

Welcome to Blackhawk Technical College from Student Services!

WE ARE HERE TO SUPPORT YOU!

The Student Services Staff would like to personally welcome you and encourage you to take advantage of all the services available to you.

What is Student Services...well let us share all the services we can provide you with:

Career & Counseling Center provides:

- A state of the art center which will soon extend its services by providing the COMPASS exam (entrance exam) online.
- Career counseling, career aptitude & relevant, hands-on training and preparation for those upcoming job interviews our graduating students will be involved in.
- Academic Counseling & Advising and support available both during the day and evening by superbly qualified counselors and advisors

College Admissions:

- Starting March 2008, they will provide an on-line application process to better serve our communities' needs.

Student Financial Aid:

- Not only is financial aid available to many, but working through the process couldn't be easier.
- application is accessible on-line 24-hours a day
- get money for books online
- check your account and future funds all on-line

GED & HSED:

- Now more than ever, it is time for many to go back and finish their high school education and BTC can help! We offer more frequent orientations and testing opportunities, at varied times and locations to better serve our greater community. It can be your time, let us help you!

Registration:

- New technology now enables students to register for classes on-line at almost anytime of day, pay their fees, check their academic history to plan for their future and communicate directly with the helpful Registration Team.
- We have recently transitioned student files to a digital format to more quickly advise and assist our students.

We take great pride in assisting our students! We've listened to their needs and we tried to meet them. As another step towards making this happen, Blackhawk Technical College now offers all of their admitted students email accounts. This way we can all stay in touch and keep informed.



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OVERVIEW-College Facilities

Central Campus (pg. 8)

The Blackhawk Technical College Central Campus is located midway between Beloit and Janesville. Situated on over 80 acres of partially wooded prairie, the campus is home for most of BTC's programs and services. The campus is easily accessible from Prairie Road (County Highway G) and Highway 51.

This comprehensive technical college facility comprises over 200,000 square feet. It includes instructional classrooms, shops and labs for accounting, marketing, word processing, administrative assistant, legal secretary, fire science, criminal justice, child care services, HVAC/R, welding, and machine tool. Also located on the Central Campus is a technical center integrating labs for electronics, electro-mechanical and mechanical design; and a health occupations complex for nursing, nursing assistant, dental programs, radiography, and healthcare associate. A technical library; media production and telecommunications center; child care center; bookstore; and food service, with seating for 600 are also housed on the Central Campus. Seminar and teleconferencing facilities are also available.

A Student Services Center is available to provide students with a variety of assistance programs. Facilities include offices for guidance, admissions and registration, placement, financial aids, veterans' affairs, minority student services, and student activities. Vocational testing and career assessment are available through the Student Services' Career Center. Facilities for individualized learning and remedial education are also located at the Central Campus.

Parking, accommodating approximately 1,200 vehicles, is available on the Central Campus, and bus service from Beloit and Janesville is also provided for students' convenience.

Hours Of Operation (pg. 2)

The general operating hours of Blackhawk Technical College are 7:30 a.m. to 9:00 p.m. Monday through Thursday; 7:30 a.m. to 4:30 p.m. Friday; and 7:30 a.m. to Noon Saturday. However, hours may vary for an individual department or division, such as the Children's Learning Center, or even outreach campuses or centers. In addition, hours are modified during the summer months. If in question, contact the department or campus/center to confirm their hours before your commute to that site.

GETTING STARTED-Financial Aid

Tuition and Fees (pg. 11)

The tuition fee per credit at Blackhawk Technical College is established by action of the Wisconsin Technical College Board and is subject to possible revision at any time. In addition, many course offerings carry a separate consumable materials fee, services fee, and/or special fees. Please consult the Student Services Office at BTC to determine correct fees.

All tuition and fees are due at the time of registration unless you have been approved for deferred payment. The fees payable at Registration include:

Tuition—Tuition rates are established by the Wisconsin Technical College System (WTCS). Local students and Wisconsin students pay the same rate, while out-of-state students are required to pay an additional tuition charge. If you drop a course or withdraw early, tuition may be refundable according to the WTCS refund policy.

Material and Laboratory Fees—An extra fee will be assessed on each credit to defray the cost of materials used in the course. The amount of the fee will be determined by the Wisconsin Technical College System (WTCS) and will vary by the type of course. The fee may also be refundable in accordance with BTC policies should you drop or withdraw from a course early.

Student Activity Fee—All students will pay a per credit activity fee. This fee is used to support activities and entertainment for students.

Ed-Venture Leadership Program-Experiential Learning at Its Best (pg. 9)

Located at the northeastern edge of the central campus of BTC, an experiential learning site known as the "Ed-Venture Course" is available to area businesses, organizations, community groups as well as BTC staff and students. The experiential learning activities conducted on the "Course" help individuals and groups build skills in the area of leadership, teamwork, awareness, trust, problem solving, strategic planning, confidence, change management and communication. With the training being coordinated through BTC's Business & Community Development Division (BCD), events and training seminars can be customized to meet the goals of individuals and organizations. Pricing will vary depending on the users needs.

The "Ed-Venture Course" includes both low and high structures. In addition to the permanent structures, numerous portable learning activities are available to choose from which provide the convenience of allowing businesses and organizations to schedule events at their own sites. The mentally challenging elements are designed to provide opportunities for individuals and teams to learn about how they handle risk and challenge while practicing skills in teaming, problem solving, critical thinking, communication, and working effectively together.

Contact BCD today to discover how this exciting approach to training, personal, and corporate change will work for you. Jeff Messer (608) 757-6332 or email jmesser@blackhawk.edu



Financial Aid

Deferred Payment (pg. 11, revision 3rd paragraph)

You may pay tuition and fees in installments if you are unable to pay all costs at the time of registration.

If you want to pay tuition and fees in installments, you should request a Tuition/Fee Deferment Form from the Registration Office at the time of registration. You will pay a portion of your fees at that time as well as a non-refundable processing charge of \$20.00. No deferment of tuition or fees will be authorized without completion of the Tuition/Fee Deferment form.

You will be responsible for paying all fees in accordance with the payment schedule. If you fail to complete your tuition and fee obligation on time, according to your deferment plan, you will be withdrawn from all of your credit courses for that semester.

A student whose account has been submitted to a collection agency is not eligible to use a payment plan for at least one year from the date the student's account is paid in full. During this one-year period, a hold will be placed on the student's account to indicate the student must pay all fees in full at the time of registration.

Disbursement of Financial Aid (pg. 13)

All financial aid is disbursed through the college Business Office. If the combination of grants and loans exceeds all costs to the college, a refund check will be issued to you.

Registration & Records

Attendance (pg. 14 revision 3rd paragraph)

The purpose of education is to develop knowledge and skills in students. This can best occur through the act of involvement between you as a student and your teachers. For this reason, attendance in scheduled classes is important to your success.

Most faculty have attendance policies for their courses. You are strongly urged to attend all class periods as scheduled. When you fail to attend classes regularly and when poor attendance endangers satisfactory completion of the course, the instructor will notify the appropriate counselor so that you can be contacted regarding attendance concerns.

If you decide to withdraw, or if you cannot complete the term, it is your responsibility to contact the Registration Office to officially withdraw from your class(es). Official withdrawals must be done in writing. If you do not officially withdraw, you will receive the grade of "F" and no tuition refund will be available.

Registering for Classes (pg. 14 revision 1st paragraph)

Registration is the process of enrolling for classes. Time schedules which include registration dates are available prior to registration via your BTC email account. You must be registered for all classes that you attend. Registration is necessary in order for your official record to properly reflect your participation in educational activities.

A student does not have a guaranteed seat in a class unless all fees have been paid or a deferred payment agreement has been signed. It is your responsibility to keep informed of all registration requirements and procedures. By registering for courses, you accept responsibility of all fees. Non-attendance does not constitute a cancellation of that obligation, nor does it officially withdraw you from the class.

Continuing students will register for the next semester's classes before new students. This gives students the first opportunity to enroll in the courses needed to complete program requirements. A registration schedule will be available to you providing specific procedures to be followed including the date and time of registration, estimated cost, and other applicable information. It is recommended that students register on-line as a matter of convenience by going to www.blackhawk.edu and choose "Banner for Students."

Pre-Requisites/Co-Requisites/Concurrency (pg. 14)

Certain classes may require that you take particular courses prior to (pre-requisite), or in conjunction with (co-requisite) other classes. Students must successfully complete these in order to move forward in their select program. Generally, a grade of C- or higher is required for a pre-requisite. However, some classes have more stringent regulations and students should be aware of these requirements by discussing it with their program

Auditing Classes (pg. 14, revision 1st paragraph)

You may audit a credit class with the consent of the appropriate Dean. If a student repeats a course, it must be for credit and course objectives must be met. A decision to audit must be made at the time of registration. A student taking a class for audit may not change to credit, nor may the student change from credit to audit after the class begins. Students electing audit status will be accepted *only after all credit students* have been accepted.

When you audit a class you are expected to participate in the class work, complete assignments, and meet the instructor's attendance requirements. Students with disabilities are expected to have a special adaptation plan in place which may waive some of the course requirements. If you elect to audit, you will pay all of the regular tuition and fees. However, no credit will be granted for the course. Your transcript will show an "AU" as a grade. Tuition will be waived for senior citizens who are 60 years old and older. However, all other fees will be charged. Please call for more information.

Adding A Course (pg. 15, revision 1st paragraph)

You can add courses to your schedule during the first week of the semester. By completing a Course Change form and submitting it to the Registration Office up to the first day of the semester, you can add through the web. If you add a course, all additional tuition and fees must be paid.

Registration & Records

Dropping A Course (pg. 16, revision 1st paragraph)

It is your responsibility to notify the college if you intend to drop a course. By completing a Course Change form and submitting it to the Registration Office up to the first day of the semester you can drop through the web. When dropping a course, you may be eligible for a refund consistent with the WTCS refund policy. Any refund will be mailed to you within two weeks.

Course withdrawal may affect your status in your program. Therefore, it is strongly recommended that you discuss course withdrawal with your instructor and/or counselor.

- Non-attendance does not constitute an official withdrawal and you will be responsible for fees not paid. It is particularly important for you to follow these procedures if you are dropping a course. If you do not officially withdraw, you will receive a grade of "F" for the course(s).
- You may not drop a course if less than 20 percent of the class remains. In the case of extenuating circumstances, you may obtain written permission from the appropriate dean.
- You may not drop a course if an academic misconduct issue is pending.

Grades/Academic Standards (pg. 16, revision grades)

Students are expected to maintain a high level of scholarship. A minimum of one hour of outside preparation is usually required for each class period at the technical level. In associate degree courses, an average of two hours per credit may be expected. Grades are recorded at the end of each semester on the following basis:

Grades	Description	Points
A	Excellent	4.00
A-	Excellent	3.67
B+	Above Average	3.33
B	Above Average	3.00
B-	Above Average	2.67
C+	Average	2.33
C	Average	2.00
C-	Average	1.67
D+	Below Average	1.33
D	Below Average	1.00
D-	Below Average	.67
F	Failure	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
TR	Credit Granted	0
PR	Test Out	0
AS	Advanced Standing	0

Grades and Grade Point Averages (GPA) serve as a measurement of your success while enrolled in classes at BTC. Grades are assigned and progress reports are issued at the end of each semester. Your GPA is computed by multiplying the point value of each grade by the credit value designated for each course. The sum of these figures is divided by the number of credits. An overall 2.0 minimum GPA is needed to maintain

satisfactory academic standing and is required for graduation and successful completion of all required courses.

Grade point averages (GPA) are figured on a 4.0 scale. The point equivalents are listed above. It is the student's responsibility to consult with his/her instructors as to his/her progress.

Academic Progress Policy (pg. 16, revision 1st paragraph, no date)

Standards of Academic Progress reviews a student's academic progress from semester to semester. The college is currently in the process of revising the Academic Progress Policy. Satisfactory Academic Progress may be evaluated using semester grade point average and percentage of completed semester courses. For a complete outline of the policy, refer to the BTC Student Planner.

Access to Student Records (pg. 18, revision 12th paragraph)

BTC, under most circumstances, will not release information in your file without your written consent. However, the Blackhawk Technical College Board has designated the following information as directory information: your name, address, telephone number, date of birth, major field of study, dates of attendance, BTC assigned student e-mail account, full-time or part-time status, degree/diploma, honors/awards and dates received, and participation in activities.

Name, Address, & Phone Number Change (pg. 18, revision 1st paragraph)

If you change your name, address, or phone number, it is important that you notify the Registration Office immediately. BTC needs to have up-to-date information on file in the event of an illness, an emergency, mailing information, etc. The service is for your benefit and safety, and we would strongly encourage you to notify us of any changes in personal information. Forms are available in Student Services or on the BTC web site through "Banner Web."

Learning Center/Tutorial Services (pg. 20, revision hours)

Learning Centers are available at the Central Campus, Monroe Campus, Rock County Job Center, and Beloit Learning Center to assist you with academic and study skills needed to be successful in vocational/technical programs. The centers will provide tutorial and remedial academic classes intended to help you successfully complete your program/course requirements and assignments. The Central Campus Learning Center is open from 9 a.m. to 4 p.m. and 5 p.m. to 8 p.m. Monday through Thursday, and Friday from 9 a.m. to 1:00 p.m. Services are provided at no cost to you.

Call the **Monroe Campus at 608•328•1660, Rock County Job Center at 608•741•3566, and the Beloit Learning Center at 608•757•7669 for hours of operation.**

Important Student Information

Student Organizations (pg. 23, deleted club)

- **SADHA-Student American Dental Hygienists' Association**– this club no longer exists

Phones (pg. 25, updated TTY information)

Pay telephones are available for student use in each building and outside by the Administration Building. You are encouraged to use these phones to conduct your business. Students are not allowed to use the school office phones. Text (TTY) telephones are also available for the hearing impaired. Red-colored emergency phones are located throughout the Central Campus which connect directly with the main switchboard, but are strictly for emergency purposes only. No dialing is necessary. **The TTY# is: 608•743•4499 with Chris Flottum.**

Student Messages (pg. 25, revision 1st paragraph)

Only messages of an emergency nature will be taken at the **Switchboard** and every reasonable attempt will be made to locate the student. Non-emergency messages will not be accepted. Students should inform families, child care providers, etc. of the above limitations and develop alternate arrangements in the event they cannot be located.

Lost and Found (pg. 31, revision 1st paragraph)

The Lost and Found is located at the **Switchboard** directly inside the main entrance. It is generally open from 7:00 a.m. to 10:00 p.m. Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday. Anyone finding an item should turn it in to the Switchboard .

Student Handbook/Planner (pg. 32, revision 1st paragraph)

The Student Handbook/Calendar-Planner contains important dates and occurrences throughout the year at BTC. Student Handbook/Calendars-Planners will be distributed one per student and are available in the **Counseling and Career Center**.

Outreach To Communities

(pg. 48-49, updated paragraph/information)

Each year more than 14,000 Green and Rock County incumbent workers, job seekers, and adult learners look to Blackhawk Technical College to fill their need to be lifelong learners. Whether you come as an individual, business, or community organization you can enter learning programs on the Janesville or Monroe campus, at one of the BTC Learning Centers, or at the business where you are employed.

The Business & Community Development Division, including Continuing Education Programs, provides an array of courses in a variety of settings. Continuing Education schedules learning opportunities for individuals seeking enrichment, furthering their knowledge and skills for work or fun. Business & Community Development works directly with business and

industry, education and community organizations to custom design services that include classes, workshops and seminars as well as consulting services that can be delivered on-site at the business or on campus. We partner with many agencies to assist you with grant funded training.

Patricia Kempinski, Director – 608•757•7704
pkempinski@blackhawk.edu

Customized training and business consulting is the core of the services provided by the Business & Community Development Division (BCD). Our professional staff can assess your business and training needs and then design and deliver services that help your business or organization meet its goals. Training and consulting can be provided at your site or at any of the College centers or campuses.

The BCD Managers will work with you to match the right trainer or consultant to your needs. This individual will assist in creating solutions to your specific issues by custom designing curriculum and activities for you. The Managers can guide you to State of Wisconsin funding that may be available to offset your training costs.

Business seminars, organizational analyses, employee skills assessments, business planning assistance, and facilitation services are also available.

Examples of training and consulting services that have been provided through the Business & Community Development Division are listed below:

- **Skills Assessments & Testing Center**
- **Leadership Development**
Time Planning, Conflict Resolution, Strategic Planning, Coaching, Managing & Leading Change
- **Talent Recruitment & Retention**
Hiring, Retention, Performance Evaluation, Employee Development
- **Business Communications**
Business Writing, Presentation Skills, Telephone Etiquette, Customer Service, Occupational Spanish
- **Health Care**
Emergency Medical Services, CPR, Heartsaver, AED, Healthcare Provider, Community Based Residential Facility Caregiver
- **Safety**
Forklift, Lockout/Tagout, OSHA, MSHA, Confined Space
- **Information Technology**
Computer Application Training, Microsoft, Adobe, Database Design and Development, Data Analysis, Project Organization
- **Technical Training**
GD&T, Welding, Blueprint Reading
- **Quality**
Lean, Six Sigma, ISO 9001, ISO 14000
- **Other**
Contact us regarding our assessment and facilitation services

Outreach To Communities

Managers, Training & Consulting Services

BCD Managers are available to assist businesses and organizations with their training, consulting, and facilitation needs.

Rick Dannemiller – 608•757•7728
 rdannemiller@blackhawk.edu

Wendy Schultz – 608•757•7726
 wschultz@blackhawk.edu

Clients include businesses and organizations from the following sectors:

- Manufacturers
- Distribution Facilities
- Transportation Industry
- Construction
- Protective Services
- Government Agencies
- Community-based Residential Facilities
- Community-based Organizations
- Education
- Health Care
- Food Processing
- Finance
- Real Estate/Insurance/Appraisal



BCD Experiential Learning Coordinator is available to assist your team and you in the promotion of personal and group interaction through experiential education techniques that focus on the areas of trust, communication, group interaction, problem solving, and critical thinking.

Jeff Messer - (608)•757•6332. jmesser@blackhawk.edu

To learn more about how Business and Community Development can work with you please call **608•757•7630** or send an e-mail to **BusinessDevelopment@blackhawk.edu**. In Green County call **608•329•8221**.

Outreach Education

Blackhawk Technical College has outreach centers in six locations throughout Rock and Green Counties. The Monroe Campus of Blackhawk Technical College is located just off the Highway 11 bypass in Monroe. This full-service, handicapped accessible Center has three state-of-the-art computer labs and a distance learning lab linking it to Central Campus. At the Monroe Campus, students may choose from a selection of full associate degree, one year diplomas and short term certificates as well as the general education core courses for all associate degrees offered through the college. Additionally, annually more than 100 continuing education classes, educational and financial aid counseling, and GED/HSED preparation and testing services are offered. Up-to-date training for Green County employers and employees supports regional workforce development. Students are served in learning activities featuring small class size and a personalized learning environment at the Monroe Campus.

Outreach centers have their own full- or part-time center coordinators who are responsive to the training and educational

needs of their communities. Following are BTC's Outreach Continuing Education Centers:

- Beloit Center and other locations
- Evansville
- Center for Transportation Studies
- Rock County Job Center
- Edgerton
- Milton
- Monroe

**ACADEMIC PROGRAMS-
Accounting**

(pgs. 50-52, revision 1st paragraph, updated courses & credits)

This Associate degree program prepares its graduates for entry-level positions in a variety of business enterprises. Students are provided with an opportunity to develop their intellectual, interpersonal, and communication skills, along with their professional orientation. Students learn to solve accounting problems both manually and with the aid of computers. In addition, the educational experience enables students to develop the motivation for life long learning.

	Course Name	Credits	Lec-Lab
Semester 1			
101-105	Accounting Spreadsheets	3	1 - 4
101-111	Accounting I	4	2 - 4
103-106	Introduction to MS Office	3	3 - 0
801-195	Written Communication	3	3 - 0
804-110	Elementary Algebra with Applications	3	3 - 0
Semester 2			
101-112	Accounting II ¹	4	2 - 4
101-130	Accounting Information Systems	3	3 - 0
101-135	Payroll Accounting ¹	2	1 - 2
101-136	Computerized Accounting ¹	1	0 - 2
801-196	Oral/Interpersonal Communication	3	3 - 0
801-197	Technical Reporting	3	3 - 0
Semester 3			
101-113	Accounting III ¹	4	2 - 4
101-123	Income Tax Accounting	3	2 - 2
101-125	Cost Accounting ¹	4	2 - 4
809-195	Economics	3	3 - 0
809-198	Introduction to Psychology	3	3 - 0
Semester 4			
101-109	Financial Analysis ¹	3	2 - 2
101-124	Applied Income Tax ¹ OR	2	0 - 4
101-128	Supervised Occupational Experience ¹	3	varies
101-131	Accounting Databases ¹	2	1 - 2
101-137	Career Development in Accounting ¹	1	1 - 0
809-196	Introduction to Sociology	3	3 - 0
	Elective ²	3	varies
	Elective ²	3	varies
TOTAL CREDITS		67	

¹Course has prerequisites.

²Recommended accounting-related electives include:

101-150	AIPB Certified Bookkeeper Review	3	2 - 2
102-160	Business Law	3	3 - 0
103-126	Introduction to Quickbooks	1	0 - 2
103-178	Advanced Excel	2	0 - 4
809-166	Introduction To Ethics: Theory & Application	3	3 - 0

Accounting

Accounting Assistant Certificate (32 cr.)

Students may choose to receive a certificate as an Accounting Assistant upon satisfactory completion of the first two semesters of the Accounting Associate Degree Program. With this certificate, you will be better prepared for entry level positions related to accounts receivable, accounts payable, payroll, bookkeeping, and other related office functions. Students selecting this option may return to BTC at a later date (*in accordance with the College's advanced standing policy*) to complete the Associate Degree in Accounting.

Course Descriptions

101-103 Accounting Orientation-DELETED

101-111 Accounting I 4 Credits

This is an introductory course to the basic structure of accounting. Fundamental accounting concepts and principles are presented with their application to the analysis and recording of business transactions through the use of problems and a practice set. The course focus is on journalizing, posting, preparing financial statements, accounting for merchandisers, purchases, and banking transactions. A working knowledge of Microsoft Office is highly recommended.

101-113 Accounting III 4 Credits

This is a continuation of Accounting II. The course focus is on accounting for long-term liabilities, partnerships, corporations, and preparing the statement of cash flows. A comprehensive practice set allows students a practical application of accounting theories. *Prerequisites: 101-112 Accounting II, 103-106 Introduction to MS Office*

101-130 Accounting Information Systems 3 Credits

This course helps students develop their professional judgment as accountants while studying the flow of information in an organization. Using scenarios, each transaction cycle is analyzed and studied for internal control weaknesses. Based on the analysis, the students are required to identify ways to strengthen any weakness identified. Students will learn flowcharting techniques and principles of system design.

101-137 Career Development in Accounting 1 Credit

This course prepares students to use strategies for seeking, obtaining, and retaining employment in accounting and finance related positions. Students develop a job search plan, prepare a resume and cover letter, complete application forms, and prepare for job interviews. Students build a professional profile and finalize a personal portfolio. Students critically review ethical issues in the accounting profession and research accounting topics using the Internet, library, and community resources. This course is intended for students who are in their fourth semester of the two year degree. *Prerequisites: 101-113 Accounting III, 101-125 Cost Accounting*

Automotive Technician

(pgs. 63-64, updated courses-PENDING)

	Course Name	Credits	Lec-Lab
Semester I			
404-338	Service Fundamentals	2	1 - 2
404-343	Automotive Machine Shop	1	1 - 1
404-345	Brake Service	4	2 - 5
404-346	Steering and Suspension Service	4	2 - 5
404-348	Service Simulation	2	0 - 6
801-311	Communication	2	3 - 0
Semester II			
404-339	Engine Service	4	2 - 5
404-342	Heating and Air Conditioning Service	4	2 - 5
404-347	Drive Train Service I	3	2 - 3
404-349	Service Management	1	0 - 2
804-304	Math Fundamentals	2	3 - 0
806-315	Applied Science	2	3 - 0
Semester III			
404-350	ASE Certification Review	1	2 - 0
404-351	Electronic Engine Control Fund.	4	2 - 5
404-353	Emission Control Service and Cert.	1	1 - 1
404-356	Electrical Service	4	2 - 5
404-357	Electronic Engine Control Diagnosis	2	1 - 3
Semester IV			
404-352	Computerized Fuel Systems Service	2	1 - 3
404-354	Engine Performance Testing II	4	2 - 5
404-355	Drive Train/Transaxle Service II	2	1 - 3
404-358	Service Internship	2	0 - 8
450-315	Customer Service Fundamentals	2	3 - 0
TOTAL CREDITS		55	

Course Descriptions

404-341 Engine Performance Testing I-DELETED

404-344 Electrical Service I-DELETED

404-339 Engine Service 3 Credits

This course is designed to introduce the student to the theory of gasoline engine operation and design. The course also includes methods of diagnosis, disassembly, measurement, and reassembly. Emphasis is placed upon diagnostic ability and skill development.

404-342 Heating and Air Conditioning Service 3 Credits

This course provides a basic understanding of the automobile cooling and air conditioning system. Theory of air conditioning is defined. Emphasis is placed on laboratory performance and related skills development.

404-345 Brake Service 4 Credits

The student is introduced to the fundamentals of automotive brake systems including drum, disc, hydraulic, power, and antilock systems. Brake measurement is a high priority.

404-346 Steering and Suspension Service 4 Credits

The student is introduced to basic wheel alignment, suspension systems, and steering systems. Computerized four-wheel alignment is a high priority in this course.

404-347 Drive Train Service I 3 Credits

This course is designed to introduce the student to the fundamentals of the power train. Emphasis is placed on the diagnosis and repair of differentials and manual transmissions.

Business Management

(pgs. 65-66, updated Program Outcomes/Employment/
Career Outlook/Courses/Certificates and deleted survey
information)

Program Outcomes

Upon completion of this program, you will be able to:

- Plan and prioritize work, including goal setting and resource allocation
- Direct workers, including recruiting, hiring, and supervision
- Lead others, including employees, customers and clients, and teams
- Control costs and demonstrate basic financial proficiency
- Develop and maintain customer relationship management skills
- Coordinate marketing and sales efforts
- Manage projects, tasks, and deadlines
- Apply knowledge of business laws and governmental regulations
- Practice appropriate business ethics and etiquette
- Communicate effectively; with tact and diplomacy
- Use appropriate business and computer technology solutions
- Apply analytical thinking and problem-solving skills
- Work effectively in teams and groups
- Manage time efficiently and meet organizational goals
- Work under the direction of a more senior employee such as a district or regional manager, owner, or agent

Graduates from this program may find employment as:

- Assistant Store Manager
- Branch Manager
- Buying and planning specialists
- Customer Service Manager
- Department or District Manager
- Distribution Center Manger
- Entrepreneur/Owner
- General management occupations
- Human Resources
- Shift Managers
- Store & Operations Specialties Managers
- Team Leaders

Career Outlook:-DELETED

	Course Name	Credits	Lec-Lab
Technical Studies Course Requirements			
102-148	Introduction to Business (Organization & Management)	3	3 - 0
104-102	Marketing Principles	3	3 - 0
103-106	Introduction to MS Office	3	3 - 0
102-110	Business Career Planning	1	1 - 0
196-191	Supervision	3	3 - 0
104-104	Selling Principles	3	3 - 0
102-160	Business Law	3	3 - 0
102-115	Management Principles	3	3 - 0
101-117	Accounting Fundamentals	3	3 - 0
102-120	Small Business Management	3	3 - 0
104-130	Fundamentals of Customer Service	3	3 - 0
102-130	Business Finance & Budget Management	3	3 - 0
196-193	Human Resource Management	3	3 - 0
102-125	Supervised Occupational Experience	2	0 - 8

General Education Course Requirements:

(see course descriptions on pages 43-47 of the 2007-08 catalog)

801-196	Oral/Interpersonal Communications	3	3 - 0
804-123	Math with Business Applications	3	3 - 0
801-195	Written Communications	3	3 - 0
809-166	Introduction to Ethics: Theory & Application	3	3 - 0
809-195	Economics	3	3 - 0
809-198	Introduction to Psychology	3	3 - 0
809-172	Race, Ethnic & Diversity Studies	3	3 - 0

Elective Course Recommendations

102-135	Lodging Management	3	3 - 0
102-150	Global Business Fundamentals	3	3 - 0
196-135	Team Building/Problem Solving	3	3 - 0
196-190	Leadership Development	3	3 - 0

DELETE-A 2005 survey of Rock and Green County employers reported the following occupational information:

Short-Term Certificates & Related Program Options

- Accounting AAS Degree and Accounting Assistant Certificate (1-year)
- Customer Service Certificate (16 credits)
- Lodging Management Certificate (33 credits)
- Marketing AAS Degree
- Small Business Certificate (18 credits)
- Supervisory Management AAS Degree

Course Descriptions

101-117 Accounting Fundamentals 3 Credits

This course is an introduction to accounting from a non-accountant's perspective. Learning objectives emphasize general accounting terminology and concepts, the effects of transactions on financial statements, the relationships between financial statements, and the interpretation of financial statement information using an analytical approach.

Business Management

102-130 Business Finance and Budget Management 3 Credits

This is a basic finance course for managers and supervisors. The learner applies the skills necessary to achieve an understanding of the fiscal/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. These finance/accounting principles will then be applied to the managers role in decision-making and includes problem-solving case studies. *Prerequisites: 101-117 Accounting Fundamentals and 103-106 Introduction to MS Office.*

104-130 Fundamentals of Customer Service 3 Credits

This course is designed for learners who desire training in the fundamentals of customer service as they relate to business. It introduces core customer service concepts and an overview of the essential skills needed to succeed in any organization. In addition to dealing with internal and external audiences, specific topics include: listening techniques, verbal and nonverbal communication, dealing with various customer types, use of technology, handling a variety of complex customer situations, as well as an overview of careers within the customer service industry.

Criminal Justice

(pgs. 73-75, revised 3rd & 4th paragraphs, updated courses)

Persons interested in careers in criminal justice will receive theoretical and practical information in the program. Criminal justice is becoming increasingly complex and important. Today's criminal justice employees must be trained to meet the challenges of our changing society. The Criminal Justice Program courses, as well as support and general education courses, will prepare the student for a position as a law enforcement officer (state, county, municipal), correctional officer, juvenile detention officer, police dispatcher, or many other occupational areas in the criminal justice system.

Program Outcomes–

Upon completion of this program, you will be able to:

- Interpret applicable criminal statutes
- Explain the criminal justice process and juvenile justice process
- Recommend strategies for effective community/police relationships
- Complete required documents and reports
- Conduct preliminary investigations
- Choose lawful and ethical courses of action in professional and personal situations
- Reference and utilize resources in decision making

Criminal justice professionals are charged with the responsibility of protecting life and property, preserving the peace, and monitoring those convicted of crimes. Police officers carry out this charge through patrol, detection, arrest and their critical role in prosecution of criminal offenders. Officers also aid in public safety through traffic law enforcement, accident prevention and investigation,

juvenile guidance and many other specialized enforcement tasks. Correctional professionals carry out this charge by effective in-custody monitoring and community supervision. The program provides an opportunity for students to choose a law enforcement or corrections emphasis during the second year of the program.

A job in the field of criminal justice requires a comprehensive background check on the individual applying for such a job. State and Federal laws prevent any person from becoming a police officer who has an unpardoned felony conviction. In Wisconsin, a domestic violence related conviction can prohibit a person from becoming a police officer. People interested in a career in criminal justice should be of good character as determined by interview and a comprehensive background check.

Hands-on training is a significant part of the Criminal Justice Associate Degree program at Blackhawk Technical College.

As a BTC Criminal Justice Student you will:

- Use a computerized, user-interactive automated firearms training simulator to hone your skills in making split second decisions on whether the use of deadly force is appropriate in a particular situation.
- Conduct interviews of “suspects.”
- Take statements and present written documentation of investigations.
- Write police reports.
- Fully process crime scenes, including collection and preservation of evidence.

	Course Name	Credits	Lec-Lab
Semester 1			
504-100	Introduction to Criminal Justice System	3	3 - 0
504-136	Constitutional Law	3	3 - 0
504-122	Juvenile Law	3	3 - 0
801-196	Oral/Interpersonal Communication	3	3 - 0
801-198	Introduction to Psychology	3	3 - 0
Semester 2			
504-124	Organization and Management in Criminal Justice	3	3-0
504-118	Interview and Interrogation	3	3 - 0
504-121	Criminal Law	3	3 - 0
801-195	Written Communication	3	3 - 0
804-106	Introduction to College Math	3	3 - 0
809-159	Abnormal Psychology	3	3 - 0
Semester 3			
504-137	Introduction to Corrections (Corrections Emphasis students) OR	3	3 - 0
504-165	Community Policing Strategies (Law Enforcement Emphasis students) AND	3	3 - 0
504-141	Report Writing	3	3 - 0
504-167	Strategies for Peace Keeping in a Diverse Society	3	3 - 0
809-174	Social Problems	3	3 - 0
809-195	Economics OR	3	3 - 0
809-196	Introduction to Sociology AND Elective	3	3 - 0
Semester 4			
504-112	Criminal Investigation Theory	3	3 - 0
504-101	Police Patrol Procedures (Law Enforcement Emphasis students) OR	3	3 - 0

(Semester 4 continues on next page)

Criminal Justice

Semester 4 (cont. from following page)

504-119	Introduction to Probation and Parole (Corrections Emphasis students) AND 3	3	3 - 0
504-142	Advanced Report Writing in Law Enforcement (Law Enforcement Emphasis Students)** OR	3	3 - 0
504-143	Advanced Report Writing in Corrections (Emphasis Students)** AND	3	3 - 0
806-110	Forensic Science (Criminalistics) Elective	3	2 - 2 3 - 0

TOTAL CREDITS 66

Elective offered by the Criminal Justice Department:

504-102	Police Issues and Functions	3	3 - 0
504-170	Criminal Justice Internship	3	0 - 12
504-108	Academic Success for Criminal Justice Students	1	1 - 0
504-109	Career Exploration for Criminal Justice Students	1	1 - 0
504-110	Fitness and Nutrition in Criminal Justice	1	1 - 0

Other suggested electives for Criminal Justice Students:

140-101	Spanish Language & Culture (to be taken before 140-102)	3	3 - 0
140-102	Spanish Language & Culture II: Emergency Services Personnel	3	3 - 0
103-106	Introduction to Microsoft (MS) Office	3	3 - 0

**Must have earned a grade of 75% or higher in 801-195 to enroll.*

*** Must have earned a grade of 75% or higher in 504-141 to enroll.*

(The Protective Services Division at BTC also offers full 520 hour police recruit academies (See page 146 of this catalog).

Potential Employment Opportunities

Police Officer, Correctional Officer, Private Security, Conservation Warden, Probation/Parole Agent, Police Dispatcher and Juvenile Detention Worker.

Course Descriptions

504-100 Introduction to Criminal Justice System 3 Credits

This is an introductory course that explores the various agencies of the criminal justice system and steps in the criminal justice process from arrest to sentencing. Also explored is the history, primary functions and jurisdictions of law enforcement agencies and court systems in America. The role of law enforcement officers in a democracy, belief systems, social pressures, moral problems, diversity and ethical decision making are discussed.

504-101 Police Patrol Procedures (Law Enforcement Emphasis students) 3 Credits

Students learn and incorporate knowledge, skills and attitudes necessary for effective police field services. The course addresses effective communication on the street, methods of enforcement and statutes relating to traffic law enforcement, responding to crimes in progress calls, and initial responsibilities of patrol officers.

504-102 Police Issues and Functions 3 Credits

This course is designed to review the various functions and issues related to policing in modern day society. It will examine a wide range of current issues facing the law enforcement professional.

504-108 Academic Success for Criminal

Justice Students 1 Credit

This one credit elective is the first in a series of three one-credit elective courses that address student success that will translate into professional success in the area of criminal justice employment. This course focuses on skill related to effective time management, study skills, outlining academic information, and academic resources for criminal justice students.

504-109 Career Exploration for Criminal

Justice Students 1 Credit

This one credit elective is the second in a series of three one-credit electives that address student success that will translate into professional success in the area of criminal justice employment. This course focuses on the exploration of personal professional goal setting and exploring the many career paths available in the criminal justice system. Students will develop a personal career development plan to help guide them in attaining their person and professional goals.

504-110 Fitness and Nutrition in Criminal Justice 1 Credit

This one credit elective is the third in a series of three one-credit electives that address student success that will translate into professional success in the area of criminal justice employment. The course focuses on the importance of fitness and nutrition as it relates not only to the criminal justice professional but also to the individual's overall wellness. Also explored are the common physical agility testing requirements many departments use in the hiring process.

504-112 Criminal Investigation Theory 3 Credits

Students learn the importance of how to recognize and preserve potential physical and statement evidence as an initial responding officer. The emphasis is on the investigation of death, domestic violence, sexual assault and crimes against children.

504-118 Interview and Interrogation 3 Credits

This course familiarizes the student with the various components of effective interviewing of victims, witnesses and suspects the criminal justice professional may come in contact with on a daily basis. The analysis of verbal and non-verbal behavior during and interview/interrogation is explored in depth as well as statement analysis related to indicators of truth and deception.

504-119 Introduction to Probation and Parole (Corrections Emphasis students) 3 Credits

This course will provide the student with an overview and description of the probation and parole system and assist the student in developing the skills for applying professional knowledge and current concepts in practice.

504-121 Criminal Law 3 Credits

This course is a study of the basic concept of criminal law from its beginnings to the present day. Also covered are the fundamentals of criminal law, issues of jurisdiction, the mental element, matters affecting criminal responsibility, and related Wisconsin Statutes regarding crimes against persons, property and public order.

504-122 Juvenile Law 3 Credits

This course examines the philosophies and differences between the juvenile justice system as compared with the adult system. The course also addresses constitutional issues and juvenile custody procedures. Also examined is the investigation, reporting, custody and referral of juvenile offender related incidents.

Criminal Justice

Course Descriptions

504-124 Organization and Management in Criminal Justice 3 Credits

Using an exploratory and interactive structure, this introduction to criminal justice supervision course covers all the latest supervisory concepts and practices with an emphasis on character, teamwork, problem solving, and conflict resolution. It is also a study of coordination and management of resources in the field of law enforcement. The basic guidelines of administrative policy and unification of personal and organizational goals are also explored and applied.

504-136 Constitutional Law 3 Credits

This course explores the history and development of criminal evidence law and the necessity of legally obtained evidence. Students will analyze constitutional procedures for arrest, search, and seizure by examining court decisions and applying them to scenarios presented in class.

504-137 Introduction to Corrections (Corrections Emphasis students) 3 Credits

This course will provide the students with the necessary fundamental knowledge of correctional philosophies as well as the structure of American correctional systems. Current issues in corrections will also be discussed.

504-141 Report Writing 3 Credits

This course is designed to supply the student with a working knowledge of the purposes and the acceptable principles of police report writing. Attention is given to the improvement of spelling, sentence structure, punctuation, vocabulary and the use of police jargon. Emphasis is placed on the police report narrative as a powerful investigative tool, and its position in the criminal justice system. Attention will also be given to completing various uniform law enforcement report forms.

Prerequisites: Completion of 2nd semester courses and 75% in 801-195 Written Communication

504-142 Advanced Report Writing in Law Enforcement (Law Enforcement Emphasis students) 3 Credits

Advanced Report Writing in Law Enforcement is designed to enhance and build upon the student's writing skills developed in through Written Communications and Report Writing, both of which are prerequisites for this course. Practice and practical application in writing reports that are direct, grammatically correct, and contain the appropriate content for prosecutorial action will be the foundation of this course. Reports generated in this course will focus on common incidents officers in the field are faced with as well as more in-depth investigations carried out by officers. *Prerequisite: 504-141 Report Writing*

504-143 Advanced Report Writing in Corrections (Corrections Emphasis students) 3 Credits

Advanced Report Writing in Corrections is designed to enhance and build upon the student's writing skills developed in through Written Communications and Report Writing, both of which are prerequisites for this course. Practice and practical application in writing reports that are direct, grammatically correct, and contain the appropriate content for prosecutorial action will be the foundation of this course. Reports generated in this course will focus on corrections related incidents common to both in-custody and community based correction environments. Reports common to probation and parole are also explored. *Prerequisite: 504-141 Report Writing*

504-165 Community Policing Strategies (Law Enforcement Emphasis students) 3 Credits

This course explores the evolution of community policing, proactive policing and problem solving, understanding and involving the community, building community relationships and partnerships, and crime prevention programs and strategies.

504-167 Strategies for Peace Keeping in a Diverse Society

This course examines current issues related to social problems related to the administration of justice in a culturally diverse society. Special focus of this course will be on the changing ethnicity of communities and related changes in social and institutional public policy. Also discussed is cross cultural communication, implementing cultural awareness training, multicultural representation in law enforcement, and criminal justice interaction with various racial and ethnic groups.

504-170 Criminal Justice Internship 3 Credits

This course involves professionally planned and supervised program of experience in one of several criminal justice related occupational areas. *Prerequisites: Completion of 50% of Criminal Justice Program courses with a grade of B or above, no more than 6 hours of absence in any CJ course, the approval of the faculty internship coordinator based on student performance in the Criminal Justice program.*

806-110 Forensic Science (Criminalistics) 3 Credits

Forensic Science is a course designed to provide students of law enforcement with an appreciation of the capabilities and limitations of scientific analysis of crime scene evidence. All functions of a basic crime lab are discussed with emphasis on relating methods of analysis to the proper collection and packaging of evidence. Laboratory exercises are designed to expand upon and reinforce lecture material.

Dental Assistant

(pg. 79, updated courses)

Course Name	Credits	Lec-Lab
Semester 1*		
508-101 Dental Health Safety	1	0 - 2
508-302 Dental Chairside	5	5 - 5
508-113 Dental Materials	2	2 - 2
508-304 Dental and General Anatomy	2	4 - 0
508-103 Dental Radiography	2	2 - 2
508-306 Dental Assistant Clinical	3	0 - 8
508-307 Dental Assistant Professionalism	1	2 - 0
Semester 2*		
508-308 Dental Chairside – Advanced	5	3 - 2
508-309 Dental Lab Procedures	4	2 - 2
508-310 Dental Radiology – Advanced	1	0 - 2
508-311 Dental Assistant Clinical – Advanced	2	0 - 12
508-120 Dental Office Management	2	4 - 0
801-390 Communication for Health Professions	2	4 - 0

TOTAL CREDITS 32

Diesel & Heavy Equipment Technician

(pg. 85-86, updated courses-PENDING)

Course Name	Credits	Lec-Lab
Semester 1		
070-341 Electrical Systems	4	4 - 3
070-345 Service Policy and Procedure	2	3 - 0
412-347 Inspection & Maintenance Proc.	4	4 - 3
412-349 Equipment Welding	2	1 - 2
801-311 Communication	2	3 - 0

(Semester 2 continues on next page)

Diesel & Heavy Equipment Technician

(pg. 85-86, updated courses-PENDING)

Course Name	Credits	Lec-Lab
Semester 2		
070-318 Drive Train Service	4	3 - 4
070-321 Air Conditioning and Refrigeration	2	1 - 2
412-310 Brake Service	4	3 - 4
412-311 Steering and Suspension	2	1 - 2
804-304 Math Fundamentals	2	3 - 0

Semester 3		
070-308 Small Gas Engines	3	3 - 2
412-342 Electrical Systems Troubleshooting	4	4 - 3
070-343 Hydraulic Systems	3	2 - 3
412-344 Hydraulic Systems Troubleshooting	3	2 - 3
809-352 Skills for Successful Employees	2	3 - 0

Semester 4		
412-304 Diesel Fuel Systems	4	4 - 3
412-351 Diesel Engine Service - Heads*	4	3 - 4
412-352 Diesel Engine Service - Blocks*	4	3 - 4

TOTAL CREDITS 55

*Course has prerequisite.

Course Descriptions

412-350 Diesel Engine Overhaul DELETED!

412-351 Diesel Engine Service - Heads 4 Credits

Provides the student with both a theoretical and practical background in the basic operating principles of diesel engine heads. Practical experience in rebuilding, testing, and troubleshooting. Students disassemble a diesel engine heads, inspect parts, explain the function of each part and system, reassemble, run engines, and learn maintenance procedures.

Prerequisite: 070-308 Small Gas Engines

412-352 Diesel Engine Service - Blocks 4 Credits

Provides the student with both a theoretical and practical background in the basic operating principles of diesel engine blocks. Practical experience in rebuilding, testing, and troubleshooting. Students disassemble a diesel engine blocks, inspect parts, explain the function of each part and system, reassemble, run engines, and learn maintenance procedures.

Prerequisite: 070-308 Small Gas Engines

Early Childhood Education

(pg. 87, updated career outlook/courses)

Career Outlook

As an early childhood professional, you will enjoy a growing field of opportunity that puts you in touch with the challenge and delight of a child's world. **A wide variety of employment choices awaits you:**

- Nannies
- Nursery Schools
- Day Care Centers
- Head Start Classrooms
- Infant Toddler Center
- Before & After School Child Care Centers
- Instructional Services Aide in public schools
- Early Childhood Centers Administration positions

Physical information needs to be completed before the start of school.

- Practicum students must meet DHFS requirements for information disclosure records and background record checks.
- Students must obtain a physical exam with immunization record before the start of practicum.

Course Name Credits Lec-Lab

Quarter 1

307-148	ECE: Foundation of Early Childhood Education	3	3 - 0
307-151	ECE: Infant Toddler Development	3	3 - 0
307-166	ECE: Curriculum Planning	3	3 - 0
307-174	ECE: Practicum I	2	1 - 3
809-172	Race, Ethnic, Diversity (Gen. Edu.)	3	3 - 0

Quarter 2

307-167	ECE: Health, Safety & Nutrition	3	3 - 0
307-178	ECE: Art, Music & Language Arts	3	2 - 1
307-179	ECE: Child Development	3	3 - 0
307-192	ECE: Practicum II	3	1 - 6
801-195	Written Communication	3	3 - 0

Quarter 3

307-187	ECE: Children With Differing Abilities	3	3 - 0
307-188	ECE: Guiding Children's Behavior	3	3 - 0
307-194	ECE: Math, Science & Social Studies	3	2 - 1
307-197	ECE: Practicum III	3	1 - 6
809-198	Introduction to Psychology OR		
809-159	Abnormal Psychology OR		
809-188	Developmental Psychology	3	3 - 0

Quarter 4

307-195	ECE: Family & Community Relation.	3	3 - 0
307-198	ECE: Administering An Early Childhood Education	3	3 - 0
307-199	ECE: Practicum IV	3	1 - 6
801-196	Oral/Interpersonal Communication	3	3 - 0
804-106	Introduction to College Math	3	3 - 0

Quarter 5 (Summer or Fall)

General Education	3	3 - 0
General Education	3	3 - 0
Elective	3	3 - 0

TOTAL CREDITS 68

- Program can be successfully completed in 1-1/2 to 2 or 3 years.
- + Class taught in accelerated learning (8 weeks). Contact program Lead Instructor or Program Advisor for information on credit given for work experience and previous class work.
- A minimum grade of "C-" or better is required in all program classes for Placement in Practicum Centers.
- **It is STRONGLY recommended that students attend a Student Orientation before registering.**
- Practicum courses are required to be taken the year of graduation.

Electrical Power Distribution

Course Name Credits Lec-Lab

Semester 1

413-310	Electric Power Distribution 1A ¹	5	3 - 7
413-315	Electric Power Distribution 1B ¹	5	3 - 7
413-303	Ind. Electricity for Line Technicians ¹	2	1 - 2
413-304	Safety Procedures I-Line Technicians	1	1 - 1
804-304	Math Fundamentals	2	3 - 0

Semester 2

413-320	Electric Power Distribution 2A ¹	5	3 - 7
413-325	Electric Power Distribution 2B ¹	5	3 - 7
413-305	Safety Procedures II-Line Technicians	1	1 - 1
801-311	Communication	2	3 - 0
806-315	Applied Science	2	3 - 0

TOTAL CREDITS 30

¹Course has co-requisite

Electrical Power Distribution

Course Descriptions

413-303 Industrial Electricity for line Technicians 2 Credits

This course, an introduction to industrial electricity, covers such topics as principles of electricity, switching devices, magnetism and electromagnetism. Maintenance and repair of electrical equipment is discussed as it applies to electric utility situations in industry. **Co-requisite: 413-310 Electric Power Distribution 1A and 413-315 Electric Power Distribution 1B**

413-304 Safety Procedures 1 – Line Technicians 1 Credit

This course concentrates on personal overhead and underground line safety. The main emphasis will be on safety rules and procedures and their practical application in hands-on situations.

413-305 Safety Procedures II – Line Technicians 1 Credit

This course continues and expands on Safety Procedures 1. Additional subjects covered are a line technician's responsibility in protecting work areas and the public in everyday work and emergency situations.

413-310 Electric Power Distribution 1A 5 Credits

This course introduces basic electrical theory including AC and DC circuits. The different types of power distribution systems such as direct current, single phase and polyphase are studied. Special skills related to power distribution such as pole installation, climbing, safety, ropes and rigging, chainsaw repair and operation, structural design and installation will be covered during the laboratory sessions at the pole field. **Co-requisite: 413-315 Electric Power Distribution 1B 413-315 Electric Power Distribution 1B, 5 Credits**

This course provides a variety of hands-on experiences with electric apparatus to increase proficiency in construction and maintenance of power distribution. Types of switching procedures, underground systems, and the use of hot sticks are covered.

Co-requisite: 413-310, Electric Power Distribution 1A

413-320 Electric Power Distribution 2A 5 Credits

This course introduces the theory of three-phase electrical power systems, including wye and delta systems. Students will study single and three phase transformer; construction, principles of operation, connections as well as secondary power supply systems. Skills in electrical system grounding principles and over voltage equipment will be developed. Safety topics related to electrical line work will be highlighted. **Co-requisite: 413-325 Electric Power Distribution 2B**

413-325 Electric Power Distribution 2B 5 Credits

This course introduces electrical power line machinery such as: over current equipment, voltage regulators and kilowatt hour meters. Components and functions of an electrical substation, underground distribution systems, street lighting equipment, along with the sources of communication interference from electrical sources will be studied. Safety related topics are also included. **Co-requisite: 413-320 Electric Power Distribution 2A**

Emergency Medical Technician

(pg. 90-91, revised course/descriptions)

531-423 EMT Intermediate Technician Refresher

12 Hours

Biennial refresher course required for license renewal for E.M.T.'s with I.V. Tech Skills.

531-434 Healthcare Provider–CPR and AED

6 Hours

531-303 EMT-Intermediate Technician 96 Hours

The EMT-Intermediate Technician course will take you to the next level of training after EMT-Basic. Students will learn clinical decision making skills, basic pharmacology, intravenous therapy, and management of cardiovascular, diabetic, drug overdose, and shock cases. Students will complete 45 hours of skill competencies in a clinical setting. EMT-Intermediate Technician is 4 hours each week in totaling 45 hours in addition to 45 hours of hospital clinical experience. A current Wisconsin EMT license is a Prerequisite for this 3-credit course. Successful completion of a Wisconsin State exam is required to obtain a WI EMT-Intermediate Technician license.

Fire Protection Technician

(pg. 97-98, revised requirements)

The Fire Protection Technician program offers the student an exciting career in fire protection, fire prevention and fire engineering. The field of fire science is concerned with the preservation of life and property from fire and related hazards. The fire protection technician is a highly-skilled specialist with a unique blend of technical knowledge, management abilities, and public education and communication skills. Graduates are ideally suited to careers in public and private fire protection. Another area of employment opportunity exists in the field of sales and service with companies which manufacture and distribute fire protection equipment and related supplies. Expanding industrialization and population growth have created new fire problems which must be solved. In this area, the fire protection technician can be part of the team to design and research the answers to solve these problems which are making many demands upon communities, business, and industry.

Program Outcomes–

- Demonstrate professional conduct by displaying a personal code of ethics, positive work ethics, flexibility, teamwork skills, physical fitness, safe procedures, and sensitivity to diverse cultures and individuals
- Perform fire prevention activities including preplanning, public education, inspection, and investigation
- Communicate clearly and effectively both verbally and through written documentation with clients, coworkers, other agencies and supervisors
- Apply incident management skills to emergency incidents
- Meet professional fire and EMS credentialing standards

This series is for all who wish to be certified by the State of Wisconsin. The emphasis is on skilled hands-on training. All classes require a Wisconsin Technical College System (WTCS) test for certification at the completion of each course.

Potential Employment Opportunities

- Fire Fighter
- Fire Protection Technician
- Fire Fighting Equipment Specialist/Sales
- Fire Inspector
- Fire Fighter - Crash, Military, Government, State or Federal

Fire Protection Technician

Course Name	Credits	Lec-Lab
Technical Core Courses		
503-105 Fire Fighter Health & Safety	2	2-0
503-106 Fire Service Employability	3	3-0
503-139 Principles of Emergency Services	3	3-0
503-142 Fire Fighting Principles	4	4-0
503-143 Building Construction	3	3-0
503-147 Fire Protection Systems	4	4-0
503-151 Fire Prevention	4	4-0
503-152 Hazardous Materials	4	4-0
503-155 Fire Protection Hydraulics	4	4-0
503-156 Strategies, Tactics, and Incident Management	4	4-0
503-157 Fire Investigation	3	3-0
531-301 EMT-Basic	4	4-4
140-101 Spanish Language and Culture	3	3-0

General Education Courses		
801-195 Written Communication	3	3-0
801-196 Oral/Interpersonal Communication	3	3-0
801-197 Technical Reporting	3	3-0
804-106 Introduction to College Math	3	3-0
806-121 General Chemistry	3	3-0
809-196 Introduction to Sociology	3	3-0
809-198 Introduction to Psychology	3	3-0

Suggested Electives (Minimum of 3 credits required)		
140-102 Spanish Language and Culture II: Emergency Services Personnel	3	3-0
503-107 Internship	3	3-0
531-303 EMT-Intermediate Technician	3	

TOTAL CREDITS 69

Additional Requirements

A program Portfolio is required that will include all relevant training certificates that have been acquired, a resume and other relevant training records. A complete portfolio approved by the Fire Service Training Coordinator is required for graduation.

A standard uniform is also a program requirement. Uniforms are routinely required in the Fire Service and this requirement is intended to develop the discipline needed to operate as a team member. Some specialized personal protective equipment is required for some of the classes. Much of this equipment will be available to rent for an additional fee. (See program costs for Wisconsin residents.)

Green Industry Services-Pending

(pgs. 113-114) Formerly Landscape & Turf Services

Attractively designed, healthy and well-maintained lawns, gardens, trees, and shrubbery create a positive first impression, establish a peaceful mood, create spaces for outdoor activities, and increase property values. A growing number of individuals, businesses, and organizations rely on landscape and turf professionals to establish and care for their landscapes. These professionals create designs, establish trees, hedges and flowering plants; build terraces, retaining walls, and patios; and establish and maintain turf grasses for a variety of residential, commercial and athletic uses. The Landscape & Turf Services Program is offered in eight-week sessions, on a part-time evening and Saturday basis. Workers already employed, as well as those just beginning in the field, take advantage of the flexible programming.

Program Outcomes–

Upon completion of this program, you will be able to:

- Maintain turf and landscape plants
- Assess project and site parameters
- Select commonly used landscape plants for various applications (*annuals, perennials, trees, shrubs, grasses, interior plants*)
- Implement landscape design plans
- Apply safety principles and practices in use of tools, equipment, and products
- Maintain hand tools and power equipment

Graduates from this program have found employment as:

- Landscaper
- Greens Keeper
- Forester
- Horticulture Machine Maintenance Technician
- Arborist
- Nursery Specialist
- Garden Center Technician
- Turf Specialist

Course Name	Credits	Lec-Lab
Semester I		
001-302 Landscape Design I ¹	1	1-1
001-303 Horticultural Pest Management	1	1-1
001-304 Landscape Tools & Equipment	1	1-1
001-313 Golf & Sports Turf Management	1	1-1
001-330 Weeds & Invasive Species	1	1-1
001-331 Plant Health Management	1	1-1
001-332 Woody Ornamentals – Trees	1	1-1
001-333 Woody Ornamentals – Shrubs	1	1-1

Semester II		
001-305 Soils & Fertilizers	1	1-1
001-306 Arboriculture & Turf Management	1	1-1
001-307 Landscape Construction	1	1-1
001-309 Landscape Design II	1	1-1
001-310 Service Business Fundamentals	1	1-1
001-317 Herbaceous Plants	1	1-1
001-322 Landscape & Environment	1	1-1
001-324 Plant Propagation	1	1-1
001-334 Internship	2	0-8

TOTAL CREDITS 18

¹ Course has prerequisite.

Course Descriptions

001-302 Landscape Design I 1 Credit
The learner develops basic landscape plans with an emphasis on function, design principles, and composition in this hands-on course. **Prerequisite: 001-318 Trees & Shrubs.**

001-303 Horticultural Pest Management 1 Credit
The study of various types of pesticides, methods of application, and safety precautions in their use. Students may take the Wisconsin Horticultural. Pest Control exam at the completion of the course.

001-304 Landscape Tools & Equipment 1 Credit
This class provides the learner with the basic skills and knowledge to perform standard maintenance procedures on outdoor power equipment, operate the equipment safely, and make informed buying decisions.

Green Industry Services-Pending

Course Descriptions

001-305 Soils & Fertilizers 1 Credit

This class emphasizes soil identification, evaluation, and factors affecting plant growth. Learners calculate fertilizer rates and employ proper application methods. Students also explore composts and other amendments as they relate to soil preparation.

001-306 Arboriculture & Turf Management 1 Credit

Arboriculture is the care of woody plants. Sessions cover the anatomy and functions of trees and shrubs and correct planting, staking, mulching, feeding, watering, and pruning practices. Problems common to trees and shrubs are presented along with sessions related to property/grounds management career functions including; flower and lawn care, snow and leaf management, and winter preparation activities. Practice pruning deciduous and evergreen shrubs in the field is offered.

001-307 Landscape Construction 1 Credit

A hands-on course on establishing proper slope and plantings according to a landscape design plan. Installation of retaining walls, walkways, and other hardscapes are also covered.

001-309 Landscape Design II 1 Credit

Students continue plans started in the Landscape Design I class. New principles of composition and design such as sections, elevations, and simple perspectives are studied.

Prerequisite: 001-302 Landscape Design I

001-310 Service Business Fundamentals 1 Credit

This class provides the learner with entry-level skills for operating a service-based business in the horticulture industry.

001-313 Golf & Sports Turf Management 1 Credit

This course deals with high use turf (real and synthetic) and its specialized problems. Advanced turf management techniques and agronomic practices are presented for large areas such as school athletic fields, park and recreation, golf courses, and estates. Visits to sports fields and golf courses, reel mower sharpening, and large area maintenance equipment are included. Irrigation system basics are also presented along with specialties such as sand traps, pitcher's mounds, infields, line and logo painting, and water feature considerations.

001-317 Herbaceous Plants 1 Credit

Identification of various annuals and perennials and their appropriate uses for Wisconsin landscapes is covered in this class. Cultural practices necessary to maximize their value to the landscape are studied.

001-322 Landscape & Environment 1 Credit

Learners explore current issues within the green industry. Environmental, legal, site, and new technologies are among the topics that may be addressed.

001-324 Plant Propagation 1 Credit

Starting and growing plants from seeds, cuttings, divisions, layering and grafting are covered in this course. Information on growing structures, environmental controls, and cultural practices are explored along with marketing and merchandising.

001-330 Weeds & Invasive Species 1 Credit

Students create a weed reference book for various landscape settings while learning plant identification techniques and

examining live and preserved samples. The course is very useful for those considering enrolling in Horticultural Pest Management and for those interested in any career related to Integrated Pest Management (IPM) concepts.

001-331 Plant Health Management 1 Credit

The course covers diseases and insects common to herbaceous and woody plants found in lawns, flower and vegetable gardens, landscapes, nurseries, and unmanaged native areas. Field trips and reports aid in identification and diagnosis of plant health care issues. Very useful for those considering enrolling in Horticultural Pest Management and for those interested in any career involving plant health.

001-332 Woody Ornamentals – Trees 1 Credit

Learners select trees appropriate for various landscape schemes in Wisconsin based on physical characteristics, cultural needs, customer preference and adaptation to the environment.

001-333 Woody Ornamentals – Shrubs 1 Credit

Learners select shrubs appropriate for various landscape schemes in Wisconsin based on physical characteristics, cultural needs, customer preference and adaptation to the environment.

001-334 Internship 1 Credit

Students obtain hands-on experience through on-the-job training in the green industry field. Prior consent for the experiential learning activity by the instructor is required. The student completes a comprehensive study after successfully completing the intern requirements.

IT-Information Systems Security Specialist

(pg. 105-107, revision 1st paragraph, updated Program Outcomes/Courses & Credits)

Cyber-security, including computer and information systems security, is a rapidly maturing area. Both private and public sector enterprises-including federal, state, and local governmental units-are looking for people who have specialized knowledge, skills, and abilities related to cyber-security. This degree prepares students for entry-level employment in support positions related to endpoint security, network security, Web security, information security education & training, and much more.

Cyber-security includes operations that protect and defend both information and information systems, by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for the restoration of information systems by incorporating protection, detection, and reaction capabilities. Information security systems provide protection against unauthorized access to or modification of information, whether in storage, processing, or transit. Detection, documentation, and countering of such threats are critical skill areas for specialists in this field.

Program Outcomes–

Upon completion of this program, you will be able to:

- Assist in designing, implementing, and maintaining security in an internetworked environment.
- Identify threats and vulnerabilities, and establish safeguards for information systems.

IT-Information Systems Security Specialist

Program Outcomes– (cont.)

Upon completion of this program, you will be able to:

- Troubleshoot potential IT security issues and apply counter-measures.
- Implement preventive measures.
- Install, configure, and use specialized security software, hardware, and firmware components.
- Respond to attacks from viruses, worms, and other unauthorized access to information systems.
- Maintain appropriate security controls for system software and hardware access.
- Support procedures related to individual privacy, confidentiality, and access to corporate information.
- Build a security plan that encompasses components for complete information system protection/security.

	Course Name	Credits	Lec-Lab
Semester 1			
150-120	Micro Operating Systems I	3	2 - 2
152-142	Introduction to Visual Basic.NET Programming	3	2 - 2
801-195	Written Communication	3	3 - 0
801-196	Oral - Interpersonal Communication	3	3 - 0
804-133	Mathematics and Logic	3	3 - 0
Semester 2			
150-130	Network Design	3	2 - 2
150-151	Information Security Principles	3	2 - 2
150-152	Information Security Policies & Procedures ¹	3	2 - 2
152-143	Introduction to Java Programming	3	2 - 2
809-166	Intro. to Ethics: Theory & Application	3	3 - 0
	Elective	3	3 - 0
Semester 3			
150-133	Network Security ¹	3	2 - 2
150-135	Operating Systems Security ¹	3	2 - 2
150-153	Information Security Management ¹	3	2 - 2
152-191	Secure e-Commerce Concepts	3	2 - 2
152-192	Designing Secure Websites ¹	3	2 - 2
809-198	Introduction to Psychology	3	3 - 0
Semester 4			
150-134	Router Security ¹	3	2 - 2
150-136	Perimeter Security ¹	3	2 - 2
150-154	Security Measures & Threat Mitigation ¹	3	2 - 2
809-196	Introduction to Sociology	3	3 - 0
809-195	Economics	3	3 - 0
	Elective ²	3	3 - 0
TOTAL CREDITS		69	

¹ Course has prerequisites

² Recommended Electives:

150-155A	Current Issues & Trends Seminar: Business Continuity Planning	3	2 - 2
150-155B	Current Issues & Trends Seminar: Cyber Law & Ethics	3	2 - 2
150-155C	Current Issues & Trends Seminar: Computer Forensics	3	2 - 2

Course Descriptions

150-133 Network Security 3 Credits
 This course introduces learners to the fundamentals of network security. The course covers various topical areas involved in network security, including security topology, intrusion detection, device configurations, access lists, authentication, and encryption. Different methods of attacks, such as viruses, Trojan horses, and worms are also reviewed. This course also introduces wireless security concepts. This course currently covers material from MCSE exam 70-291, Implementing, Managing & Maintaining a MS Windows Server 2003 Network Infrastructure. **Prerequisite: 150-130 Network Design.**

150-134 Router Security 3 Credits
 This course covers how to secure internetworked information systems (i.e., those connected by hubs, switches, routers, etc.), including defense against methods used by hackers to enter dedicated systems. Topics covered include confidentiality, integrity and reliability; user and group authentication; authorization and accounting; encryption replication; and security enhancement features. This course currently covers material from MCSE Exam 70-298, Designing Security for a MS Window Server 2003 Network. **Prerequisite: 150-133 Mathematics & Logic and 150-152 Information Security Policies & Procedures.**

150-135 Operating Systems Security 3 Credits
 Students will cover the essentials of securing popular operating workstations and networks. Topics include authentication, group security, remote access security, security file resources, Internet Protocol security, and more. Active Directory and similar topics are also covered. This course currently covers material from MCSE exam 70-290, Managing & Maintaining a MS Window Server 2003 Environment. **Prerequisites: 150-120 Micro Operating Systems I and 150-151 Information Security Principles.**

150-136 Perimeter Security 3 Credits
 This course covers internetworked systems security management and configuration, integrated system security software, configuring network access servers for enhanced security, and an understanding of systems security support and management. Students will learn how to use Active Director, or a similar service, to create and maintain secure perimeters within a network. This course currently covers material from MCSE exam 70-294, Planning, Implementing & Maintaining a MS Window Server 2003 Active Directory Infrastructure. **Prerequisite: 150-134 Router Security**

150-154 Security Measures & Threat Mitigation 3 Credits
 This is the capstone course for the IT-Information Systems Security Specialist Program and allows the student to gain a systemic view of Information Security principles and procedures. The course covers compliance auditing and monitoring, as well as a review of the body of knowledge gained in previous courses. The primary methods of learning will be “hands-on”, as students work in small groups to prepare for entry into an enterprise position involving the practice of Cyber-Security skills. This course currently covers material from MCSE exam 70-299, Implementing & Administering Security for a MS Windows Server 2003 Network. **Prerequisites: 150-134 Router Security, 150-153 Information Security Management**

150-155C Current Issues & Trends Seminar: Computer Forensics 3 Credits
 The purpose of this course is to provide broad exposure to both the computer forensics field and toolkits. It is meant to provide a hands-on training environment, with classes and labs composed of learning activities for both information technology and legal/law enforcement professionals. The intent of the course is to share (and exponentially increase) understanding of the disciplines of the different constituent students.

IT-Web Analyst/Programmer

(pgs. 111-113, updated Program Outcomes/Courses)

Program Outcomes—

Upon completion of this program, you will be able to:

- Write moderately complex web applications using current Enterprise Java technology.
- Write moderately complex web applications using current Microsoft technology.
- Process data in a relational database using the SQL command set.
- Perform entry-level systems analysis and design work to solve business problems using both traditional and object-oriented methodologies.
- Build the client side of interactive web sites using (X) HTML and scripting languages.
- Demonstrate work ethics and reliable behavior including, but not limited to, assuming responsibility for decisions and actions, utilizing time and stress managements skills, and displaying initiative.
- Work as a team member by demonstrating good communication and listening skills, cooperation, and providing a supportive environment.
- Demonstrate an understanding of the IT field and its job roles.

Course Descriptions

152-144 Intermediate Visual Basic

.NET Programming 3 Credits

This course provides students with a comprehensive understanding of object-oriented system development. It examines and uses the prewritten.NET Framework classes and utilizes the MSDN help facility. Topics include: collections, exception handling, interfaces and advanced development techniques such as ASP.NET and database programming using ADO.NET *Prerequisite: 152-142 Introduction to Visual Basic .NET Programming.*

152-147 Relational Database Development 3 Credits

Relational Database Development is a lecture/lab class split into two parts: 1) A general overview of database theory, including: relational database management systems (RDBMSs) and normalization. 2) The fundamentals of the structured query language (SQL) data definition language (DDL) and data manipulation language (DML) commands, utilizing client/server based database software.

152-148 Relational Database Coding 3 Credits

This is a lecture/lab class utilizing a software package (e.g., MySQL) in an advanced Client/Server software environment. Topics covered include: advanced structured query language (SQL) commands and concepts, security, and database programming. *Prerequisites: 152-147 Relational Database Development.*

152-158 Advanced Website Development 3 Credits

Advanced Website Development is a course in developing an actual working website. A package such as PHP or Ruby on Rails is used in conjunction with a database package such as MySQL to build the site.

152-160 Object-Oriented Design with UML 3 Credits

Practical, introductory-level systems analysis experience. Emphasis is on the physical system elements: data design, object-oriented design, user interface design (screen and report) and system interface design. The use of CASE tools (e.g. Visio) is integrated throughout the course to enhance the design experience.

152-162 Object-Oriented Systems Analysis 3 Credits

Object-Oriented Systems Analysis is an intermediate course in systems analysis from an object-oriented (OO) point-of-view. The course will emphasize the analysis and documentation of systems, physical OO modeling, and OO design. Students will demonstrate knowledge of OO concepts/terminology, and the role UML plays in the systems design process. *Prerequisite: 152-160 Object-Oriented Design with UML.*

152-163 Relational Database Design 3 Credits

Relational database design is an advanced course in database concepts and design, utilizing the database interface with a server-side programming language. Students will design, normalize, and develop a database and program the associated interface in a realistic environment. *Prerequisite: 152-148 Relational Database Coding.*

152-164 Design and Implementation Projects 3 Credits

This is a capstone course designed to have the student utilize all of the concepts learned in this program in an actual application setting. The student will solicit his/her own project, and actually build a working e-Commerce site. *Prerequisite: 152-161 Web Application Development Using ASP.NET. NOTE: This course should be taken concurrently with 152-163 Relational Database Design.*

Legal Administrative Professional

(pg. 115, updated Program Outcomes)

Program Outcomes—

Upon completion of this program, you will be able to:

- Prepare legal documents from a variety of sources common to law offices and other agencies involved in legal transactions
- Draft correspondence to handle routine matters
- Proofread materials for proper English, accuracy, and clarity
- Develop interpersonal relationship skills, including greeting clients, answering the telephone, and applying ethical rules
- Maintain routine law office financial records
- Process incoming and outgoing correspondence
- Prepare citation using correct Blue Book format in legal memorandum and briefs
- Follow procedural steps appropriate to calendaring/docketing procedures
- Use appropriate technology to prepare legal documents and perform legal research
- Use advanced word processing techniques to design documents
- Prioritize daily activities using Outlook and other resources to manage a legal office and personal work efficiently
- Use proper legal terminology and legal procedures in class discussions and document preparation
- Manage electronic and paper-based information to maintain neat and organized files and client information

Course Descriptions

150-134 Legal Research & Writing-No Prerequisites

106-140 Keyboarding-Prerequisites: 106-141 Legal Document Processing

Marketing

(pg. 118-120, updated program/courses)

The Marketing Associate Degree program enables students to understand and apply marketing, management, and entrepreneurial principles; to make rational economic decisions; and demonstrate social responsibility in a global economy. Students will learn career and technical skills in sales, marketing, market research, promotions, and leadership. Blackhawk Technical College's program provides opportunities to apply these skills in projects in business-to-business, business-to-consumer, marketing management, and advertising environments. Students can choose from a broad range of career opportunities upon graduation. Typical graduation placement includes marketing support, sales and promotion, media planning and research, account service, sales and purchasing, and more.

Program Outcomes —

Upon completion of this program, you will be able to:

- Develop strategic marketing plans to include a target market analysis, product/service mix, pricing strategy, distribution strategy, and promotion plan.
- Generate and analyze marketing information for effective decision-making.
- Create a professional development plan and portfolio.
- Apply marketing management strategies and tactics within an enterprise.
- Apply technology to marketing and marketing information systems.
- Demonstrate personal selling strategies.
- Design a promotional plan.
- Understand principles of e-Commerce and web marketing.

Graduates from this program have found employment as:

- Inside Sales
- Customer Service Reps
- Sales Professional
- Office Manager
- Special Events Coordinator
- Account Executives
- Sales Representatives
- Retail Management
- Web Marketing Associate
- Web Design Assistant

2006 Graduate Follow-up Median Wage = \$14.20/hour.

Helpful High School Courses & Activities:

- DECA and FBLA events & activities
- Business Education & Marketing
- Computers and technology
- Writing and communications

	Course Name	Credits	Lec-Lab
Semester I			
103-106	Introduction to MS Office	3	3 - 0
104-102	Marketing Principles	3	3 - 0
104-104	Selling Principles	3	3 - 0
804-123	Math with Bus. Apps	3	3 - 0
801-195	Written Communication	3	3 - 0
Semester II			
104-144	Marketing Communications ¹	3	2 - 2
104-190	Retail Principles	3	3 - 0
196-191	Supervision	3	3 - 0
801-196	Oral/Interpersonal Communication	3	3 - 0
809-198	Introduction to Psychology	3	3 - 0
	Elective ²	3	3 - 0
Semester III			
104-117	Promotion Principles ¹	3	3 - 0
104-125	Marketing Media	3	3 - 0
104-160	Marketing Research ¹	3	3 - 0
196-190	Leadership Development	3	3 - 0
809-172	Race, Ethnic & Diversity Studies	3	3 - 0
809-195	Economics	3	3 - 0
Semester IV			
104-118	Web & Design Concepts ¹	3	3 - 0
104-140	e-Commerce	3	3 - 0
104-113	Marketing Career Strategies	2	2 - 0
104-146	Marketing Management ¹	3	3 - 0
809-196	Introduction to Sociology	3	3 - 0
152-157	Website Development	3	3 - 0
TOTAL CREDITS		68	

¹ Course has a prerequisite.
² Recommended Electives:
 104-154 Supervised Occupational Exp. Marketing 2 0 - 8
 104-130 Fundamentals of Customer Service 3 3 - 0

Two certificate options which may enhance employability and also applies towards a Marketing Associate Degree can be awarded by completing the following courses:

Marketing Certificate	Promotion Certificate
104-102 Marketing Principles	104-102 Marketing Principles
104-104 Selling Principles	104-117 Promotion Principles
104-117 Promotion Principles	104-125 Marketing Media
104-160 Marketing Research	104-144 Marketing Communications

Course Descriptions

103-106 Introduction to MS Office 3 Credits
 Intended for students with little or no prior computer experience. This course will introduce students to the Microsoft Office Suite and overview many of the core competencies of Outlook, Word, Excel, Access, PowerPoint, and Explorer. Students will develop their use of technology for both problem solving and decision-making, and will be expected to learn to use the resources available to search for answer to problems.

104-102 Marketing Principles 3 Credits
 This course introduces core marketing concepts and terminology for Marketing and non-Marketing students. In addition to developing the rational for a marketing approach to strategic planning, specific topics include: target market selection, and issues related to product, price, distribution, and promotion decisions.

104-104 Selling Principles 3 Credits
 Learners will cover the personal and occupational applications of selling (defined as "an interpersonal persuasive process designed to influence some person's decision"). Selling is investigated from the following viewpoints: personal, industrial, wholesale, retail, door-to-door, and service. Students also learn and practice the professional principles involved in relationship selling.

Marketing

104-113 Marketing Career Strategies **2 Credit**
Traditional and alternative career search techniques are explained in this course. Emphasis is placed on both standard job application procedures and alternative techniques most often recommended by employers, recruiters, and other employment/personnel specialists. Students will complete a portfolio project that can be used to assist them with career search strategies and interviewing.

104-117 Promotion Principles **3 Credits**
This course provides a broad overview of the entire spectrum of paid and non-paid activities designed to encourage the purchase of products and services, including, but not exclusive to, advertising, display, publicity/news releases, public relations, packaging, special events and sales promotion. *Prerequisite: 104-102 Marketing Principles.*

104-118 Web & Design Concepts **3 Credits**
This course examines the aesthetic, symbolic, and technical qualities of color that challenge the designer. Students will refine their use of the design principles using layout and composition techniques to solve design problems relevant to desktop publishing, web design, and/or any form of marketing communication. Applications to effective web marketing will be explored. *Prerequisite: 104-144 Marketing Communications.*

104-125 Marketing Media **3 Credits**
This course provides a broad overview of the major elements of brand management and media selection. The learning process focuses on integrating advertising into an overall marketing strategy. The purpose of this course is to introduce the real world of advertising and its diversity, its processes and principles, its people and the professional experiences and ways thinking.

104-130 Fundamentals of Customer Service **3 Credits**
This course is designed for learners who desire training in the fundamentals of customer service as they relate to business. It introduces core customer service concepts and an overview of the essential skills needed to succeed in any organization. In addition to dealing with internal and external audiences, specific topics include: listening techniques, verbal and nonverbal communication, dealing with various customer types, use of technology, handling a variety of complex customer situations, as well as an overview of careers within the customer service industry.

104-140 e-Commerce Principles **3 Credits**
This course provides an overview of electronic commerce. Business models underlying these electronic commerce applications are studied from both an operational and strategic perspective. A review is made of WWW technology trends including electronic payment and related issues of authentication, security, privacy, intellectual property rights, and tax implications. The role of marketing personnel in e-Commerce will be explored. *Prerequisite: 103-106 Introduction to MS Office*

104-144 Marketing Communications **3 Credits**
In this combined lecture/lab & project-based course, students learn how to use computer and multimedia technology to plan, design, and execute marketing related communications activities within the business firm. Learners will learn to use Desktop Publishing and Desktop Design hardware and software suitable for both in-house, or electronic, pre-press production of catalogs, brochures, flyers, posters, and product information sheets. *Prerequisite: 103-106 Introduction to MS Office*

104-146 Marketing Management **3 Credits**
This fourth-semester course instructs students in decision-making relative to the marketing mix with special emphasis on the development, organization, implementation, and control of the marketing plan. This capstone course will help the learner analyze the available research data and then, when necessary, modify the data on the basis of logic and reason. The course helps the learner make not only informed marketing decisions, but also build rationale to defend it. Case studies and/or simulations used in class are designed to improve business acumen and managerial judgment. *Prerequisite: 104-160 Marketing Research*

104-154 Supervised Occupational Experience – Marketing **2 Credits**
Students complete an on-the-job training plan based on a three-way agreement between an approved employer/sponsor, the student/intern, and the college. Participation in the supervised occupational experience involves marketing-related, mid-management or specialist employment based on the student's marketing career goals. Students are provided with an opportunity to apply and strengthen concepts and skills learned in the classroom and provide an opportunity to learn operational skills not taught in the classroom. Minimum of 30 credits toward a degree in Marketing is recommended.

104-160 Marketing Research **3 Credits**
The emphasis of this course will be on the collection of primary data through marketing research methodologies: observation, focus groups, interviews, and surveys. The course will also introduce students to the various methods of collecting secondary data. Concepts will be reinforced through group projects. *Prerequisite: 104-102 Marketing Principles.*

104-190 Retail Principles **3 Credits**
This course includes a study of considerations and opportunities of selling goods and services to the final consumer. Topics include an overview of the end user, store design, securing and controlling inventory, pricing, promotions, and future trends. An analysis is made of the basic activities of running a retail store.

152-157 Website Development **3 Credits**
Website Development - XHTML/CSS is a beginning class in client-side Web development. Topics covered include: The fundamentals of the Hypertext Markup Language (HTML) and its successor XHTML, Cascading Style Sheets (CSS), an introduction to JavaScript, and an introduction to the Extensible Markup Language (XML).

196-190 Leadership Development **3 Credits**
Designed to assist individuals to apply leadership skills effectively in any organizational structure. Emphasis is placed on leadership and employee involvement strategies. Focus is on the role of the supervisor in defining direction, aligning the organization, empowering people and teams, modeling trustworthiness, balancing the needs of all stakeholders, and optimizing the allocation resources.

196-191 Supervision **3 Credits**
Designed to help participants build the skills required to effectively direct the work of others within the structure of organization. Emphasis is placed on the human behavioral aspect of supervision. Focus is on application of managerial process to the daily job of a supervisor.

Marketing

*General Education Course Requirements:
(see course descriptions on pages 43-47 of the 2007-08 catalog)*

801-195	Written Communication	3 Credits
801-196	Oral/Interpersonal Communication	3 Credits
804-123	Math with Business Applications	
809-172	Race, Ethnic & Diversity Studies	3 Credits
809-195	Economics	3 Credits
809-196	Introduction to Sociology	3 Credits
809-198	Introduction to Psychology	3 Credits

Mechanical Design Technology

(pg. 121, updated courses)

<i>Semester 1</i>	Course Name	Credits	Lec-Lab
606-123	Fundamentals of Drafting	2	1 - 2
606-124	Orthographic Projection	3	2 - 2
606-127	2-Dimensional CAD	3	2 - 2
801-196	Oral/Interpersonal Communication	3	3 - 0
804-115	College Technical Mathematics 1	5	5 - 0
<i>Semester 2</i>			
606-125	Drafting Representations	2	1 - 2
606-126	Fasteners and Processes	3	2 - 2
623-160	Manufacturing Materials & Processes	3	3 - 0
804-116	College Technical Mathematics 2	4	4 - 0
806-151	Technical Science I ¹	3	2 - 2
<i>Semester 3</i>			
606-120	Strength of Materials	3	3 - 0
606-128	3-Dimensional CAD	3	2 - 2
606-129	Kinematics	3	2 - 2
806-152	Technical Science II ¹	3	2 - 2
801-195	Written Communication	3	3 - 0
<i>Semester 4</i>			
606-130	Actuators	3	2 - 2
606-131	Geometric Dimensioning & Tolerancing	2	1 - 2
606-132	Design Applications	2	1 - 2
801-197	Technical Reporting ¹	3	3 - 0
809-196	Introduction to Sociology	3	3 - 0
	OR		
809-172	Race, Ethnic & Diversity Studies		
809-198	Introduction to Psychology	3	3 - 0
TOTAL CREDITS		62	

¹Course has prerequisites.

Medical Administrative Specialist

(pg. 123-124, updated courses)

<i>Semester 1</i>	Course Name	Credits	Lec-Lab
106-113	Health Care Insurance	3	2 - 2
106-114	Health Care Records Management	3	2 - 2
106-131	Keyboarding Applications	3	1 - 4
801-195	Written Communication	3	3 - 0
804-106	Introduction to College Math	3	3 - 0
<i>Semester 2</i>			
106-107	Patient Billing ¹	3	2 - 2
106-120	Terminology for Transcription-Coding	3	3 - 0
106-127	Health Care Documentation ¹	3	1 - 4
106-128	Health Care Office Technologies ¹	3	1 - 4
801-196	Oral/Interpersonal Communication	3	3 - 0
809-166	Introduction to Ethics: Theory & Application	3	3 - 0

Semester 3

106-103	Medical Transcription I ¹ OR	4	1 - 6
106-135	Introduction to Basic Coding ¹ AND	1	1 - 0
106-136	Advanced Patient Billing ¹	3	2 - 2
106-118	Pharmacology for Transcription-Coding ¹	2	1 - 2
106-119	Medical Minutes, Proofreading & Editing ¹	2	0 - 4
806-194	Survey of Anatomy & Physiology	3	2 - 2
809-199	Psychology of Human Relations	3	3 - 0
	Elective(s) ²	3	varies

Semester 4

106-104	Medical Transcription II ¹ OR	3	1 - 4
530-102	Medical Office Coding I ¹	3	2 - 2
106-105	Medical Transcription III ¹ OR	3	1 - 4
530-103	Medical Office Coding II ¹	3	2 - 2
106-109	Medical Office Administration ¹	3	2 - 2
809-195	Economics	3	3 - 0
809-172	Race, Ethnic & Diversity Studies	3	3 - 0
	Elective(s) ²	3	varies

TOTAL CREDITS 68

¹ Course has prerequisite that has to have been successfully completed.

²Recommended Electives:

101-102	Office Accounting	3 Credits
106-124	Supervised Occupational Experience Medical Office ¹	1 Credit

Course Descriptions

104-130 Fundamentals of Customer Service-DELETE

503-103 Medical Office Coding II-Prerequisite deleted 806-194

106-107 Patient Billing 3 Credits
This course emphasizes computerized patient billing procedures in the medical office environment. The students will input patient information, charges, payments, and appointments. In addition, reports and insurance forms are generated using a microcomputer-billing program. Confidentiality, HIPAA, and compliance issues will be discussed. **Prerequisite: 106-113 Health Care Insurance**

106-109 Medical Office Administration 3 Credits
In this capstone class students demonstrate their knowledge of all skills learned in the Medical Administrative Specialist program through simulation, discussion, research, and teamwork. Units of instruction will also include career development and professionalism in the health care setting. Student should be in last semester of program to enroll in this course.

106-119 Medical Minutes, Proofreading & Editing 2 Credits
Students may learn to take meeting minutes in a variety of settings that will culminate in taking minutes during a meeting at a medical facility. Students will also develop proofreading skills for identifying and correcting punctuation, grammar, spelling, and usage errors. This course includes editing skills for improving format, consistency, clarity, conciseness, and completeness. Touch keyboarding and basic word processing skills are necessary. Students should also have a strong background in grammar and punctuation. **Prerequisite: 106-127 Health Care Documentation**

Medical Assistant

(pg. 126-127, updated courses/**Employment/Program Requirements**)

Potential Employment Opportunities

Medical Assistant, Medical Laboratory Assistant, Medical Administrative Specialist, Medical Records/Transcriptionist, Office Clinic Receptionist, Medical Clerk, Phlebotomist, and Dialysis Tech.

Semester 1	Course Name	Credits	Lec-Lab
501-101	Medical Terminology*	3	3 - 0
501-104	Healthcare Customer Service	2	2 - 0
501-107	Intro. to Healthcare Computing	2	2 - 0
509-301	Medical Assistant Administrative Procedures	1	2 - 0
509-302	Human Body in Health and Disease	3	6 - 0
509-303	Medical Assistant Lab Procedures I	2	2 - 2
509-304	Medical Assistant Clinical Procedures I	4	4 - 4

Semester 2 courses are conducted during the first 14 weeks of the semester. The last 4 weeks of the semester focuses on 160 hours of externship participation.

Semester 2

509-305	Medical Assistant Lab Procedures 2	2	2 - 2
509-306	Medical Assistant Clinical Procedures 2	3	4 - 2
509-307	Medical Office Insurance and Finance	2	4 - 0
509-308	Pharmacology for Allied Health	2	4 - 0
509-309	Medical Law, Ethics & Professionalism	1	2 - 0
809-198	Introduction to Psychology	3	3 - 0
509-310	Medical Assistant Externship (160 total hours)	3	

TOTAL CREDITS **33**

Program Requirements:

Complete the COMPASS test with scores of 40 in math, 80 in reading, and 70 in writing, OR receive an ACT score of 16 or higher in the three areas. Students who do not meet the scores above must remediate and retest. **Program Prerequisite: Keyboarding**

Program Corequisite: CPR and First Aid for Health Professionals (must be completed prior to Medical Assistant Externship)

The standard for promotion in the Medical Assistant program requires a "C-" in all courses. Satisfactory completion of all on-campus courses and a physical examination are required before externship. **Note: A Caregiver Background Check is required.**

Due to the rigor of the Medical Assistant Program, students may wish to adjust their schedules for a lighter course load over 3 or 4 semesters. Students may also elect to talk to their counselors regarding taking associate degree courses that may substitute for the Technical Diploma courses. However, all students will complete Clinical Procedures I in the fall, followed by Clinical Procedures II and Externship in the spring of their final year of the program.

Course Descriptions

501-104 Healthcare Customer Service 2 Credits

This course is designed as an introduction to customer service for learners interested 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.

501-107 Introduction to Healthcare Computing 2 Credits

Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of the common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

509-307 Medical Office Insurance and Finance-No Corequisites

509-308 Pharmacology for Allied Health-No Corequisites

Medical Coding Specialist

(pg. 128, updated courses)

The Medical Coding Specialist Program prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities and home health care agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies and computer software companies.

The Medical Coding Specialist reviews medical documentation provided by physicians and other health care providers and translates this into numeric codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics and medical research.

Program Outcomes –

Upon completion of this program, you will be able to:

- Assign diagnostic and procedure codes using ICD coding systems
- Assign diagnostic and procedure codes using CPT coding systems
- Adhere to Security/Privacy/Confidentiality policies
- Use computers to process information
- Support data collection and reimbursement system
- Communicate in a professional manner
- Model professional behaviors, ethics and appearance

Admission Requirements

- Typing skills
- Completion of Compass test with acceptable scores
- Basic computer knowledge – word processing skills preferred
- Related work experience in health care or medical records preferred
- Ability to use internet for research

Potential Employment Opportunities

- Medical Coding Specialist
- Coding Specialist
- Coding Analyst
- Claims Analyst
- Inpatient Coder
- Outpatient Coder

Medical Coding Specialist

Semester 1

Course Name	Credits	Lec-Lab
501-101 Medical Terminology	3	3 - 0
530-181 Intro to the Health Record	1	1 - 0
530-182 Human Diseases for the Health Professions	3	3 - 0
530-183 ICD-9-CM Coding	3	4 - 0
530-184 CPT Coding	3	4 - 0
530-185 Health Care Reimbursement	2	3 - 0
806-194 Survey of Anatomy & Physiology OR	3	4 - 0
806-177 General Anatomy & Physiology	4	3 - 2

TOTAL CREDITS **18 or 19**

Suggested Support Courses

106-140	Keyboarding
106-143	Skillbuilding
801-195	Written Communications
103-106	Intro to MS Office
801-196	Oral Communications
197-107	Professional Profiles

Course Descriptions

501-101 Medical Terminology 3 Credits

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. 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 systematic and surgical terminology.

530-181 Intro to the Health Record 1 Credit

This course prepares learners to illustrate the flow of health information in various health care delivery systems and within the health information department. Prepares learners to retrieve data from health records. Professional ethics, confidentiality and security of information are emphasized.

530-182 Human Diseases for the Health Professions 3 Credits

Designed to give learners an insight into common pathophysiology (disease process) as related to the body/organ systems. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment of each disease. **Prerequisite:**

completion of or concurrent enrollment in 806-194 Survey of Anatomy & Physiology and 501-101 Medical Terminology or 806-177 General Anatomy & Physiology

530-183 ICD-9-CM Coding 3 Credits

Prepares students to assign ICD-9-CM codes supported by medical documentation with entry-level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation.

Prerequisite: Typing speed of 30 wpm, completion of or concurrent enrollment in 530-181 Intro to Health Records, 806-194 Survey of Anatomy & Physiology, 530-182 Human Diseases for the Health Professions and 501-101 Medical Terminology or 806-177 General Anatomy & Physiology

530-184 CPT Coding 3 Credits

Prepares learners to assign CPT codes, supported by medical instructional notations, conventions, rules and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. **Prerequisite: Typing speed of 30 wpm, completion of or concurrent enrollment in 530-181 Intro to Health Records, 806-194 Survey of Anatomy & Physiology, 530-182 Human Diseases for the Health Professions, 501-101 Medical Terminology or 806-177 General Anatomy & Physiology.**

Nursing

(pgs. 129-131, updated courses)

Refer to this outline of courses by semester to determine prerequisites and/or corequisites. Admission to the program is prerequisite to all core nursing courses.

Course Name	Credits	Lec-Lab
Semester 1		
543-101 Nursing Fundamentals	2	3 - 0
543-102 Nursing: Skills	3	2 - 4
543-103 Nursing Pharmacology	2	2 - 0
543-104 Nursing: Introduction to Clinical Practice	2	0 - 8

806-177 General Anatomy & Physiology*	4	3 - 2
809-188 Developmental Psychology*	3	3 - 0
801-195 Written Communication*	3	3 - 0

Note: Successful completion of all first semester courses is prerequisite to any second semester course.

Semester 2

543-105 Nursing Health Alterations	3	3 - 0
543-106 Nursing Health Promotion	3	3 - 0
543-107 Nursing: Clinical Care Across the Lifespan	2	0 - 12
543-108 Nursing: Introduction to Clinical Care Management	2	0 - 12
806-179 Advanced Anatomy and Physiology*	4	3 - 2
801-196 Oral/Interpersonal Communication*	3	3 - 0

Note: Successful completion of all second semester courses is prerequisite to any third semester course.

Semester 3

543-109 Nursing: Complex Health Alterations I	3	4 - 0
543-110 Nursing: Mental Health & Community Concepts	2	4 - 0
543-111 Nursing: Intermediate Clinical Practice	3	0 - 9
543-112 Nursing: Advanced Skills	1	0 - 2
806-197 Microbiology*	4	3 - 2
809-198 Introduction to Psychology*	3	3 - 0
Elective	3	

Note: Successful completion of all third semester courses is prerequisite to any fourth semester course.

Semester 4

543-113 Nursing: Complex Health Alterations II	3	6 - 0
543-114 Nursing: Management & Professional Concepts	2	4 - 0
543-115 Nursing: Advanced Clinical Practice	3	0 - 18
543-116 Nursing: Clinical Transition	2	0 - 13
809-196 Sociology*	3	3 - 0
Elective	2	

TOTAL CREDITS **70**

- Completion of a 3 credit Nursing Assistant course and a 2 credit Advanced Nursing Assistant course are required before entering the program. Students transferring in second semester or later are only required to take the 3 credit course.

* General education courses must be completed in semester listed or prior

Course Descriptions

543-109 Nursing Complex Health Alterations I 3 Credits

Complex Health Alterations I prepares the learner to expand knowledge from previous courses in caring for clients with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort.

Nursing Assistant

(pg. 132, updated program courses/Outcomes)

Nursing Assistants are vital members of the health care team. They help care for patients under the supervision of a professional registered nurse in a variety of settings. Blackhawk Technical College has two Nursing Assistant Courses.

NURSING ASSISTANT (N.A.)

120-Hour Course (3 Credits)—543-300

Basic tasks and procedures performed by nursing assistants include bed-making techniques, personal bedside care of the patient, measuring intake and output, caring for patients in isolation, measuring vital signs (temperature, pulse, respirations and blood pressure), and serving and feeding patients.

The course contains a mix of classroom instruction, lab practice and clinical experience working with patients in a long-term care setting under the direct supervision of a registered nurse instructor.

Instructional materials will include a textbook, workbook, and NA handbook as well as videos. Written exams and return demonstrations will be used for student evaluation.

Criminal Background Checks are required for anyone entering Health Occupations courses. A complete physical examination is also required.

Applicants must obtain a score of 21 in Math and 60 in Reading on the COMPASS, OR obtain a score of 8.0 in Math and Reading on the TABE. Those who do not obtain these scores must remediate and retest.

Program Outcomes—

Upon completion of this course, the student will be able to:

- Communicate and interact effectively with clients, family and co-workers
- Maintain and protect client's rights
- Demonstrate the ethical and legal responsibilities of the NA/HHA
- Carry out the basic nursing skills required of the NA/HHA
- Provide for resident personal care and hygiene in a long-term care setting
- Assist with client rehabilitation and restorative care, promoting independence
- Assist clients with long-term, disabling conditions including dementia

Students who successfully complete the N.A. course will be eligible to take the competency evaluation for inclusion on the Wisconsin Nurse Aide Registry as a Nursing Assistant/Home Health Aide. (NA/HHA)

NURSING ASSISTANT-ADVANCED

60-Hour Course (2 Credits)—543-302

The purpose of the Nursing Assistant - Advanced course is to build upon the information and skills that were learned in the 120-hour course as well as preparing the student to function in an Acute Care setting.

The Advanced/Acute Care skills will include monitoring blood glucose values; pre and post-op patient care, assisting with sterile procedures, advanced dementia-care certification, CPR certification, as well as basic telemetry and automated vital sign monitoring. *Prerequisite: 543-300 Nursing Assistant*

The course contains a mix of classroom instruction, lab practice, a research paper and oral presentation, independent study and clinical experience working with patients in an Acute Care setting under the direct supervision of a registered nurse instructor.

Instructional materials will include a textbook and NA handbook as well as videos. Written examinations, return demonstrations and completion of assigned certifications will be used for student evaluation.

Criminal Background Checks are required for anyone entering Health Occupations courses. A complete physical examination is required.

Applicants must have completed the 120 hour NA course and/or be currently on the Wisconsin Nurse Aide Registry.

Program Outcomes—

Upon completion of this program, you will be able to:

- Communicate and interact effectively with clients, family and co-workers
- Maintain and protect client's rights
- Demonstrate the ethical and legal responsibilities of the NA/HHA
- Perform the advanced as well as basic nursing assistant skills per the course requirements
- Provide for patient care and hygiene in an Acute Care setting
- Assist with client rehabilitation and restorative care, promoting independence
- Relate the material learned in the certification portion to the acute care setting

Physical Therapist Assistant

(pg. 133-135, updated courses)

The Physical Therapist Assistant (PTA) is a technically educated health provider who assists the Physical Therapist (PT) in the provision of physical therapy and may perform physical therapy interventions selected by the supervising PT. The PTA works under the direction and supervision of the PT, helping manage conditions such as back and neck injuries, sprains/strains and fractures, arthritis, burns, amputations, stroke, multiple sclerosis, birth defects, injuries related to work and sports, and others.

Physical Therapist Assistant

PTA's work in a broad range of settings. Employment opportunities for PTA's are located in hospitals, outpatient clinics, rehabilitation facilities, skilled nursing, sub acute, and long-term care facilities, home health agencies, schools, hospice, industrial health clinics, community health centers, fitness centers and sports training facilities, and colleges and universities.

According to American Physical Therapy Association member surveys, the median income for entry-level and experienced PTA's is above \$33,000. PTA's who were employed in the southern and western regions of the nation earned the highest median salary. Blackhawk Technical College (BTC) graduate surveys indicate that the starting average wage for entry-level PTA graduates is \$36,000+ per year and rising. Wages for experienced PTA's, according to the latest ADVANCE Physical Therapy publication, indicates that wages for experienced PTA's range from \$20,000 to \$70,000 per year.

The need for PTA's continues to grow. The US Department of Labor, Bureau of Labor Statistics states "Employment of Physical Therapist Assistants is expected to grow much faster than the average through the year 2012." Over the long run the demand for PTA's will continue to raise due to the number of individuals with disabilities, the rapid growing elderly population, and the large baby boom generation entering prime age for needing increased health care. America's CAREERInfoNET lists PTA as one of the 25 fastest growing occupations.

Program Description

The two-year, afternoon, early evening program begins in June each year and continues for six semesters (4 regular and 2 summers). The regular fall and spring semesters are 16 weeks, and the summer's are 6 weeks. Graduates receive an Associate of Applied Science Degree, which are conferred in May. The program employs six faculty members who are all practicing clinicians; three PT's and three PTA's. The total cost of tuition and fees for five semesters is approximately \$5500. Average semester textbook and supply cost is \$200. State licensure is required for the PTA in Wisconsin. Blackhawk graduates traditionally score higher on the national examination when compared to students testing from all other accredited schools. A Caregiver Background Check is required for the clinical portion of the program. Persons with previous felony convictions are not eligible for licensure or credentialing. The PTA program is currently accredited by the Commission on Accreditation in Physical Therapy Education.

Program Mission

The mission of the BTC Associate Degree PTA program is to prepare qualified PTA's, as defined in the Wisconsin Physical Therapy Practice Act and in accordance with the standards of the American Physical Therapy Association, for employment in the healthcare community.

Program Goal

The goal of the BTC Associate Degree PTA program is to fulfill the program mission through the achievement of the program outcomes.

Program Outcomes–

Upon completion of this program, you will be able to:

- Demonstrate effective communication with patients, families and the health care team
- Exhibit behaviors and conduct that reflect respect and sensitivity according to physical therapy practice standards
- Function under the supervision of a physical therapist in a safe, legal, ethical manner
- Produce documentation to support the delivery of physical therapy services
- Demonstrates critical thinking skills to implement and adjust a plan of care under the direction and supervision of a physical therapist
- Perform technically competent data collection under the direction and supervision of the physical therapist
- Perform technically competent physical therapy interventions under the direction and supervision of the physical therapist
- Educate patients, families, and other health care providers
- Integrate components of administrative, operational, and fiscal practices of physical therapy service in a variety of settings
- Implement a self-directed plan for career development, credentialing, and lifelong learning

Clinical Experiences

There are three clinical courses required in the PTA program. The first course is in the spring, or second semester of the first year, and is one day per week. The second course is in the fall, or first semester of the second year, and is two days per week. The final experience is in the second semester of the second year and is a full-time experience for with weeks. Clinical education sites are located within a 90-mile radius of the school. These clinical experiences encompass a variety of settings. The program aims to expose each student to as many physical therapy services as possible, providing a well-rounded clinical education.

Admissions & Enrollment

Applications are submitted to the Office of Admissions. Students will be program ready after submitting the following: completion of application and processing fee; evidence of high school graduation, G.E.D or H.S.E.D.; transcripts reflecting high school or college biology, chemistry and algebra with grade "C" or above; and COMPASS with scores of 60 in math, 85 in reading, and 78 in writing or ACT scores of 18 in math, 19 in reading, and 18 in writing or SAT of 900 in math and reading.. Each year program ready students are asked to confirm program admission through the petition process. Final admission into the PTA program requires a certified physical examination, updated immunizations, current CPR certification, and a clean Caregiver Background Check. The PTA program generally admits 24 first year students each summer. Admissions include 4 students from Madison Area Technical College, 4 from Waukesha Technical College, and 2 from Rock Valley College and the remainder from Blackhawk Technical College.

Physical Therapist Assistant

	Course Name	Credits	Lec-Lab
Summer			
806-177	General Anatomy and Physiology	4	4 - 0
First Semester			
806-139	Survey of Physics	3	3 - 0
524-138	PTA Kinesiology 1 (<i>First nine weeks</i>)	3	3 - 0
524-141	PTA Kinesiology 2 (<i>Second nine weeks</i>)	4	4 - 0
524-139	PTA Patient Interventions	4	4 - 0
Second Semester			
801-195	Written Communications	3	3 - 0
524-147	PTA Clinical Practice 1	2	2 - 0
524-142	PTA Therapeutic Exercise (<i>First nine weeks</i>)	3	3 - 0
524-143	PTA Therapeutic Modalities	4	4 - 0
524-145	PTA Principles of Musculoskeletal Rehabilitation (<i>Second nine wks</i>)	4	4 - 0
Summer			
809-172	Race Ethnic & Diversity	3	3 - 0
809-166	Introduction to Ethics	3	3 - 0
Third Semester			
801-196	Oral Communications	3	3 - 0
809-196	Introduction to Sociology	3	3 - 0
524-140	PTA Professional Issues 1	2	2 - 0
524-144	PTA Principles of Neuromuscular Rehabilitation	4	4 - 0
524-148	PTA Clinical Practice 2	3	3 - 0
Fourth Semester			
809-198	Introduction to Psychology	3	3 - 0
524-149	PTA Rehabilitation Across the Lifespan (<i>First nine weeks</i>)	2	2 - 0
524-150	PTA Professional Issues 2 (<i>First nine weeks</i>)	2	2 - 0
524-146	PTA Mgmt. of Cardiopulmonary & Integumentary Conditions (<i>First nine weeks</i>)	3	
524-151	PTA Clinical Practice (<i>Second nine weeks</i>)	5	5 - 0
TOTAL CREDITS		70	

Course Descriptions

524-138 PTA Kinesiology 1 (1st 9 Wks.) 3 Credits
 Introduces basic principles of musculoskeletal anatomy, kinematics, and clinical assessment. Students locate and identify muscles, joints, and other landmarks of the lower quadrant in addition to assessing range of motion and strength. *Prerequisite: Admission to the PTA program*

524-139 PTA Patient Interventions 4 Credits
 An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant. *Prerequisite: Admission to the PTA Program*

524-140 PTA Professional Issues 1 2 Credits
 Introduces the history and development of the physical therapy program, legal and ethical issues, the interdisciplinary health care team, and professional communication skills. *Prerequisite: Admission to the PTA Program*

524-141 PTA Kinesiology 2 (2nd 9 Wks.) 4 Credits
 Applies basic principles from PTA Kinesiology 1 to the axial skeleton and upper quadrant including location and identification of muscles, joints and other landmarks. Assess range of motion and strength of the axial skeleton and upper quadrant. Integrate analysis of posture and gait. *Prerequisite: 524-138 PTA Kinesiology 1.*

Course Descriptions

524-142 PTA Therapeutic Exercise 3 Credits (1st 9 Wks.)
 Provides instruction on the implementation of a variety of therapeutic exercise principles. Learners implement, educate, adapt, and assess responses to therapeutic exercises. *Prerequisites: 806-177 General Anatomy and Physiology and 524-138 PTA Kinesiology 1*

524-143 PTA Therapeutic Modalities 4 Credits
 Develops the knowledge and technical skills necessary to perform numerous therapeutic modalities likely to be utilized as a PTA. *Prerequisites: 524-139 PTA Patient Interventions*

524-144 PTA Principles of Neuromuscular Rehabilitation 4 Credits
 Integrates concepts of neuromuscular pathologies, physical therapy interventions, and data collection in patient treatment. *Prerequisites: 524-142 PTA Therapeutic Exercise, 524-141 PTA Kinesiology 2, and 524-139 PTA Patient Interventions*

524-145 PTA Princ of Musculoskeletal Rehabilitation (2nd 9 Wks.) 4 Credits
 Integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment. *Prerequisites: 524-142 PTA Therapeutic Exercise, 524-141 PTA Kinesiology 2, and 524-139 PTA Patient Interventions*

524-146 PTA Management Of Cardiopulmonary and Integumentary Conditions (1st 9 Wks.) 3 Credits
 Integrates concepts of cardiopulmonary and integumentary pathologies, physical therapy interventions, and data collection in patient treatment. *Prerequisites: 524-142 PTA Therapeutic Exercise, 524-141 PTA Kinesiology 2, and 524-139 PTA Patient Interventions*

524-147 PTA Clinical Practice 1 2 Credits
 Provides a part-time clinical experience to apply foundational elements, knowledge, and technical skills pertinent to physical therapy practice. *Prerequisites: 524-141 PTA Kinesiology 2; and 524-143 PTA Therapeutic Modalities.*

524-148 PTA Clinical Practice 2 3 Credits
 Provides another part-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. *Prerequisites: Pre/Co: PTA Clinical Practice 1*

524-149 PTA Rehabilitation Across the Lifespan (1st 9 Wks.) 2 Credits
 A capstone course that integrates concepts of pathology, physical therapy interventions and data collection across the lifespan. In addition the PTA's role in health, wellness and prevention; reintegration, and physical therapy interventions for special patient populations will be addressed. *Prerequisites: 524-144 PTA Principles of Neuromuscular Rehabilitation, 524-145 PTA Principles of Musculoskeletal Rehabilitation, 524-146 PTA Management of Cardiopulmonary and Integumentary Conditions, and 524-148 PTA Clinical Practice 2.*

524-150 PTA Professional Issues 2 (1st 9 Wks.) 2 Credits
 Incorporates professional development, advanced legal and ethical issues, healthcare management and administration, and further development of professional communication strategies. *Prerequisites: 524-140 PTA Professional Issues 1 and 524-148 PTA Clinical Practice 2.*

Physical Therapist Assistant

524-151 PTA Clinical Practice 3 (2nd 9 Wks.) 5 Credits
 Provides a full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings. *Prerequisites: 524-147 PTA Clinical Practice 2, 524-144 PTA Principles of Neuromuscular Rehabilitation, 524-145 PTA Principles of Musculoskeletal Rehabilitation and 524-146 PTA Management of Cardiopulmonary and Integumentary Conditions.*

General Education Course Requirements:
(see course descriptions on pages 43-47 of the 2007-08 catalog)

806-177	Gen Anatomy & Physiology	4 credits
806-139	Survey of Physics	3 credits
801-195	Oral Communication	3 credits
801-196	Written Communication	3 credits
809-166	Intro to Ethics	3 credits
809-196	Introduction to Sociology	3 credits
809-172	Race Ethnic Diversity	3 credits
809-198	Introduction to Psychology	3 credits

Radiography

(pg. 136-139, updated Mission & Goals)

Blackhawk Technical College Associate Degree Radiography Program Mission and Goals

The Mission of the Blackhawk Technical College Associate Degree Radiography Program is to prepare the Student to Practice Entry-Level Diagnostic Medical Radiography.

The Goals and Associated Goals of the Blackhawk Technical College Associate Degree Radiography Program are as Follows:

Goal 1: Students Will Perform Competent Radiography

- Outcome 1: Students Position Correctly for Radiographic Procedures
- Outcome 2: Students Select Proper Exposure Factors
- Outcome 3: Students Practice Proper Radiation Protection
- Outcome 4: Students Assess Patient Condition
- Outcome 5: Students Practice Patient Safety
- Outcome 6: Students Evaluate Radiographic Images

Goal 2: Students Will Communicate Effectively

- Outcome 1: Students use Effective and Professional Oral Communication Skills in all Educational Settings
- Outcome 2: Students use Effective and Professional Written Communication Skills in all Educational Settings

Goal 3: Students Will Use Critical Thinking and Problem Solving Skills

- Outcome 1: Students Manipulate Technical Factors for Non-Routine Situations
- Outcome 2: Students Manipulate Radiographic Positioning for Non-Routine Situations

Goal 4: Students Will Demonstrate Professionalism

- Outcome 1: Students will Conduct Themselves Professionally in the Clinical Environment
- Outcome 2: Students will Qualify the Importance of Continued Professional Development

Goal 5: The Program Will Graduate Entry-Level Technologists

- Outcome 1: The Program will Maintain a Minimal 75% Completion Rate for the Current 5-Year Period
- Outcome 2: The Program will Maintain a Minimal 75% Pass Rate on the ARRT Credentialing Examination for the Current 5-Year Period
- Outcome 3: The Program will Maintain a Minimal 75% Graduate Placement Rate within 6 Months of Graduation for the Current 5-Year Period
- Outcome 4: Program Graduates will be Satisfied with the Educational Experience with Respect to both Academic and Clinical Abilities
- Outcome 5: Employers will be Satisfied with the Knowledge, Professionalism, and Technical Skills of Program Graduates

Course Descriptions

526-101 Introduction to Radiography 3 Credits

An overview of the educational concepts associated with the profession of medical radiography and its role in healthcare delivery. Topics include general radiography and specialized medical imaging techniques, basic radiation protection, medical terminology, and the legal and ethical considerations of working in the profession of medical radiography. *Prerequisite: Admission to the Radiography Program; Corequisites: 526-115 Methods of Patient Care.*

526-114 Introduction to Cross-Sectional Anatomy 3 Credits

An overview of the visualization of anatomical structures of the body as seen utilizing cross sectional medical imaging modalities such as computed tomography (CT scan), and magnetic resonance imaging (MRI). Anatomical structures will be studied in the axial, sagittal, and coronal body planes. (Suggested Elective) *Prerequisites: 526-120 Radiographic Film Evaluation, 526-109 Applied Clinical Radiography III, OR Permission of the Radiography Coordinator*

DELETE: All Corequisites in Radiography Program courses

DELETE: 526-121 Computerized Radiology Systems

Supervisory Management

(pg. 140-143, Revised 2nd paragraph)

The Management Development Program is designed for people interested in acquiring or improving managerial or supervisory skills. Whether your goal is to be more efficient and effective in your present job or to move in a new career direction, the Management Development Program will give you competitive skills for the future, using the state-of-the-art management tools: Project Management; Leadership; Quality; Managing Diversity and Change; Safety Issues; Problem-Solving; Supervision; and Legal Issues.

Supervisory Management

The Management Development Accelerated Program is intended for working adults whose knowledge and expertise become important parts of the learning process. This accelerated learning format relies exclusively on “teams” to support each other throughout the cycle. These teams of learners share a common purpose and collaborate together to acquire competencies which are immediately applicable to employment environments. As a result, the degree completion times are faster and more directly transferred to careers. Anyone interested in this learning format is encouraged to join the next cycle which will start soon.

Technical Studies Courses

102-160	Business Law	3	3 - 0
196-191	Supervision	3	3 - 0
196-113	Organizational Development	3	3 - 0
196-135	Team Building - Problem Solving	3	3 - 0
196-192	Managing for Quality	3	3 - 0
196-193	Human Resource Management	3	3 - 0
196-190	Leadership Development	3	3 - 0
196-105	Safety in the Workplace	3	3 - 0
196-104	Legal Issues	3	3 - 0
196-111	Project Management	3	2 - 2
196-112	Applications of Technology	3	3 - 0
196-114	Fundamentals of Budget Analysis	3	3 - 0
804-117	Business Math	3	3 - 0

General Education Courses

801-195	Written Communication	3	3 - 0
801-196	Oral/Interpersonal Communication	3	3 - 0
804-189	Introductory Statistics	3	3 - 0
809-166	Introduction to Ethics: Theory & Application	3	3 - 0
809-172	Race, Ethnic & Diversity Studies	3	3 - 0
809-195	Economics	3	3 - 0
809-198	Introduction to Psychology	3	3 - 0

Recommended Electives

103-106	Introduction to MS Office	3	3 - 0
104-130	Fundamentals of Customer Service	3	3 - 0

TOTAL CREDITS 66

You can receive an Associate Degree in the following two formats to fit your schedule:

Traditional Management Development

- Classes typically meet once a week during the day or evening and follows the traditional college calendar (Aug.-May).
- Completion of degree usually within 3-4 years.

Accelerated Management Development

- Classes meet for four hours a week in the evening, for 6 weeks.
- Classes are not bound by the traditional college calendar.
- Teams support each other through the entire management development cycle.
- Students spend less time in class and more time in independent and group study.
- Students may complete degree in less time (2-3 years), but this format requires more commitment.

Welding

(pg. 142-144, revisions 2nd paragraph, courses)

Welding is the most common way of permanently joining metal parts. Heat is applied to the pieces to be joined, melting and fusing them to form a permanent bond. Because of its strength, welding is used to construct and repair parts of ships, automobiles, spacecraft, and thousands of other manufactured products. Welding is used to join beams and steel reinforcing rods when constructing buildings, bridges, and other structures, and also in utilities such as nuclear power plants.

Welding program students advance through each semester in a cohort group. Learning modules progressively build on what has been accomplished in exercises, practical assignments and exams. For this reason students must take 442-307 and 442-308 together during the fall semester, and 442-310 and 442-312 together during the spring semester as part of their learning group.

Welders may perform manual welding, in which the work is entirely controlled by the welder, or semi-automatic welding, in which the welder uses machinery, such as a wire feeder, to perform welding tasks.

Welders develop those manipulative skills, which are necessary to the welding of joints common to all metal industries. They understand and apply the proper theories of welding, cleaning and fabrication to appropriate shop applications. Welders know how to read blueprints; utilize the necessary tools; and perform the mathematical functions essential to the completion of a project.

Welders follow and apply safety practices and procedures as they relate to industrial situations. They are able to understand and communicate technical information related to the profession.

Graduates of the program will be experienced in welding structural steel, aluminum, stainless steel and other metals. They will develop the ability of blueprint reading, sketching, and layout for welding. Major job skills learned will include: Oxygen-Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Metal Core Arc Welding (MCAW), and Gas Tungsten Arc Welding (GTAW).

	Course Name	Credits	Lec-Lab
Semester 1			
420-310	Machine Shop Fundamentals	1	0 - 2
421-380	Blueprint Reading (Welding)	2	3 - 0
442-307	Gas Metal Arc Welding (GMAW)	5	2 - 8
442-308	Flux Cored Arc Welding (FCAW)	5	2 - 8
631-120	Industrial Computer Applications	3	2 - 2
804-306	Shop Math I	2	3 - 0
Semester 2			
442-305	Metal Fabrication	2	1 - 3
442-310	Shielded Metal Arc Welding (SMAW)	5	2 - 8
442-312	Gas Tungsten Arc Welding (GTAW)	5	2 - 8
801-311	Communication	2	3 - 0
804-308	Shop Math II	2	3 - 0

TOTAL CREDITS 34

Courses must be taken concurrently as part of the learning cohort group.

Welding

Course Descriptions

421-380 Blueprint Reading (Welding) 2 Credits

This course is designed to help the student acquire the ability to visualize spatial relationships between two and three view drawings. Introduction to machine and welding terminology and concepts is acquired by reading a series of prints. A study of welding symbols is covered. The course emphasizes training in visualization and factual information as a means of gaining a working knowledge of the interpretation of prints related to the welding or fabrication industry.

DELETE--442-306 **Welding Processes and Safety***

DELETE--442-309 **Industrial Welding Procedures***

DELETE--442-311 **Welding Processes and Safety***

NEW PROGRAMS/DIPLOMAS

Agri-Business Specialist-Pending

NEW ONE-YEAR DIPLOMA

The Agri-business Specialist Program is a one-year technical diploma that will provide students with the skills and experience for future agriculture employment in a variety of settings including: agriculture service and supply, agriculture marketing and sales, agriculture research, as well as direct marketing and agricultural tourism. Emphasis will be on leadership skills, agribusiness management and marketing (including sales), agricultural policy, sustainable agriculture practices, and renewable energy applications. This diploma will provide the basis for career development and expansion in agriculture including transfer to associate and bachelor's degree programs. Employment in the broad field of agri-business is anticipated to increase by 15% over the next ten years.

Course Name	Credits
Semester 1	
Agricultural Economics and Policy	3
Commodity Marketing	2
Agricultural Safety	1
Livestock Management	2
Agronomy and Soils	4
Oral Communications	3
Semester 2	
Leadership Development	3
Contemporary Issues in Sustainability	2
Agricultural Entrepreneurship	3
Farm Business Analysis	2
Agricultural Finance	2
Farm Management	2
Agribusiness Management	2
Agriculture Externship	1
TOTAL CREDITS	32

Green Industry Services-Pending

(See pages 13-14 for more information)

Laboratory Technician Assistant

NEW ONE-YEAR DIPLOMA

This is a new program at the Monroe Campus beginning August 2008. The program prepares students to provide laboratory support to the food processing, medical, environmental, and agriculture industries. They will learn to conduct or assist in laboratory analysis of food, water, fuel, soil, bodily fluids and other elements. Laboratory science technicians are part of the laboratory team – operating standard laboratory equipment, performing tests and experiments and documenting the results. Graduates will have a strong basis in scientific principles, quality methodology and documentation, and laboratory equipment and testing methodologies.

Semester 1 (Fall Semester)

Course Name	Credits
506-101 Beginning Laboratory Skills	3
506-108 Laboratory Safety/Hazardous Materials	1
806-199 General, Organic & Biological Chem.	4
103-106 Introduction to MS Office Suite	3
1804-106 Introduction to College Math	3
801-195 Written Communications	3

Semester 2 (Spring Semester)

506-102 Intermediate Laboratory Skills	3
804-189 Intro to Statistics	3
506-109 Data Management for Lab Assistants	1
506-105 Quality Concepts in Laboratories	3
806-197 Microbiology	4
801-197 Technical Reporting	3
TOTAL CREDITS	34

Additional recommended coursework for students seeking employment in a Medical Lab facility:

Medical Terminology	3 cr.
Phlebotomy Procedures	n/c
Phlebotomy Practicum	2 cr.

Career opportunities for program graduates include entry-level positions such as agriculture and food lab assistant, medical laboratory assistant, environmental science protection technician assistant, and quality assurance laboratory assistant. This program is a great way to begin a career in the up-coming field of bio-technology science. Employment opportunities locally and statewide are expected to increase for Laboratory Technician Assistants annually through the year 2014.

Course Descriptions

506-101 Beginning Laboratory Skills

This class introduces general laboratory concepts and procedures. Emphasis will be placed on general laboratory safety, equipment utilization, and maintenance. An introduction to scientific inquiry will be addressed. Proper techniques in specimen collection, record keeping, and quality control will be introduced. Basic laboratory mathematics will be discussed and applied.

506-102 Intermediate Laboratory Skills

The learner will begin to apply laboratory procedures and the scientific method to the analysis of samples and the performance of simple experiments. The learner will develop and apply data analysis and management techniques. The learner will learn the methodology to deal with biohazardous materials.

Laboratory Technician Assistant

506-105 Quality Concepts in Laboratories

The student will become familiar with quality concepts and their application within the laboratory environment. This will include understanding of the meaning and benefits of quality, quality systems and processes, and the cost/impact of quality. How to apply problem solving skills for continuous improvement will be explored.

506-108 Laboratory Safety/Hazardous Materials

The learner will become familiar with the fundamental aspects of safety and hazardous materials in the laboratory environment, as well as safety/hazardous materials regulations and their applications. The learner will develop an awareness of their responsibility for safety within the workplace.

506-109 Data Management for Laboratory Assistants

This class introduces the fundamental concepts and approaches for data management in a laboratory environment. Both manual and automated data collection and management will be covered with particular emphasis on “best practice” approaches for reliability, accuracy, and integrity within data management systems and their use.

804-189 Introduction to Statistics 3 Credits

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. **Prerequisite:** *Introduction to College Math or 2 years of high school or higher algebra OR satisfactory placement test score*

806-197 Microbiology 4 Credits

This course examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms and the medical impact of microbes in the environment, industry, and biotechnology are also addressed. **Prerequisite:** *806-199 General, Organic and Biological Chemistry (Lab Tech students only)*

806-199 General, Organic and Biological Chemistry

A one semester course covering the fundamentals aspects of inorganic and organic chemistry. Topics include lab safety, measurement, elementary problem solving, atomic structure, periodicity, chemical bonding, types of chemical reactions, properties of water, acids, bases, and salts, types of solutions and calculations of concentrations, gas laws, oxidation-reduction concepts, ionization, pH and buffers, hydrocarbons, types of organic compounds and functional groups, biochemical compounds including lipids, carbohydrates, proteins, and nucleic acids.

Technical Communications

NEW PROGRAM!

Completing the Technical Communication program can help you find a career as a professional writer. Technical communicators are traditionally known for making technical information easy to understand, but they also write for a variety of audiences and purposes. With a degree in Technical Communication, graduates may find employment writing marketing materials, web site text, sales promotion copy, newsletters, project proposals, grants, operating and maintenance manuals, and more. In short, students in the Technical Communication program will learn to become writers—writers trained to produce a broad range of documents targeted to a variety of business needs. In addition to impeccable writing and editing skills, students will develop valuable layout and design skills, making documents visually attractive and user-friendly. Students will learn to apply these skills to paper-based documents, as well as documents designed for the electronic medium. Strong writers are needed in all kinds of businesses. Their ability to clearly communicate key information helps companies grow and succeed. If you love to write, there’s a place for you in business and industry.

This is a shared program with Western Technical College (WTC) in La Crosse, WI. Students apply to WTC and enroll in program courses taken online through WTC and in traditional classroom or alternative delivery formats through BTC. The degree is issued through WTC.

Program Outcomes

- Demonstrate effective reading, writing, speaking and listening skills
- Demonstrate mathematical skills
- Apply scientific concepts
- Identify and solve problems, applying knowledge in a critical, creative and ethical manner
- Recognize the value of self and others in order to be a productive member of a diverse global society (for example, function effectively in a team environment)
- Evaluate and use information technology effectively
- Effectively edit technical documents
- Prepare journalistic documents appropriate to a business setting (e.g., newsletters and press releases) in electronic and paper-based media
- Prepare effective business correspondence (e.g., letters, memos, e-mail)
- Prepare technical reports, instructions, and manuals (including indexes), using electronic and paper-based media
- Create a website
- Create online training materials
- Design documents for electronic and paper-based media
- Prepare and/or arrange for photographs and other visuals to be included in publications
- Manage a documentation project from planning through publishing
- Conduct an effective interview

Technical Communications

Graduates from this program may seek employment as:

- Technical Writer
- Author/Writer
- Desktop Publisher
- Editor

	Course Name	Credits	Lec-Lab
Semester 1			
104-102	Marketing Principles	3	BTC
103-106	Introduction to MS Office	3	BTC
201-112	Design Fundamentals	3	BTC
699-101	Editing for Style & Mechanics	3	Online WTC
801-195	Written Communication	3	BTC
801-198	Speech	3	BTC
Semester 2			
699-110	Journalism in the Workplace ¹	3	Online WTC
699-112	Professional Business Writing ¹	3	Online WTC
699-113	HTML/Web Programming for Writers	3	Online WTC
801-197	Technical Reporting	3	BTC
809-196	Intro to Sociology	3	BTC
809-198	Intro to Psychology	3	BTC
	Estimated Semester Total	18	
Semester 3			
203-125	Digital Photography	3	BTC
699-114	Writing - The Electronic Medium ¹	3	Online WTC
699-116	Procedure Manuals ¹	3	Online WTC
104-144	Marketing Communications	3	BTC
804-189	Introductory Statistics	3	BTC
Semester 4			
699-118	Learning and Teaching Online ¹	3	Online WTC
809-166	Intro to Ethics	3	BTC
699-122	Practicum in Technical Comm ¹	3	BTC
809-195	Economics	3	BTC
999-999	Elective Course	3	BTC
TOTAL CREDITS			66

¹Course has prerequisites

Course Descriptions

699-101 Editing for Style & Mechanics 3 Credits

This course is designed to prepare learners to edit technical documents for style and mechanics by improving their knowledge of basic standard American English usage, punctuation, grammar, sentence structure, and proofreading to technical documents as a foundation for success in the Technical Communication Associate Degree program. (Students need a B or better to continue in the Technical Communication Program.)

699-110 Journalism in the Workplace 3 Credits

This course focuses on journalistic writing as it is typically applied in a business setting. Students will gather information, apply Associated Press Stylebook guidelines for newswriting, write articles for publication, design layouts for newsletters, conduct interviews and publish newsletters (paper copy and online). *Prerequisite: 801-195 Written Communication*

699-112 Professional Business Writing 3 Credits

Building on the writing skills developed in Written Communication, this course prepares students for the communication skills required in the workplace. In addition to studying intercultural communication, students write documents typical of the corporate environment, including job search materials, good-news, bad-news, and persuasive messages, formal reports, and learn about simple grant proposals. *Prerequisite: 801-195 Written Communication*

699-113 HTML/Web Programming for Writers 3 Credits

Technical Communicators need an awareness of the potential and constraints of web programs and how they affect writing in a web environment. Topics covered are web history, website organization, HTML, graphics use, page and site design, with a brief look at XML, CSS, and JavaScript. Students use Notepad and a web editor to create code, and an FTP program to publish. Students produce a website to showcase future web work.

203-125 Digital Photography 3 Credits

Students will use digital cameras to create digital images. Basic image manipulation and output will be taught using Photoshop software. Topics and projects include depth of field, production planning, studio flash photography and producing a number of powerpoint presentations. Before beginning this class, you should have a working knowledge of your computer and its operating systems. **STUDENTS MUST PROVIDE THEIR OWN CAMERA.**

699-114 Writing-The Electronic Medium 3 Credits

Computers have become the tools of choice for composition, and networks the medium of choice for publications. Learn the effects of these contexts on your writing: real time, synchronous communication (MOOs, chat software); anytime, asynchronous communication (E-mail, discussion lists); and various web publications. Emphasis will be on reader awareness in evaluating the credibility of material in the on-line environment, and on copyright issues. *Prerequisites: 801-195 Written Communication and 699-113 HTML/ Web Programming for Wrtrs or 107-183 HTML/Web Page Development or 152-114 Introduction to Programming or Instructor Consent*

699-116 Procedure Manuals 3 Credits

This course focuses on the preparation of procedure manuals. Students will work through the following process for creating a manual: analyze needs, prepare a project schedule, create a design, prepare a draft, conduct user tests and reviews, make revisions, obtain edits, make revisions, prepare the document for production, and close out the project. Students will work as part of a team that may include outside clients and/or vendors. *Prerequisite: 801-197 Technical Reporting*

699-118 Learning and Teaching Online 3 Credits

Production of training materials is a growing facet of the technical communicator's work. Learning and Teaching Online provides instruction in the tools used for online training, production of webbed instructional writing, conversion of printed materials, and communication strategies used in an online learning environment. It identifies models for efficient and effective training and provides practice with online instructional skills. *Prerequisite: 699-114 Writing for the Electronic Medium or Instructor Consent*

Technical Communications

699-122 Practicum in Technical Comm 3 Credits

This course provides practical experience working as a technical writer. Students will be assigned to work with, and learn from, an area employer. Specific tasks and focuses will be tailored to the interests of the student and the needs of area employers. Evaluation of the student's performance will be a cooperative effort between the employer and the instructor. *Prerequisites: 699-101 Editing for Style & Mechanics, 699-110 Journalism for Technical Writers, 699-112 Professional Business Writing, 699-114 Writing for the Electronic Medium and 699-116 Procedure Manuals*

201-112 Design Fundamentals 3 Credits

Creative ability of each student will be directed toward the layout, design and production of graphic design related projects. Through lectures, demonstrations and lab assignments, students will create and design projects utilizing a variety of materials and techniques.

General Education Course Requirements:

(see course descriptions on pages 43-47 of the 2007-08 catalog)

801-195	Written Communication	3 Credits
801-198	Speech	3 Credits
801-197	Technical Reporting	3 Credits
809-196	Intro to Sociology	3 Credits
809-198	Intro to Psychology	3 Credits
804-189	Introductory Statistics	3 Credits
809-166	Intro to Ethics	3 Credits
809-195	Economics	3 Credits

CERTIFICATES/SPECIAL PROGRAMS

IT-Information Systems Security Specialist CERTIFICATE

(pg. 148, updated courses)

Cyber-security, including computer and information systems security, is a rapidly maturing area. Industry and government, including federal, state, and local governmental units, are looking for people who have specialized knowledge, skills, and abilities related to information assurance, information systems security, network security, web page programming, e-Commerce applications, and much more. This certificate prepares students for entry-level employment in support positions related to computer security with a special emphasis on Information Assurance.

	Course Name	Credits	Lec-Lab
150-133	Network Security	3	2
150-134	Router Security	3	2
150-135	Operating Systems Security ¹	3	2
150-136	Perimeter Security ¹	3	2
150-151	Information Security Principles	3	2
150-152	Security Policies & Procedures ¹	3	2
150-153	Information Security Management ¹	3	2
150-154	Security Measures & Threat Mitigation ¹	3	2
150-155	Current Issues & Trends Seminar	3	2
150-155C	Computer Forensics	3	2
152-191	Secure e-Commerce Concepts	3	2
152-192	Designing Secure Websites ¹	3	2

TOTAL CREDITS 36

¹ Course has prerequisites

Lodging & Hospitality Management Certificate

NEW CERTIFICATE!

33 Credits

Explore the exciting world of hospitality & lodging management in a one-year certificate at Blackhawk Technical College, Janesville, Wisconsin. The employment opportunities are diverse and varied and may fit your interests, skills and personality traits. Contact Blackhawk Technical College to learn more about local hospitality related educational opportunities.

Hospitality related careers include managing food & beverage services, marketing & sales, human resources, housekeeping, uniformed services, security, front office, accounting & financial management, property management, and facilities maintenance & environmental engineering. Blackhawk Technical College is a member of the American Hotel & Lodging Educational Institute.

Lodging managers are responsible for keeping their establishments running efficiently and profitably. They help ensure guests have a pleasant stay and also support business travelers with needed services such as meeting rooms and electronic equipment. Larger hotels hire hundreds of workers and the role of supervision and training are core competencies for management positions in larger properties. Accounting, computer and broad business skills along with a high level of customer service and interpersonal abilities are all critical to success in this occupation. Written and oral communication skills and a desire to work with people are needed to enter this field. Industry certifications are available to students employed in this field and this Blackhawk Technical College certificate provides entry-level skills that can lead to future related certifications.

Occupational Analysis:

Lodging management related positions are expected to grow at a rate of 17% through 2014. These projected job openings include net replacement and new job openings due to growth.

Hotels increasingly emphasize specialized training for their employees. Postsecondary training in hotel, restaurant, or hospitality management is preferred for most hotel management positions; however, a college liberal arts degree may be sufficient when coupled with related hotel experience or business education. Internships, part-time or summer work experience in a hotel are an asset to students seeking a career in hotel management. The experience gained and the contacts made with employers can greatly benefit students after graduation. Most degree programs include work-study opportunities.

Other colleges, and many universities, offer certificate or degree programs in hotel, restaurant, or hospitality management leading to an associate, bachelor, or graduate degree. Technical institutes, vocational and trade schools, and other academic institutions also offer courses leading to formal recognition in hospitality management. In total, more than 800 educational facilities provide academic training related to employment as lodging managers. Hotel management programs include instruction in hotel administration, accounting, economics, marketing, housekeeping, food service management and catering, and hotel maintenance engineering. Computer training also is an integral part of hotel management training, due to the widespread use of computers in reservations, billing, and housekeeping management.

Lodging & Hospitality Management Certificate

Wage & Earnings Estimates (2006):

United States: \$25,100 to \$82,500 with a median of \$42,300 (\$20.35 per hour)

Wisconsin: \$27,100 to \$75,200 with a median of \$39,800 (\$19.14 per hour)

- Core Career Success Competency Areas:
- Customer & Personal Service
- Administration and Management
- English language proficiency
- Sales & Marketing
- Personnel and Human Resources
- Speaking, active listening,
- Critical thinking & problem solving
- Reading comprehension
- Social perceptiveness

Blackhawk Technical College Curriculum Plan:

Course	Name	Credits	Hours
106-140	Keyboarding	1	36
103-106	Introduction to MS Office	3	54
104-130	Customer Service Fundamentals	3	54
101-102	Office Accounting	3	72
102-148	Intro to Business	3	54
102-110	Business Career Planning	1	18
804-123	Math with Business Applications	3	54
104-102	Marketing Principles	3	54
104-104	Selling Principles	3	54
102-137	Business Communications I credit		18
801-196	Oral/Interpersonal Communications	3	54
102-135	Lodging & Hospitality Management	3	54
102-136	Hotel Operations	3	54
TOTAL CREDITS		33	630

Promotion Certificate

12 credits

(pg. 118-120, updated courses)

Create your own career opportunities by earning this focused certificate in Promotion. The key to sales is proper promotion of your product or service. So regardless of your occupation, satisfactory completion of the following courses within the Marketing Associate Degree Program will help you advance your career. Courses include: 104-102 Marketing Principles, 104-117 Promotion Principles, 104-125 Marketing Media, 104-144 Marketing Communications. See Marketing Associate Degree pages for course descriptions.

Quality Sciences Certificate

NEW CERTIFICATE!

The Quality Sciences Certificate prepares individuals to work under the direction of quality engineers or supervisors to perform a variety of tasks in a modern and fast-paced manufacturing and engineering environment. Quality practitioners analyze and solve problems, prepare inspection plans and instructions, select sampling plan applications, prepare procedures, perform audits and apply fundamental statistical methods for process control. They work with internal and external customers and suppliers to identify expectations and determine satisfaction levels; quality principles for products and processes such as monitoring, measuring and continuous improvement; quality standards, requirements and specifications; meeting management; and team development.

This program is designed with the working adult in mind. Many courses are offered in either self-paced or web-enhanced formats as well as a traditional classroom setting.

While not a requirement it is recommended for students pursuing the Quality Sciences Certificate to have a good working knowledge of basic computer concepts including word processing and spreadsheet applications, directory and file management and Web and email familiarity.

Course	Name	Credits
421-385	Blueprint Reading	2
444-301	Metrology	2
444-304	GD&T Interpretations	1
623-155	Statistical Process Control	3
625-101	Foundations of Quality	3
625-102	Human Elements of Quality	3
801-195	Written Communication	3
801-196	Oral/Interpersonal Communication	3
801-197	Technical Reporting	3
804-105	General Mathematics	3
804-189	Introductory Statistics	3
TOTAL CREDITS		29

