Spring 2011

10-196-188 Project Management... the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.
Offered in: Fall 2010, Spring 2011

10-196-145 Workplace Innovation... use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intrepreneurial mindset.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Recording & Audio Engineering Certificate

Certificate Number 902062

Certificate Description

The Recording and Audio Engineering Certificate is designed for a person seeking skills in the music recording and production industry.

Certificate Completers will be able to

- Engineer and plan recording sessions and produce a professional level master CD.
- Conduct recording sessions using state-of- the-art equipment and produce a professional level DAT master tape.
- Analyze a musical piece or performance in terms of music theory, physics, style, and notation.
- Manage the sound reinforcement, monitoring, and recording aspects of a live performance.
- Produce a stereo master recording using MIDI technology.
- Record and master recordings on a variety of computer software applications; convert files to MP3 format and upload MP3 files to the Internet.

Curriculum

Catalog No	Description	Credits
10-206-102	Audio Engineering 1	3
10-206-103	Audio Engineering 2	3
10-206-100	Digital Audio Overview	3
10-111-103	Macintosh-Intro	1
10-206-101	Soundtracks and Music	3
	CERTIFICATE TOTAL	**13**

Course Descriptions

10-206-102 Audio Engineering 1... apply the basics of music theory and physics to actual recording studio situations with state-of-the-art equipment to produce a professional CD master recording.
Offered in: Fall 2010

10-206-103 Audio Engineering 2... hands-on studio and live recording course covering advanced microphone techniques detailing the entire process of CD production from pre-production to internet marketing. (Prerequisites: 10-206-102, Audio Engineering 1)
Offered in: Spring 2011

10-206-100 Digital Audio Overview... concept of analog to audio conversion, processing sound in digital domain, MIDI music production, CD audio production, video soundtracks, enhanced podcast audio, basic of time code and format conversion.
Offered in: Fall 2010

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-206-101 Soundtracks and Music... utilize software applications to prepare audio for video including environment sounds, sound effects and Foley, dialogue replacement, and soundtrack creation.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Renewable Energy-Solar Certificate

Certificate Number 904821

Certificate Description

Explore non-carbon producing renewable energy generation systems with a focus on photovoltaic and solar systems.

Certificate Completers will be able to

- Discuss and promote the benefits of alternative energy systems.
- Assess, engineer, design, assemble, install and operate photovoltaic energy systems.
- Collect and distribute data generated by alternative energy systems.

Curriculum

Catalog No	Description	Credits
10-413-348	Electricity-Basic	2
10-480-101	Energy-Intro Renewable & Susta	4
10-482-126	Intro to Solar	4
10-482-125	Photovoltaics-Advanced	3
10-482-120	Photovoltaics-Design & Site As	2
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-480-101 Energy-Intro Renew & Sustain... an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-482-125 Photovoltaics-Advanced... topics include batteries, wiring configurations, system diagramming, National Electrical Code, component selection, wiring, safety and system maintenance. (Prerequisite 10-482-126, Intro to Solar: Corequisites: 10-413-348, Electricity-Basic, OR (10-660-104, DC 1: Intro, AND 10-660-105, DC 2: Circuits, AND 10-620-107, AC 1: Properties)
Offered in: Fall 2010, Spring 2011

10-482-120 Photovoltaics-Design & Site... learn steps to performing a site audit prior to installation of a PV system. Focus on defining the solar window, system site placement and sizing, lead analysis and energy efficiency. (Corequisite: 10-482-126, Intro to Solar)
Offered in: Fall 2010, Spring 2011

10-413-348 Electricity-Basic... electron theory, electrical terms, Ohm's Law, DC and AC circuits, magnetism and magnetic devices, electrical measurements, inductance and capacitance, relays and transformers, motors and generators, circuit protective devices, electrical safety.
Offered in: Fall 2010, Spring 2011

10-482-126 Introduction to Solar... an overview of the use of sunlight to produce heat and electricity and the practical and economical use of solar power and solar thermal systems. Learn the importance of energy efficiency and the economics of solar hybrid designs.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Retail Leadership Certificate

Certificate Number 901042

Certificate Description

The Retail Leadership Certificate is designed for retail employees or those who wish to pursue careers in retail management/leadership. Retail management leadership personnel may be employed by department stores, specialty stores, mass merchandisers, food retailers, and all other retail categories. Delivery of courses will be flexible to accommodate learner schedules.

Certificate Completers will be able to

- Apply technology to retail and retail information systems.
- Formulate retail selling strategies.
- Apply effective leadership skills.
- Apply improvement strategies to solve retail problems.
- Generate retail information for effective decision making.
- Apply leadership skills to human resource issues.

Requirements for Certificate Entry

- Basic Math.
- Ability to use a computer keyboard.

Curriculum

Catalog No	Description	Credits
10-145-177	Entrepreneurship	3
	OR	
10-196-145	Workplace Innovation	3
10-196-193	Human Resource Management	3
10-104-192	Merchandise Management	3
10-104-135	Retail Management-Survival Ski	3
	OR	
10-196-164	Supervisors-Personal Skills	3
10-104-193	Retail Operations Management	3
10-104-190	Retail Principles	3
	CERTIFICATE TOTAL	**18**

Course Descriptions

10-145-177 Entrepreneurship... entrepreneurship, success and failure, getting started: sources of capital, location, layout, and legal forms of organization, managing and operating, planning and organizing, directing and monitoring performance, marketing strategy, and administration.
Offered in: Spring 2011

10-196-145 Workplace Innovation... use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intrepreneurial mindset.
Offered in: Spring 2011

10-196-193 Human Resource Mgmt... impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.
Offered in: Fall 2010

10-104-192 Merchandise Management... basic theories of merchandising applied to the current retail environment.
Offered in: Spring 2011

10-104-135 Retail Mgmt-Survival... review of current federal and state employment laws and employers' responsibilities; sources, consequences, and methods of handling stress; techniques and strategies of time management; sexual harassment; cultural/etiquette issues.
Offered in: Fall 2010

10-196-164 Supervisors-Personal Skills... time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.
Offered in: Fall 2010

10-104-193 Retail Operations Mgmt... management of a retail store operation including retail planning and control; retail information systems; and human resource management including placement, orientation, evaluation, recruiting, interviewing, discipline, performance problems, and training.
Offered in: Spring 2011

10-104-190 Retail Principles... macro issues facing retailers, including structural dynamics; strategic planning, environmental factors; consumer behavior; site selection; selecting markets in which to compete; and retailing issues, opportunities, and outlook.
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Service Writer Certificate

Certificate Number 906021

Certificate Description

The Service Writer Certificate is designed for people who are interested in working as a service writer in a new or used car dealership, truck dealership or an independent vehicle repair shop.

Certificate Completers will be able to

- Apply current legal regulations governing the vehicle repair industry.
- Apply applicable computer skills.
- Apply professional written and oral communication skills.
- Apply retail and customer service management skills.
- Apply automotive technology and terminology.

Curriculum

Catalog No	Description	Credits
10-602-107	Automotive Service fundamental	2
10-104-191	Customer Service Management	3
10-106-145	Keyboarding	1
10-801-196	Oral/Interpersonal Comm	3
10-809-199	Psychology Of Human Relations	3
10-104-101	Selling Principles	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-602-107 Auto Service Fundamentals... safety and the use of basic hand/power tools in accordance with industry standards. Introduced to the automotive service industry and learn to use both comprehensive and manufacturer's service information to perform basic under-hood and under-car services.
Offered in: Fall 2010

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010, Spring 2011

10-106-145 Keyboarding... keyboarding at a personal productivity level, correct posture, touch typing on the alpha-numeric keyboard using an interactive software package running on a microcomputer. No experience required.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-801-196 Oral/Interpersonal Comm... the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-199 Psychology Of Human Relations... decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-104-101 Selling Principles... selling as a career; success factors in selling; personality development; product knowledge; and the sales process involving preparation, approach, presentation-demonstration, handling objections, and closing the sale successfully.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Small Business Bookkeeping Certificate

Certificate Number 901011

Certificate Description

This certificate is designed for the person seeking new or additional training in the area of managing the accounting records for a small business. All courses in this certificate are delivered in multiple ways, including self-paced, TCA (Technical College of the Air), online, or on-campus.

Certificate Completers will be able to

- Manage accounting records on the computer using Quickbooks software.
- Create spreadsheets.
- Prepare payroll.
- Manage receivables and payables.

Curriculum

Catalog No	Description	Credits
10-101-101	Accounting Principles	3
10-101-105	Accounting-Computer Ledger	2
10-101-151	Accounting-Payroll	3
10-101-190	Accounting-QuickBooks	1
10-804-123	Math w Business Applications	3
10-103-131	Micro: Excel-Intro	1
10-103-132	Micro: Excel-Part 2	1
10-103-121	Micro: Word-Intro	1
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-101-101 Accounting Principles... accounting fundamentals, recording of business transactions, preparation of financial statements, cash basis and accrual business accounting for service enterprises, and merchandising businesses with a manual system.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-101-105 Accounting-Computer Ledger... applications on calculators or keypad such as addition, subtraction, multiplication, division, percent, and computers using Microsoft Excel. (Prerequisites: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles; 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)
Offered in: Summer 2010, Fall 2010, Spring 2011

10-101-151 Accounting-Payroll... payroll and personnel records, social security, withholding tax, unemployment compensation, time sheets and time-keeping records, and legal aspects of payroll. (Prerequisite: 10-101-110, Accounting 1 OR 10-101-101, Accounting Principles)
Offered in: Fall 2010, Spring 2011

10-101-190 Accounting-QuickBooks... an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-804-123 Math w Business Apps... real numbers; basic operations; proportions/one variable; percents, simple/compound interest; annuity; apply math concepts to purchasing/buying process, selling process; and basic statistics with business/consumer applications. (Prerequisite: Recommendation:Accuplacer Arithmetic = 65).
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-131 Micro: Excel-Intro... creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-132 Micro: Excel-Part 2... advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Social and Human Services Certificate

Certificate Number 908092

Certificate Description

The Social and Human Services Certificate is designed for students interested in increasing their knowledge and understanding of the social sciences. Some credits may also transfer to other technical colleges, the University of Wisconsin system, or private four-year colleges. Check with the college to which you are interested in transferring for more information.

Certificate Completers will be able to

- Summarize psychological perspectives and disorders, types of therapies, and research methods.
- Differentiate topics in psychology, including learning, motivation, memory, sensation, perception, stress, states of consciousness, language, and thinking.
- Describe issues related to development across the lifespan.
- Understand the subfield of abnormal psychology.
- Assess functional personal and professional relationships.
- Successfully work individually or as part of a team.
- Understand theories related to race, ethnic diversity, gender, minority groups, components of culture, and the role of cultural transmission in perpetuating inequality.
- Appreciate the diversity of oneself and others.
- Practice respectful attitudes and behaviors in a personal or professional setting.
- Examine and critique social theories.
- Apply ethical reasoning to personal, work, and community issues.
- Be open minded and respectful of diverse points of view.
- Develop a world view congruent with a diverse environment.
- Analyze and use empirical evidence.

Curriculum

Catalog No	Description	Credits
10-809-197	Contemporary American Society	3
10-809-198	Intro to Psychology	3
10-809-196	Intro to Sociology	3
10-809-199	Psychology Of Human Relations	3
10-809-172	Race Ethnic & Diversity	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-809-197 Contemporary Amer Society... the major social institutions within the American society: government, family, education, religion, and economic system.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-198 Intro to Psychology... survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-196 Intro to Sociology... the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-199 Psychology Of Human Relations... decision making, motivation, conflict resolution, learning strategies, growth and adjustment, diversity, psychological theories, relationships, psychological disorders, stress, career analysis, social psychology, and lifespan development.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-809-172 Race Ethnic & Diversity... basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The General Studies Department, (920) 498-5421 or (800) 422-NWTC, extension 5421; or contact Enrollment Services at 888-385-NWTC.

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Software Level 1 Certificate

Certificate Number 901031

Certificate Description

All courses in this certificate are delivered through the self-paced lab or structured format. Most are also delivered online. You can work at home or at the College. For self-paced delivery, you only need to come to the self-paced lab to submit work and be evaluated. An instructor is available during self-paced lab hours to assist self-paced learners. For a comparison of delivery modes for these classes, visit www.nwtc.edu, click on Ways of Learning, and follow the self-paced links for the Green Bay credit classes.

Certificate Completers will be able to

- Keyboard at 20 wpm using proper technique.
- Use the Windows operating system.
- Create and revise database.
- Create and revise word processing documents.
- Create and revise electronic presentations.
- Create and revise spreadsheets.

Note

Many of the courses are in several programs or may be used as electives. Completion of each Introductory Office 2007 course assists in preparing you for the Microsoft Office Specialist exam at the Specialist level for that particular software.

Curriculum

Catalog No	Description	Credits
10-106-145	Keyboarding	1
10-103-141	Micro: Access-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-151	Micro: PowerPoint-Intro	1
10-103-111	Micro: Windows-Intro	1
10-103-121	Micro: Word-Intro	1
	CERTIFICATE TOTAL	**6**

Course Descriptions

10-106-145 Keyboarding... keyboarding at a personal productivity level, correct posture, touch typing on the alpha-numeric keyboard using an interactive software package running on a microcomputer. No experience required.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-141 Micro: Access-Intro... creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-131 Micro: Excel-Intro... creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-151 Micro: PowerPoint-Intro... presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-111 Micro: Windows-Intro... Windows desktop elements, help features, document management (create, open, save, print), folder and file management (create, delete, move, find file), Web features, search strategies, shortcuts, screen capture, My Computer/Explorer.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-121 Micro: Word-Intro... word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics; creating charts; applying styles; and merging documents. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Software Level 2 Certificate

Certificate Number 901032

Certificate Description

All courses in this certificate are delivered through the self-paced lab or structured format, and some are offered online. You can work at home or at the College. For self-paced delivery, you only need to come to the self-paced lab to submit work and be evaluated. An instructor is available during self-paced lab hours to assist self-paced learners. For a comparison of delivery modes for these classes, visit www.nwtc.edu, click on Ways of Learning, and follow the self-paced links for the Green Bay credit classes.

Certificate Completers will be able to

- Use advanced word processing features.
- Use advanced spreadsheet features.
- Use advanced database features.
- Use electronic information manager.
- Create and revise publications.
- Create and revise web pages.

Note

Many of the courses are in several programs or may be used as electives. Completion of each Part 2 Office 2007 course assists in preparing you for the Microsoft Office Specialist exam at the Expert level for that particular software.

Curriculum

Catalog No	Description	Credits
10-103-142	Micro: Access-Part 2	1
10-103-132	Micro: Excel-Part 2	1
10-103-163	Micro: Expression Web	1
10-103-160	Micro: Outlook	1
10-103-165	Micro: Publication Software	1
10-103-122	Micro: Word-Part 2	1
	CERTIFICATE TOTAL	**6**

Course Descriptions

10-103-142 Micro: Access-Part 2... creating advanced queries, custom forms, multi-page forms, custom reports with grouping and calculations, integrating, embedding charts, data access pages, pivot tables, pivot charts, labels, and hyperlinks. Requires strong introductory Access skills.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-132 Micro: Excel-Part 2... advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-163 Micro: Expression Web... create a Website, customize and manage web pages and images; create and use interactive forms using style sheets; publish Office web pages to a web server. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-160 Micro: Outlook... use email, distribution lists, signatures, attachments, and task lists; schedule appointments and meetings using the calendar; flag, filter, sort, and merge contacts, use message delivery options; archive messages and folders.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-165 Micro: Publication Software... create and edit newsletters, brochures, flyers, forms, business cards, emails, e-commerce websites, and other business publications using publication layout software. Requires Windows experience.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-103-122 Micro: Word-Part 2... advanced word processing features including working with headers/footers, inserting quick parts, themes, styles, sort and select; text flow; footnotes/endnotes, images, shapes, shared documents; specialized tables and indexes; forms; and sharing data. Requires strong introductory Word skills or Word-Intro.
Offered in: Summer 2010, Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Special Education Certificate

Certificate Number 905224

Certificate Description

The Special Education Certificate is a twelve-credit certificate designed in conjunction with the Instructional Assistant associate degree. The Special Education certificate is applicable for both new learners and people currently working in the field with persons with exceptionalities. Courses provide an overview to special education and persons with exceptionalities, practical classroom strategies to support learning for a variety of disability areas as well as techniques for guiding and managing behavior. Courses are delivered online.

Certificate Completers will be able to

- Model inclusion and classroom strategies.
- Create learning support materials for teachers.
- Develop social skills and peer relationships.
- Support student transitions.
- Work with children with behavior challenges.
- Discuss causes and characteristics of students with a variety of exceptional needs.
- Participate in individualized education program (IEP) meetings.
- Work with students with exceptional needs.

Curriculum

Catalog No	Description	Credits
10-522-111	IA: Guiding and Managing Behavior	3
10-522-107	IA: Overview of Special Education	3
10-522-109	IA: Special Education: Education	3
10-522-124	IA: Support Students with Disa	3
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-522-111 IA: Guiding & Mnging Behavior... guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.
Offered in: Summer 2010, Spring 2011

10-522-107 IA: Overview of Special Ed... classifications of special education, K-12. Studies include causes of special needs/intervention strategies. Examines key development milestones and how they relate to physical, mental, emotional or social development of children.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-522-109 IA: Special Ed: Educate Child... learners support communication, social, physical, occupational, transition and community needs of students with exceptionalities. Inclusive classroom strategies, differentiating instruction, working with challenging students, and creating teacher learning support materials. (This course requires 10 hours of observation in a special education classroom).
Offered in: Fall 2010

10-522-124 IA: Support Students w Disab... strategies to manage the learning environment proactively to prevent behavior problems and promote learning for students with developmental disabilities. (Prerequisite: 10-522-107, IA: Overview of Special Education)
Offered in: Spring 2011

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Supervision Certificate

Certificate Number 901961

Certificate Description

The Supervision Certificate is designed for people who wish to acquire and improve their skills in a modern leadership role. These three-credit courses also apply toward the 66 credits necessary to earn the Leadership Development associate degree. Courses are offered in alternative delivery formats.

Certificate Completers will be able to

- Analyze the role and duties of a supervisor.
- Recommend measures to address budget and production problems.
- Handle organizational conflict.
- Create a motivating environment.
- Manage time and stress.
- Analyze the characteristics of an effective leader.

Curriculum

Catalog No	Description	Credits
10-196-193	Human Resource Management	3
10-196-191	Supervision	3
10-196-189	Team Building and Problem Solv	3
	CERTIFICATE TOTAL	**9**

Course Descriptions

10-196-193 Human Resource Mgmt... impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance, counseling and development, and compensation and benefit strategies.
Offered in: Fall 2010, Spring 2011

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

10-196-189 Team Building/Prob Solve... benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Supply Chain Management Certificate

Certificate Number 901825

Certificate Description

The Supply Chain Management Certificate is designed for a person seeking introductory or advanced positions with a carrier or shipper. Courses are offered on an accelerated and Interactive Television basis and apply towards the associate degree in Supply Chain Management.

Certificate Completers will be able to

- Utilize terminology in the area of transportation.
- Apply methodologies and techniques to process flow of goods.
- Integrate the area of supply chain management for low total cost and improved service.
- Optimize utilization of modes of transportation.
- Utilize computerized applications of logistics.

Requirement for Certificate Entry

Previous work experience in transportation, logistics, or supply chain management areas is preferred, but not required.

Curriculum

Catalog No	Description	Credits
10-104-191	Customer Service Management	3
10-182-130	E-Business Logistics and Fulfi	3
10-182-160	Global Supply Chain Management	3
10-182-157	Logistics/Supply Chain Managem	3
10-182-190	Transportation Management	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-104-191 Customer Service Mgmt... develop professional telephone etiquette, explore customer service work environments, identify and analyze customer service failures, resolve problems cost effectively, set complaint policies, and develop communication techniques to handle complaining customers.
Offered in: Fall 2010, Spring 2011

10-182-130 E-Business Logistics/Fulfill... understanding of how Supply Chain Management is related to E-Commerce, E-Business distribution, E-Procurement, legal and ethical issues, and E-Business logistics applications.
Offered in: Spring 2011

10-182-160 Global Supply Chain Mgmt... methods of foreign market entry, international contracts, INCOTERMS 2000, terms of payment, international commercial documents, international insurance, export packaging, customs clearance, and global supply chain logistics infrastructure.
Offered in: Spring 2011

10-182-157 Logistics/Supply Chain Mgmt... integrated logistics supply chain, dimensions of logistics and supply chain management, demand management and customer service, procurement and supply management, global logistics, inventory management, warehousing, transportation and third-party logistics.
Offered in: Fall 2010

10-182-190 Transportation Mgmt... importance of transportation, transportation regulations/public policy, overview of transportation providers (motor carriers, railroads, air carriers, inter-modal and special carriers), costing/pricing transportation, transportation documentation, transportation management technology systems/processes.
Offered in: Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Supporting Children's Learning Certificate

Certificate Number 905221

Certificate Description

This certificate is designed to further the professional development needs of anyone preparing for, or already engaged in, an instructional assistant or educational paraprofessional position. The coursework in this certificate program addresses methods for assisting in the instruction, guidance, and classroom management of students by performing a variety of instructional support activities related to grade level curriculum. Integrating current technology into the learning environment is also introduced. All courses transfer to the Instructional Assistant associate degree.

Certificate Completers will be able to

- Summarize the important components of each step of the writing process.
- Use scaffolding to increase student independence.
- Describe ways to create healthy classroom environments conducive to learning.
- Demonstrate the inquiry process in science.
- Prepare an instructional bulletin board.
- Develop a learning center.
- Use a gradebook software program.

Curriculum

Catalog No	Description	Credits
10-522-111	IA: Guiding and Managing Behav	3
10-522-118	IA: Techniques for Math	3
10-522-120	IA: Techniques for Science	3
10-522-102	IA: Techniques/Reading/Lang Art	3
10-522-104	IA: Technology/Media Resources	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-522-111 IA: Guiding & Mnging Behavior... guiding children's behavior to keep them safe/healthy. Includes strategies for improving behavior problems at all levels in the inclusive classroom, on the bus, the playground, and on fieldtrips.
Offered in: Summer 2010, Spring 2011

10-522-118 IA: Techniques for Math... learn techniques to assist classroom teacher in group and individual math activities. Current math practice including manipulatives, problem solving and assessment will be covered within the framework of state/national standards.
Offered in: Fall 2010

10-522-120 IA: Techniques for Science... study and practice strategies of teaching science; assist the classroom teacher in group and individual science activities; explore current science processes, strategies, procedures, assessment options and factors affecting science learning.
Offered in: Spring 2011

10-522-102 IA: Techniques/Readg/Lang Art... instructional assistant's role in reading/language arts. Work with all children individually and in groups through questioning, listening, guiding techniques. Addresses the use of current classroom materials plus enrichment/support activities.
Offered in: Fall 2010, Spring 2011

10-522-104 IA: Technology/Media Rsrces... gain hands-on computer and media experience; operate media equipment. Various school related documents prepared with selected software. Images incorporated into documents using digital cameras and scanners.
Offered in: Fall 2010

For more information, please contact: The Community & Regional Learning Services Department, (920) 498-6373 or (800) 422-NWTC, extension 6373; or contact Enrollment Services at 888-385-NWTC.

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Sustainable Design Certificate

Certificate Number 904801

Certificate Description

Explore energy saving and sustainable design, materials and construction practices to maximize operating efficiency and productivity.

Certificate Completers will be able to

- Discuss and promote the benefits of energy efficient design and alternative energy systems.
- Identify energy saving and sustainable technologies for the construction industry.
- Design renewable and sustainable energy systems into buildings and landscapes.
- Identify material resources that promote sustainability.

Curriculum

Catalog No	Description	Credits
10-614-109	Architectural-Sustainable	2
10-480-101	Energy-Intro Renewable & Susta	4
10-480-142	Sustainable Landscape Practice	2
10-480-141	Sustainable Residential Constr	2
10-480-140	Sustainable-Mat & Air Quality	2
	CERTIFICATE TOTAL	**12**

Course Descriptions

10-614-109 Architectural-Sustainable... sustainable building design, human and organizational benefits of green buildings, as well as green technologies and their costs.
Offered in: Spring 2011

10-480-101 Energy-Intro Renew & Sustain... an overview of various renewable energy technologies and sustainable design practices and their current applications. Emphasis will be placed on energy consumption, efficiency, and conservation.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-480-142 Sustainable Landscape Practice... an overview of planning and site design associated with sustainability. Topics include smart growth, environmental site design, green landscape design and developmental strategies.
Offered in: Spring 2011

10-480-141 Sustainable Residential Const... an overview of sustainable home design practices encompassing location, size, building design, building materials, insulation, windows, doors, energy efficiency, renewable energy, water efficiency, indoor environmental quality and landscaping.
Offered in: Summer 2010, Fall 2010, Spring 2011

10-480-140 Sustainable-Mat & Air Quality... an overview of sustainable materials used in today's green buildings. Learners will be introduced to building rating systems in the selection of durable and environmentally responsible building materials and methods.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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Utility Management Certificate

Certificate Number 901969

Certificate Description

The Utility Management certificate is designed for people who are interested in pursuing a management position within the electrical power distribution and gas utility fields. Appropriate candidates are currently working in the utility industry or are pursuing a credential in the utility field. The courses in this certificate emphasize an understanding of the utility business, supervision skills, team facilitation and team concepts, personal tools for time and stress management, assertiveness and how to manage a project effectively.

Certificate completers may apply 12 credits of this certificate to the Leadership Development program.

Certificate Completers will be able to

- Demonstrate an understanding and appreciation of the utility industry.
- Apply the skills of the supervisor/manager.
- Demonstrate team facilitation and team building skills.
- Develop time management, assertiveness and stress management skills.
- Demonstrate project management skills.

Curriculum

Catalog No	Description	Credits
10-196-188	Project Management	3
10-196-191	Supervision	3
10-196-164	Supervisors-Personal Skills	3
10-196-189	Team Building and Problem Solv	3
10-469-101	Utility Management Overview	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-196-188 Project Management... the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.
Offered in: Fall 2010, Spring 2011

10-196-191 Supervision... front-line leadership including teamwork, setting goals, planning, delegation, controlling, communication, motivation, performance management, staffing, training, problem solving, and conflict management.
Offered in: Fall 2010, Spring 2011

10-196-164 Supervisors-Personal Skills... time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.
Offered in: Fall 2010, Spring 2011

10-196-189 Team Building/Prob Solve... benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.
Offered in: Fall 2010, Spring 2011

10-469-101 Utility Management Overview... demonstrate understanding and appreciation of the utility business. Learn about the vision, mission, purpose of public utilities. Organization and management , marketing and competition, delivery of utility services, accounting, finance, rates.
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Website Application Programming Certificate

Certificate Number 901522

Certificate Description

Website Application Programming is designed for individuals interested in developing database skills necessary to integrate web technologies. All credits from this certificate can be applied to meet requirements in the Web Development associate degree program.

Certificate Completers will be able to

- Develop, build, and configure a dynamic and interactive website or application.
- Create a database design and effective interface to support a web application.
- Understand the infrastructure required to support a robust website or application.

Requirement for Certificate Entry

A strong computer and business background. Experience doing HTML coding or completion of Website Coding course (10-152-185).

Curriculum

Catalog No	Description	Credits
10-150-144	IT:Network:Operating Sys Fund	3
10-152-180	IT:Web:Client Script-Javascrpt	3
10-154-125	IT:Web:Database Development	3
10-152-184	IT:Web:Programming-SQL	3
10-152-183	IT:Web:Svr Side Script-ASP.Net OR	3
10-152-182	IT:Web:Svr Side Script-PHP	3
	CERTIFICATE TOTAL	**15**

Course Descriptions

10-150-144 IT:Network:Operating Sys Fund... installation of Windows client, Windows Server and Linux Server operating systems. Basic networking topologies and protocol fundamentals. Application installation including Simple Mail Transport Protocol, File Transfer Protocol, and Web server technologies.
Offered in: Fall 2010, Spring 2011

10-152-180 IT:Web:Client Script-Javascrpt... integrate Javascript into interactive HTML pages, create user-defined functions, complete form validation, use objects within the Document Object Model, manipulate cookies, create image rollovers, debug code, and test browser compatibility. (Prerequisite: 10-152-185, Website Coding)
Offered in: Spring 2011

10-154-125 IT:Web:Database Development... database uses, database terminology, analyzing information requirements, data models, database design phases, entity relationships, normalization processes, database management systems, database objects, development environments, creating tables, writing queries using SQL, testing.
Offered in: Fall 2010

10-152-184 IT:Web:Programming-SQL... write queries in a relational database: creating tables, setting primary/foreign keys, populating tables, manipulating data and reporting. Explore join types, stored procedures, functions, and database administration SQL statements. (Prerequisite: 10-154-125, IT:Web:Database Development)
Offered in: Spring 2011

10-152-183 IT:Web:Svr Side Script-ASP.Net... build interactive, database-driven websites with ASP.NET and C# with Visual Studio, handling web form events, using ASP.NET controls, designing master pages, managing state, and interacting with databases with ASP.NET data-bound controls. (Prerequisites: 10-154-125, IT:Web:Database Development; 10-152-180, IT:Web:Client Script-Javascript)
Offered in: Spring 2011

10-152-182 IT:Web:Svr Side Script-PHP... use PHP, MySQL, XHTML, CSS and Apache to create standards based websites. PHP is used to connect to a MySQL database and retrieve site content. PHP is also used to organize the XHTML. (Prerequisites: 10-154-125, IT:Web:Database Development; 10-152-180, IT:Web:Client Script-Javascript)
Offered in: Fall 2010

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

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Website Design Certificate

Certificate Number 901352

Certificate Description

The Website Design Certificate will provide learners the ability to develop dynamic websites by learning how to design and code functional graphics, interfaces, navigation, animations, page formatting and styles. The student will also learn to upload and manage websites and test website usability. All credits from this certificate can be applied to meet requirements in the Web Development associate degree program.

Certificate Completers will be able to

- Design and develop dynamic websites.
- Code website formatting styles.
- Develop interactive web graphics.
- Design and code web animation.
- Create functional website navigation.
- Test website usability.
- Upload and manage websites.

Curriculum

Catalog No	Description	Credits
10-111-101	Macintosh-Image Editing	3
10-111-103	Macintosh-Intro	1
10-135-152	Web Animation Design	3
10-135-172	Web Animation Design-Advanced	3
10-111-150	Web Graphic Design	3
10-152-185	Website Coding	3
10-135-151	Website Design	3
	CERTIFICATE TOTAL	**19**

Course Descriptions

10-111-101 Macintosh-Image Editing... (Adobe Photoshop + Adobe Acrobat) scanning, editing, color correcting and creating composite montage photographs. Prepare images for publication in print. An introduction to manipulating bitmap images. (Corequisite: 10-111-103, Macintosh-Intro)
Offered in: Fall 2010, Spring 2011

10-111-103 Macintosh-Intro... explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.
Offered in: Fall 2010, Spring 2011

10-135-152 Web Animation Design... (Adobe Flash) vector animation, create, import source material, incorporate into flash movies, use Stage and Timeline, motion, shape-tweening, add sound to buttons, use Action Script, and test flash.
Offered in: Fall 2010

10-135-172 Web Animation Design Adv... learn to add interactivity to websites files using Flash/Action Script, Content Management Systems (CMS), other Web languages. Dynamically control animation timelines, user interaction/multimedia, quickly develop interactive websites. (Prerequisite: 10-135-152, Web Animation Design)
Offered in: Spring 2011

10-111-150 Web Graphic Design... (Adobe Photoshop) design and prepare graphics for the web including graphics for backgrounds, rollover effects, navigation, and badges. Also includes techniques for optimization and transparency. (Prerequisites: 10-111-101, Macintosh Image Editing; 10-152-185, Website Coding)
Offered in: Fall 2010, Spring 2011

10-152-185 Website Coding... write code for functionality and design of web page text, hyperlinks, images, tables, and forms using (X)HTML and CSS. Apply and validate coding standards. Test browser function and user accessibility.
Offered in: Fall 2010, Spring 2011

10-135-151 Website Design... (Adobe Dreamweaver) use standards based XHTML and CSS to design, develop and deploy websites; including: browser compatibility, FTP, forms, multi-media, RSS, and site management. (Prerequisite: 10-111-150, Web Graphic Design)
Offered in: Fall 2010, Spring 2011

For more information, please contact: The Business & Information Technology Department, (920) 498-5435 or (800) 422-NWTC, extension 5435; or contact Enrollment Services at 888-385-NWTC.

Weld Inspection Certificate

Certificate Number 904425

Certificate Description

The Weld Inspection Certificate prepares students to understand destructive and nondestructive methods used to inspect weldments as determined by required code.

Certificate Completers will be able to

- Conduct visual, destructive and nondestructive tests.
- Read documents governing weld inspection, terminology, geometry, weld symbols and applicable code.

Note

This certificate will prepare learners to take the AWS / Certified Weld Inspector Examination.

With additional education and/or work experience, certificate holders may find other opportunities for employment as:

- Certified Weld Inspectors
- State Registered Welder
- Certified Welder

Curriculum

Catalog No	Description	Credits
30-442-341	Weld Inspection Fundamentals/C	3
30-442-342	Weld Inspection-Practical	3
	CERTIFICATE TOTAL	**6**

Course Descriptions

30-442-341 Weld Inspection Fund/Code... documents governing inspection, joint geometry, terminology, welding and NDT symbols; mechanical/chemical properties of metals; welding, brazing, and cutting process; weld/base metal discontinuities; destructive and nondestructive testing; and welding codes.
Offered in: Summer 2010, Spring 2011

30-442-342 Weld Inspection-Prac... visual inspection techniques, procedure/welder qualification, destructive and nondestructive examination of welds, weld process inspection, and the use of inspection tools.
Offered in: Summer 2010, Spring 2011

For more information, please contact: The Trades & Engineering Technologies Department, (920) 498-5461 or (800) 422-NWTC, extension 5461; or contact Enrollment Services at 888-385-NWTC.

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CERTIFICATE ENROLLMENT FORM

Northeast Wisconsin Technical College

PRINT ALL INFORMATION USING BLACK INK ONLY.

Complete this form and forward it to the Northeast Wisconsin Technical College Green Bay campus, Attn: Admissions, or to Admissions at any other NWTC campus. You may fax it to 920-498-6882.

_____
Legal Name: Last   First   Middle

_____
Former last name(s) (if applicable)

_____
Permanent address   Street or R.F.D. Box Number

_____
City   State   Zip Code

_____
Mailing address (if different)   Street or R.F.D. Box Number

_____
City   State   Zip Code

_____
Phone number   Other/Mobile phone number

_____
E-mail address

Name of last high school attended _____/_____
      State it is in

Did you graduate? ☐ No | ☐ Yes – Year _____

☐ GED® General Education Development® (GED) Tests Certificate*

☐ HSED High School Equivalency Diploma Year _____

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_____
Student Number

__ __ __ _ __ __ _ __ __ __
National ID Number (Social Security No.)

Gender: ☐ Male ☐ Female

Date of Birth __ __ / __ __ / __ __ __ __

I am a legal resident of:

_____
City/Village/Township (circle one and write in name)

_____
County   State

Required Government Statistical Information

☐ 1. American Indian/Alaskan Native
☐ 2. Asian
☐ 3. Black, Not Hispanic
☐ 4. Hispanic
☐ 5. White, Not Hispanic
☐ 6. Native Hawaiian/ Other Pacific Islander

Check one:
☐ U.S. Citizen
☐ Immigrant
☐ Nonimmigrant

Semester You Wish to Begin ☐ Fall ☐ Spring ☐ Summer Year _____

_____ | _____
Certificate Choice (Name of certificate – Located on the top of each certificate page) Certificate Number

I certify that the information on this enrollment form is true and complete to the best of my knowledge.

_____ | _____
Signature   Date

GREEN BAY CAMPUS
ATTN: Admissions
2740 W. Mason St., P. O. Box 19042
Green Bay, WI 54307-9042
(920) 498-5400

MARINETTE CAMPUS
ATTN: Admissions
1601 University Dr.
Marinette, WI 54143
(715) 735-9361

STURGEON BAY CAMPUS
ATTN: Admissions
229 N. 14th Ave.
Sturgeon Bay, WI 54235-1317
(920) 743-2207

or call toll-free (888) 385-NWTC

Northeast
Wisconsin Technical College

NWTC Toll-Free Phone Number ..... (800) 422-NWTC
(If you are dialing from outside Green Bay, you may dial this number to reach any of the people/divisions listed below)

Bookstore (Green Bay Campus) .... (920) 498-5407

Business and Information Technology
    Department .... (920) 498-5435

Community and Regional Learning
    Services Department .... (920) 498-6373

Counseling ....(920) 498-5444

General Studies Department ....(920) 498-5421

Health Sciences Department .... (920) 498-5543

Hmong Speaking Line
    (Hmong voice mail; leave message, your call
    will be returned) .... **(920) 498-6895**

Marinette Campus .... (715) 735-9361

Technical College of the Air Interactive Television and
    Online Learning .... (920) 498-5571

Public Safety Department .... (920) 498-5485

Registration (live person) .... (920) 498-5444

Spanish Speaking Line .... (920) 498-6894

Sturgeon Bay Campus .... (920) 743-2207

Trades & Technologies Department .... (920) 498-5457

Regional Learning Centers

Central Region
Vicky Oldham, Regional Coordinator
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Toll-Free: (866) 854-3338
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East Region
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Marinette Campus
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NWTC-Marinette Campus
1601 University Drive, Marinette, WI 54143
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Metro Region
Donna Meves, Flexible Learning Manager
NWTC-Green Bay Campus
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Sturgeon Bay Campus
Cheryl Tieman, Regional Coordinator
NWTC-Sturgeon Bay Campus
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West Region
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