BLACKHAWK
TECHNICAL COLLEGE

2024-2025 Catalog

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![Blackhawk Technical College logo]

WELCOME!

Welcome!

You likely have an image for what you want in a college experience: excellent reputation, challenging academics, innovative programs, flexible schedules, first-class facilities and outstanding faculty. At Blackhawk Technical College, we combine these with a supportive, collaborative administrative staff to help you define what's next in your academic or professional career.

At Blackhawk, you'll be challenged. You'll be inspired. And you'll be proud. We teach. We explore, and we discover. We lead, inspire and empower. We achieve our potential and create circumstances that help our students and others achieve theirs. It's all part of our college's mission and vision (https://blackhawk.edu/About/Governance/Mission-Vision/).

This catalog is your guide to planning your degree, diploma or pathway certificate. You'll find it helpful from now through commencement; virtually every question you might have is answered in this catalog or within blackhawk.edu (https://blackhawk.edu/). We encourage you to read and continually refer to this website and to talk frequently with your instructors and advisor to ensure you are taking the right steps toward your educational goals. For previous catalogs, please visit Catalog Archives (http://catalog.blackhawk.edu/archives/).

COLLEGE OVERVIEW

Blackhawk Technical College is a center of education and training in Rock and Green Counties. Blackhawk features future-driven educational delivery platforms and high-impact programs that improve lives.

The College builds futures by:

- Meeting students when and where they learn best, providing supportive services empowering them to succeed.
- Creating critical partnerships, adapting to the diverse needs of the community.
- Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.
- Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.
- Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability, and excellence.

For more than 110 years, the College has offered various associate degrees, technical diplomas, certificates, apprenticeships, and non-postsecondary offerings. In addition, the College has more 10 short-term career pathway certificates that can be completed in just one semester. To support bachelor's degree attainment, the College has created the University Center as a resource for transfer and articulation opportunities.

The College's long-term goal is to redefine the educational landscape, through flexible scheduling, a range of program offerings, partnerships with regional employers, and world-class facilities with high-tech equipment – including some you won't find anywhere else in the state.

History and Development

The State of Wisconsin established a Board of Vocational and Adult Education in 1911, six years before the use of federal funds for the promotion of vocational, technical, and adult education.

As a result of this law, the cities of Beloit and Janesville took the steps necessary to establish vocational schools in their communities. These two early schools formed the present technical college system district which now consists of Blackhawk Technical College.

In 1965, the State of Wisconsin enacted a law designed to broaden the vocational, technical, and adult education opportunities for youth and adults through the inclusion of the entire state into districts by July 1, 1970. The Beloit and Janesville schools, along with the major portions of Rock and Green Counties, were organized into a single system on July 1, 1968.

The reorganization in 1968 gave way for the creation of Blackhawk Technical Institute. In August 1987, along with the other 15 state technical institutes, Blackhawk Technical Institute became Blackhawk Technical College.

Our Mission, Vision and Philosophy

Our Mission: We help you build your future with flexible education in a supportive environment.

Our Vision: Delivering innovative education to enrich our communities.

Our Values:

These are the Guiding Principles that will guide our actions, activities, and decisions as a college:

- **Responsive**: Meeting students when and where they learn best, providing supportive services empowering them to succeed.

- **Collaborative**: Creating critical partnerships, adapting to community needs.

- **Empowering**: Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.

- **Strategic**: Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.

- **Process-driven**: Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability, and excellence.

- **Inclusive:** Cultivating a climate in which all students and employees feel welcomed, valued, and included.

Our Diversity Statement: In an effort to provide flexible education and a supportive environment, Blackhawk Technical College aspires to create a climate in which all students, employees and community members feel welcomed, valued and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures and lifestyles.

Core Abilities

The College core abilities were developed to define the expectations of all graduates from Blackhawk Technical College programs, unifying all academic divisions and contributing to student success. Not only are core abilities expected outcomes for students, but they also reflect the expectations of all College staff as well.

Blackhawk Technical College has identified five core abilities that are crucial to success both during school and after graduation. These core abilities, based on input from faculty, employers, students, and other members of the community, are skills and competencies that will enable students to be successful in the workplace. These essential skills are taught across all programs and departments. Everyone at Blackhawk works toward improving and applying these critical skills.

Listed below are Blackhawk's five college-wide core abilities and their indicators.

Demonstrate Critical Thinking

- Define problems clearly and precisely
- Utilize relevant information gathered from diverse perspectives
- Evaluate potential solutions using relevant criteria and standards

Demonstrate Effective Communication

- Employ effective communication practices
- Adapt communication to engage diverse audiences
- Use technology to effectively communicate

Demonstrate Professional Work Behaviors

- Manage time effectively
- Adhere to policies, procedures, and safety protocols
- Demonstrate accountability

Demonstrate Diverse and Inclusive Practices

- Respond appropriately to diverse situations.
- Model respectful and inclusive interactions
- Acknowledge the contributions of a diverse society

Demonstrate Professional use of Relevant Technology

- Demonstrate proper selection of equipment, tools, and resources to produce desired results
- Demonstrate safe and secure use of technology
- Use occupational specific technology in appropriate ways

College Facilities

Business Hours

The general operating hours of Blackhawk Technical College Central Campus are 7:30 a.m. to 10 p.m. Monday through Thursday; 7:30 a.m. to 5:00 p.m. Friday; and 8 a.m. to 4 p.m. Saturday. However, hours may vary for an individual department or division, 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.

Locations

Blackhawk Technical College has two main locations, which are linked to each other by the BTC Shuttle system (https://blackhawk.edu/Locations/). The college also holds some classes at the Beloit Public Library.

Central Campus

Blackhawk Technical College Central Campus is midway between Beloit and Janesville at:

6004 S. County Rd. G
Janesville, WI 53547

Situated on over 80 acres of partially wooded prairie, the campus is home to most of Blackhawk's programs and services. In addition to instructional classrooms and labs, Central Campus also offers a library, bookstore, Student Commons, Cafeteria, Courtyard and Conference Center.

The Student Services Center has offices for advising, admissions, registration, financial aid, veterans' affairs, and minority student services. Vocational and placement testing, career and professional development, and student activities are available through the new Student Success Center. Learning centers at the Central Campus also provide pre-college individualized courses, skills enhancement, academic tutoring, and services for students with disabilities.

The Public Safety Center (PSC), Center for Transportation Studies(CTS), and the Innovative Manufacturing Education Center (IMEC) are all on Central Campus.

- **Public Safety Center :** The PSC is home to Law Enforcement Academy, Criminal Justice Studies, Emergency Medical Technician, Fire Protection Technician and Paramedic Technician programs.
- **Center for Transportation Studies:** CTS houses two large shops for the Diesel and Heavy Equipment Technician and Automotive Technician programs and is located at Central Campus.
- **Innovative Manufacturing Education Center:** IMEC is home to the Advanced Manufacturing division, which provides Associate of Applied Science Degrees, Two-Year, and One-Year Technical Diplomas, and Certificates. Programs include Automation Systems

Technology, Welding, Computer Numerical Control, Industrial Maintenance Technician, Manufacturing Engineering Technology, Information Technology, Electro-Mechanical Technology, Electrical Apprenticeship, and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R). General Education classes required for these programs are also offered at the center.

Monroe Campus

The Monroe Campus of Blackhawk Technical College is located just off Hwy. 11 at:

210 4th Ave.
Monroe, WI 53566

This friendly, full-service and handicapped-accessible campus has computer labs equipped with state-of-the-art computer equipment, a distance learning lab designed for global classroom connections, fully equipped medical assistant, phlebotomy and science labs, and general classrooms. The campus offers select associate of applied science degrees, one-year diplomas, and short-term certificates, as well as general education courses. A learning center offers GED/HSED, and pre-college courses and GED/HSED testing services. Continuing education courses covering a broad range of topics are offered each year at the campus. An advisor provides students with academic advising, support and career planning assistance. Small class sizes and a personalized learning environment ensure the success of Monroe Campus students. Contact the Monroe Campus at (608) 328-1660.

Parking

The Central Campus usually has adequate parking for everyone. Please observe parking restrictions as posted and park in marked parking stalls. Otherwise, you may park on a first-come, first-serve basis. Overnight parking is not allowed without permission from College Security. Parking for the disabled has been reserved at several locations. Only persons with a valid disabled license plate or handicapped placard issued by the Wisconsin Department of Motor Vehicles (DMV) may park in those spaces. The College cannot issue any handicapped stickers.

Some designated parking areas, such as motorcycles and the Rock County Sheriff's Office personnel, are set aside for special purposes. There is no parking in crosswalks, driveways (unless otherwise posted), or on the paved areas adjacent to the buildings. These areas need to be kept open for emergency vehicles. Anyone parked in a restricted area without appropriate authorization may receive a parking citation issued by law enforcement.

On-site parking is available at the Monroe Campus as well. The rules noted above also apply to these locations.

College Accreditation

Blackhawk Technical College is accredited by the Higher Learning Commission (HLC). The HLC is a regional accreditation agency that accredits degree-granting institutions of higher education that are based in the 19-state North Central region of the United States. Institutions that HLC accredits are evaluated against HLC's Criteria for Accreditation (http://policy.hlcommission.org/Policies/criteria-for-accreditation.html), a set of standards that institutions must meet to receive and/or maintain accredited status.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree-granting colleges and universities. There are six regions of the U.S. in which regional agencies operate. The regional accreditation agencies have similar standards for accrediting colleges and universities.

Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago IL 60604-1411
800.621.7440
info@hlcommission.org

Programs Accreditation

- Accreditation Commission for Education in Nursing (ACEN)

- American Culinary Federation

- American Refrigeration Institute/Partnership for Air Conditioning, Heating, Refrigeration Accreditation

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)

- Commission on Accreditation in Physical Therapy Education (CAPTE)

- Commission on Dental Accreditation/American Dental Association

- Department of Justice

- Joint Review Committee on Education in Radiologic Technology

- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

- National Automotive Technicians' Education Foundation (NATEF)

   National Institute for Automotive Service Excellence (ASE)

- WI Department of Health Services

State and Federal Compliance

Equal Opportunity and Affirmative Action

The Blackhawk Technical College Board actively complies with all state and federal equal opportunity and affirmative action laws, rules, executive orders, and policies, including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments Act of 1972, section 50A of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Equal Pay Act of 1973, the Civil Rights Restoration Act of 1987, the Americans With Disabilities Act of 1990 and the Civil Rights Act of 1991. It is the policy of the Blackhawk District not to discriminate on the basis of age, race, creed, color, religion, handicap, disability, marital status, sex, national origin, ancestry, arrest or conviction record, sexual orientation, political affiliation, genetic testing, or membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state. The District prohibits discrimination against students in admission and/or participation in services, programs, courses, and facilities usage based upon race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Inquiries regarding equal opportunity may be directed to:

Affirmative Action Officer
6004 S. County Road G, P.O. Box 5009
Janesville, Wisconsin 53547-5009
(608) 757-7773

Civil Rights Legislation

Services, financial aid, and other benefits of Wisconsin Technical College System institutions are provided on a non-discriminatory basis as required by Civil Rights legislation.

Individuals applying for or receiving assistance through these colleges who believe that there has been any discrimination on the grounds of race, color, creed, sex, disability, national origin, sexual orientation, ancestry, age, pregnancy, or marital status should file a written complaint.

If it is felt that this discrimination is on the part of the Wisconsin Technical College Board, the complaint should be sent to:

State Director
Wisconsin Technical College Board
310 Price Place, P.O. Box 7874
Madison, Wisconsin 53707
(608) 266-1207

If it is felt that the discrimination is on the part of Blackhawk Technical College, the complaint should be sent to:

Affirmative Action Officer
Blackhawk Technical College
6004 S. County Road G, P.O. Box 5009
Janesville, Wisconsin 53547-5009
(608) 757-7773

Clery Act

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. For more information about the Clery Act visit www.clerycenter.org. The Blackhawk Technical College Annual Safety and Security Report can be found at https://blackhawk.edu/About/Safety-Security (https://blackhawk.edu/About/Safety-Security/).

Program Graduation and Persistence Rates

BTC is required by federal regulation to disclose information regarding program graduation and persistence rates. This information, as well as other materials about job opportunities and program placement rates, is available on BTC's website and in Student Services.

Title IX

Title IX of the Educational Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The College is bound by and supports all applicable laws. The Title IX of the Higher Education Act of 1972 ensures the College does not discriminate on the basis of sex in its educational programs and the Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (WAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking.

What if something happened or I think something happened?
Students, staff, and/or witnesses are encouraged to direct violence, harassment, assault, or other Title IX questions, concerns, and complaints to the Title IX Coordinator or an appropriate college employee who is available. If a Title IX Coordinator is alleged to be the person who engaged in discrimination or sexual misconduct, the report may be filed with another of the named officers or with the Office of the President, Central Campus. Financial aid and other benefits of Wisconsin Technical College System institutions are provided on a non-discriminatory basis as required by Civil Rights legislation. Find out more at https://blackhawk.edu/About/Safety-Security/Title-IX (https://blackhawk.edu/About/Safety-Security/Title-IX/).

Title IX Contacts:

Title IX Coordinator/Access and Accommodations Coordinator
Central Campus Student Success Center - The position is vacant as of April 5, 2023.

Alicia Acker, Deputy Coordinator/Coordinator, Career Services and Leadership Development
Central Campus, Room 2220, (608) 743-4423, aacker@blackhawk.edu

Complaints can also be filed with the Office of Civil Rights (OCR). The OCR encourages complaints to follow the College's process prior to filing a complaint with OCR; however, it is not required. Generally, complaints must be filed with OCR within 180 days of the alleged event. Complaints can be filed with OCR via email at ocr@ed.gov and by completing an electronic complaint form at http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Drug & Alcohol Abuse Prevention

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 requires that each institution of higher education annually distribute information to employees and students that clearly sets forth college policy regarding the prohibition of illicit drugs and alcohol.

Blackhawk Technical College subscribes to the goals of the Drug-Free Schools and Communities Act. You are encouraged to access and read the complete Drug and Alcohol Abuse Prevention Program (DAAPP) plan by following this link (https://link1.pblc.it/c/393282259/?alt_obj=cta&method=email&url=https%3A%2F%2Fwww.blackhawk.edu%2FPortals%2F0%2FPDFs%2FAbout%2F2022-DAAPP-Notice.pdf%3Fver%3DBYWP3fELRckqRFvAnV2F4A%253d%253d&hash=67a44b&chk=253487-3beae3).

Specifically, Blackhawk Technical College:
1. Prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs and alcohol by students, employees, invitees, guests, and contractors/vendors on college property or as part of college activities.
2. Prohibits the use or possession of alcoholic beverages on college premises.
3. Will issue disciplinary sanctions for violations of this policy occurring on college property or the worksite or during work time, up to and including termination from employment.

In addition, the DAAPP provides an overview of the State of Wisconsin and the Federal legal sanctions for violating federal or state statutes concerning alcohol and/or other drugs, the health effects of drug and alcohol abuse, and resources for drug and alcohol abuse treatment.

Brief counseling is available on campus to students through the Student Counselor and Case Manager at (608) 757-7642. Students will be referred through the Counselor to other programs for additional education, counseling, and more intensive treatment.

Sex Offender Registry

Federal law requires the College to provide information where students can obtain information about registered sex offenders in the state or community. The Wisconsin Sex Offender Registry is maintained by the Wisconsin Department of Corrections. Information is available on the department's website at http://www.widocoffenders.org.

Sex offender students who are required to register in a state must provide notice of the conviction to staff at the Office of Safety and Security at the time of enrollment or thereafter upon conviction. Sex offender registry information will be used for the protection of staff, students, and minors on campus.

Wisconsin Statutes

Wisconsin State Law Definitions

WISCONSIN STATUTES § 813.12 DOMESTIC ABUSE RESTRAINING ORDERS AND INJUNCTIONS:

(ag) "Dating relationship" means a romantic or intimate social relationship between 2 adult individuals but "dating relationship" does not include a casual relationship or ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.

(am) "Domestic abuse" means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.

2. Intentional impairment of physical condition.

3. A violation of s. 940.225 (1), (2) or (3).

4. A violation of s. 940.32.

5. A violation of s. 943.01, involving property that belongs to the individual.

6. A threat to engage in the conduct under subd. 1., 2., 3., 4., or 5.

WISCONSIN STATUTES § 940.225 SEXUAL ASSAULT

(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

(b) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

(c) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence

(2) SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

(a) Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

(b) Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

(c) Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

(d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.

(f) Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

(g) Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

(h) Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(i) Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with

whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

(j) Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

(3) THIRD DEGREE SEXUAL ASSAULT. Whomever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whomever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

(3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

(4) Definitions.

(b) "Sexual contact" means any of the following:

1. Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

a. Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.

b. Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

2. Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

3. For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

WISCONSIN STATUTES § 940.32 STALKING
(1) In this section:

(a) "Course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

1. Maintaining visual or physical proximity to the victim. 940.32(1)(a)2.

2. Approaching or confronting the victim.

3. Appearing at the victim's workplace or contacting the victim's employer or coworkers.

4. Appearing at the victim's home or contacting the victim's neighbors.

5. Entering property owned, leased, or occupied by the victim.

6. Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.

6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.

7. Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.

8. Placing an object on or delivering an object to property owned, leased, or occupied by the victim.

9. Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

10. Causing a person to engage in any of the acts described in subds. 1. to 9.

WISCONSIN STATUTES § 968.075 DOMESTIC ABUSE INCIDENTS; ARREST AND PROSECUTION.

(1) DEFINITIONS. In this section:

968.075(1)(a)(a) "Domestic abuse" means any of the following engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

1. Intentional infliction of physical pain, physical injury or illness.

2. Intentional impairment of physical condition.

3. A violation of s. 940.225 (1), (2) or (3).

4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2., or 3.

Important Dates

Important financial aid deadlines, petition dates, events, professional development seminars, and workshops, or even employer events can all

be accessed year-round by going to the Blackhawk.edu Calendar (https://blackhawk.edu/About/News-Events/Event-Calendar/).

Add/drop dates are the first week of each semester. Please see this catalog's Add/Drop section under Registration and Records for more information.

Governing Catalog

All of Blackhawk's degree programs are described in full in this College Catalog. Students should read it carefully to learn the requirements and characteristics of each program.

In order to respond to emerging needs and remain current with technology and workplace expectations, Blackhawk's programs undergo changes. Generally, a student may graduate following the academic plan established based on the program in place at the time of the student's initial enrollment. However, because of frequent program changes and the length of time taken by students to meet graduation requirements, the following policies will govern which academic plan will be used to define a student's graduation requirements.

a. The college can, after one (1) year of non-continuous enrollment, require the student to follow the most recent program curriculum in order to graduate. A new academic plan will need to be created with an Academic Advisor.

b. The college reserves the right to place a five (5) year limitation on accepting courses for graduation.

c. At any time, a student may elect to follow the most recent program curriculum, after meeting with an Academic Advisor to develop a new academic plan. Doing so ensures the college is notified of the student's intention to follow the new program curriculum. Students may not change back to a previous academic plan.

d. It is the student's responsibility to follow the academic plan under the chosen program curriculum and to ensure that all requirements for graduation will be met.

e. If a student changes his/her program at any time, the student will follow the governing catalog at the time of the change.

f. The college reserves the right to establish course substitutions when courses are inactivated to meet program curriculum requirements.

ADMISSION

Education is the best return on investment you will ever receive.   A degree, certificate, technical diploma, apprenticeship or non-postsecondary offering (GED, HSED, ELL) from Blackhawk Technical College will increase your earning potential, enrich your life, enhance your skills, and broaden your perspective. Whether you're planning to step directly into a career, or transfer to a four-year institution, Blackhawk is the best place for you to start.

Blackhawk graduates leave college ready to take on the world and lead with integrity, honor and distinction. Since opening our doors more than 100 years ago, Blackhawk has continually hosted a breadth of opportunity with a wide range of offerings.

From day one, our focus will be on your individual academic and professional growth. We strive to blend classroom experiences with real-time, hands-on learning because our graduates tackle some of the world's toughest problems – from the skills gap, to helping rebuild southern Wisconsin. We teach. We explore and we discover. We innovate, inspire and empower. We achieve our potential and create circumstances that help our students and others achieve theirs.

For more information or to contact someone directly in the Blackhawk Admissions Department, call (608) 757-7710 or email admissions@blackhawk.edu.

How to Apply

Blackhawk Technical College maintains an open-door admissions policy for all prospective students. This means that anyone may enroll in courses to learn new skills or improve existing skills. Admissions requirements vary from program to program, but generally include submitting the following materials:

- Free Application - Apply Online here (https://blackhawk.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fapply).

- Transcripts - Blackhawk requests official high school transcripts or a GED/HSED certificate. Official college transcripts are only required if students would like their transcripts reviewed for credit for prior learning and/or course placement.
  - If students want transcripts reviewed for credit transfer, they must request official copies of all academic transcripts, including high school, GED, HSED, college or university. Students should contact each institution and ask to have official transcripts sent directly to the Admissions Office.
  - Transcripts (https://www.blackhawk.edu/Request-Transcripts/) will be evaluated for credit transfer after you have been admitted to the college. This process may take up to 6 weeks.

Acceptance
Once students submit the application and official high school transcripts or GED/HSED certificate students will be accepted to Blackhawk.

Advising, Registration, and ONBOARDING (ARO)
Once you have been accepted to Blackhawk, the next step is to complete the Advising, Registration and Onboarding process. It is beneficial to have a placement score, such as an ACT, SAT, or Next Generation Accuplacer exam score and/or a high school GPA on file before completing your ARO process. The steps to begin your ARO process will be sent to your personal email in the acceptance letter. This ARO process will include an introduction to Blackboard, which is Blackhawk's Learning Management System. Additionally, students will meet with their advisors, review their academic plan and register for classes. Additional information regarding financial aid, payment plans, books, tools, and supplies will also be discussed.

Smart Start Days
Smart Start Days are designed to help you get ready for the upcoming semester. Meet with faculty, get your student ID, purchase books, take a tour and learn about campus and community resources.

Mandatory PROGRAM ORIENTATIONS

In the week before the start of each fall and spring semester, each program hosts a mandatory program orientation that allows students to meet program faculty, engage with the college's learning management system (Blackboard), learn about program outcomes and requirements, and get familiar with college and campus resources. Dates and times will be communicated to students at their ARO and via their Blackhawk email.

Placement Testing/Assessment

All steps must be completed to be accepted into Blackhawk.

Placement Testing

Students may complete a placement test and scores may be used to determine appropriate course placement -- students cannot fail the placement test. Blackhawk offers the Next-Generation Accuplacer assessment for FREE. Students will need to bring a photo ID with them when they test. If a re-test is necessary, a fee must be paid and a receipt must be presented prior to taking a test. Note: Blackhawk also accepts ACT/SAT scores to be used for course placement.

Next-Generation Accuplacer is an untimed assessment taken on a computer that measures skills in reading, language usage, and numerical skills. Testing accommodations are available in the Student Success Center by calling (608) 743-4422, deaf/hh call Relay 711.

Next-Generation ACCUPLACER Retest Policy

Retesting is an option if students believe their scores do not accurately reflect their abilities and skill levels.

Admission Retest:

- After reviewing the admission test scores, students may retest in each area once using Next-Generation ACCUPLACER.
- Students who have completed Next-Generation ACCUPLACER as part of the admission process MUST wait 48 hours after their first Next-Generation ACCUPLACER exam before retesting.
- There is a fee to re-test. For information contact the Testing Center at (608) 757-7666.

Health Science Assessments

The programs listed below have additional assessment requirements for clinical readiness. Please see an Academic Advisor for program/clinical-ready requirements.

- Diagnostic Medical Sonography
- Medical Assistant
- Nursing Assistant
- Nursing
- Physical Therapist Assistant
- Radiography
- Surgical Technology

Make-Up Testing

Make-up testing is a service provided for students who have been absent and are being allowed to complete an exam per the course instructor. A valid photo ID is required for all testing (i.e. state ID, driver's license, passport, student ID, other IDs approved by testing staff).

Educational Agreements

Blackhawk has partnered with several institutions to increase accessibility for our students. These agreements expand the programs available to Blackhawk District residents.

A list of approved Educational Agreements (https://www.blackhawk.edu/Paying-for-College/Tuition-Fees/Educational-Agreements/) is available on the college website or in the Student Services Division on Central Campus.

High School Partnerships

There are a lot of great reasons to consider taking college classes while you're still in high school. Taking college classes while in high school can save you both time and money! Thinking about heading into the workforce after high school? Taking college classes now could prepare you for the job market and may help you decide if more education is right for you.

If you're interested in a head start on your college degree, Blackhawk has options for you.

High School Dual Credit

High school students have the opportunity to earn college credit while enrolled in high school, saving students time and money while giving students a head start on their college degree. Dual Credit provides a smooth transition from high school to postsecondary education without the duplication of coursework.

Blackhawk Technical College and local high schools provide opportunities for high school students to earn college credit through advanced standing, transcripted credit, Start College Now, and contract agreements.

Students are advised to check with their high school counselor or the Blackhawk Early College Specialist at (608) 757-6983 for articulation opportunities in their high school.

Advanced Standing

High school students receive transfer credit for high school courses with an advanced standing agreement when they enroll at Blackhawk after high school graduation. A student will receive transfer credit if the student's final high school transcript shows the student received a final grade of B or better on a course designated with an AS for Advanced Standing. This credit is entered in as non-graded transfer credit, meaning the student will not receive a grade but will receive credits and not have to repeat the class at Blackhawk except students pursuing an Associate of Arts or Associate of Science program. Advanced standing classes may be accepted at other institutions. Whether or not students receive credit is determined by each receiving institution. Advanced Standing courses will not count toward credits within the Associate of Arts and Associate of Science University Transfer programs.

Transcripted Credit

High school students receive Blackhawk Technical College credit for transcripted credit courses taken at their high school. These courses

are taught by high school instructors who are also adjunct faculty for Blackhawk.

High school students earn Blackhawk Technical College credit for high school courses with a transcripted credit agreement and will have a Blackhawk Technical College transcript with college credits and grades before they graduate from high school.

38.14 Contract

This is a contract between the high school and Blackhawk to provide a Blackhawk course as a 'closed section'. A closed-section course is offered only to the high school(s) students as outlined in the contract. Students who participate in a 38.14 contract course will be dually enrolled at Blackhawk and their District High School, earning both high school and college credit.

Collegiate Academy

The Collegiate Academy is an opportunity for high school students to take Blackhawk classes through the MyEdChoice modality. This option allows high school students to Zoom into the course from their high school classroom, join the course in person on Blackhawk's campus, and/or complete coursework asynchronously online. The current offerings in the Collegiate Academy model are within the General Education Division.

Start College Now - College Credit for HS Students

Take college courses at Blackhawk while still in high school! This is a good way to get a head start on earning college credit and still earn credits for your high school diploma.

Start College Now eligibility requirements:

- You must be enrolled at a public high school and have completed 10th grade.
- You do not have a history of disciplinary problems.
- You are in good academic standing and meet course entry requirements.
- You have the written approval of your parent or guardian.
- You must apply to your school district by March 1 for fall enrollment and October 1 for spring enrollment.

For more information about available options at your high school, please contact your high school counselor. You may also visit https://blackhawk.edu/Programs-Classes/Start-College-in-High-School. (https://www.blackhawk.edu/Programs-Classes/Start-College-in-High-School/)

International Students

Blackhawk Technical College welcomes international students and is authorized to issue I-20s for students attending under F-I visas and M-1 visas. Blackhawk is not authorized to issue I-20s to students for the study of the English language.

International students are not considered Wisconsin residents and are required to pay out-of-state tuition. Requirements for admission include:

- Blackhawk Admissions Application (paper form, not online).
- TOEFL score of 500 (paper version) or 61 (Internet-based version) or better. If English is the native language in the applicant's home country, no proof of proficiency is required.
- Secondary and post-secondary transcripts must be evaluated by a credential evaluation service (such as WES, NACES, or ECE).
- Financial support verification.
- A non-refundable application fee and a deposit.
- Students wishing to transfer - verification of good academic standing (Grades of C or better and a GPA of 2.0 on a 4.0 scale).
- Satisfactory placement test upon arrival at Blackhawk- Next-Generation Accuplacer or ACT.

Issuance of an I-20 is contingent upon meeting all admission requirements.

Please review the International Student Packet. (https://www.blackhawk.edu/Portals/0/PDFs/Admissions/International-Student-Packet.pdf?ver=XCiB-CCb1X8jEjNs3rpPzw%3d%3d)

For additional information, contact the Admissions Office at 608-757-7710.

ACADEMIC PROGRAMS

Blackhawk Technical College offers opportunities for students to earn Associate of Applied Science Degrees (p. 18), Associate of Arts Degrees (http://catalog.blackhawk.edu/academics/academics/associate-degrees/liberal-arts-aa/), Associate of Science Degrees (http://catalog.blackhawk.edu/academics/academics/associate-degrees/liberal-arts-as/), Technical Diplomas (http://catalog.blackhawk.edu/academics/technical-diplomas/), Certificates (p. 129), apprenticeships (p. 138) and non-postsecondary offerings (p. 136).

- Accounting (p. 19)
- Accounting Assistant (p. 115)
- Administrative Professional (p. 21)
- Administrative Support Professional (http://catalog.blackhawk.edu/academics/technical-diplomas/administrative-support-professional/)
- Advanced Emergency Medical Technician (p. 91)(AEMT)
- Agribusiness, Science & Technology (p. 23)
- Automation Systems Technology (p. 25)
- Automotive Technician (p. 93)
- Air Conditioning, Heating and Refrigeration Technology (HVAC/R) (http://catalog.blackhawk.edu/academics/associate-degrees/air-conditioning-heating-refrigeration-technology/)
- Behavior Technician (p. 27)
- Business Management (Associate Degree) (p. 29)
- Business Management Specialist (p. 116)
- Child Care Services (http://catalog.blackhawk.edu/academics/academics/embedded-tech-diplomas/child-care-services/)
- Computer Numeric Control (CNC) Technician (p. 95)
- Computer Numeric Control (CNC) Operator/Programmer (p. 117)
- Criminal Justice Studies (p. 31)
- Culinary Arts (p. 33)
- Culinary Production Line Cook (http://catalog.blackhawk.edu/academics/academics/embedded-tech-diplomas/culinary-production-line-cook/)

- Dental Assistant (p. 97)
- Dental Hygienist (p. 35)
- Diagnostic Medical Sonography/Vascular Technology (p. 37)
- Diesel & Heavy Equipment Technician (p. 98)
- Digital Marketing (p. 39)
- Early Childhood Education (p. 41)
- Electric Power Distribution (p. 100)
- Electromechanical Technology (p. 43)
- Emergency Medical Technician (p. 102) (EMT)
- Entry Maintenance Technician (p. 119)
- Farm Business & Production Management (p. 103)
- Fire Protection Technician (p. 45)
- Flux Core Arc Welding (p. 121)
- Foundations of Teacher Education (p. 47)
- Funeral Service (p. 49)
- Gas Metal Arc Welding (p. 122)
- Gas Tungsten Arc Welding (p. 123)
- Hospitality Management (p. 50)
- Human Resources (p. 51)
- Human Resource Generalist (http://catalog.blackhawk.edu/academics/certificates/human-resource-generalist/)
- Human Services Associate (p. 53)
- Individualized Tech Studies (p. 55)
- Industrial Maintenance Mechanic (p. 104)
- IT Helpdesk Support Specialist (http://catalog.blackhawk.edu/academics/embedded-tech-diplomas/it-helpdesk-support-specialist/)
- IT Technical Support Specialist (p. 124)
- Laboratory Food Science Technician (p. 57)
- Laboratory Technician Assistant (p. 106)
- Law Enforcement Basic Jail Academy (p. 131)
- Law Enforcement Basic Recruit Academy (p. 107)

At Blackhawk, we understand our students have busy lives and hectic schedules which is why the college offers a variety of flexible learning options to best serve you. Whether you are searching for an online class, a flexible lab schedule, or face-to-face courses, we want to do everything possible to accommodate you. Find out more about all of our flexible delivery options here. (https://blackhawk.edu/Programs-Classes/Take-a-Class/Flexible-Learning-Options/)

Associate Degrees

Associate of Applied Science Degree

The Associate of Applied Science Degree programs provide day and evening educational opportunities to assist individuals preparing for or advancing in a particular occupation or field. These two-year career degree programs typically require 60-70 total credits to complete with 70% of those credits reflecting technical study course work and the remaining 30% in general education. These degrees can be successfully completed within approximately two years for full-time students and will vary for students pursuing on a part-time schedule.

Many of the general education courses and some occupational credits earned in an applied associate degree program may transfer to a two- or four-year institution of higher education. Students interested in transferring credits should review Blackhawk's current transfer agreements at https://blackhawk.edu/Programs-Classes/Bachelors-Degree-Options/Transfer-Agreements (https://blackhawk.edu/Programs-Classes/Bachelors-Degree-Options/Transfer-Agreements/)

University Transfer Degrees

Blackhawk's two-year associate programs are designed for students interested in earning a bachelor's degree. Take your general education courses at Blackhawk and save time and money on your education before you transfer to a four-year college or university. These programs are particularly advantageous for students who wish to save on tuition costs during their initial years of study or who want to explore various academic disciplines before committing to a specific major. Both the Associate of Arts and the Associate of Science programs require 60 credits, including elective courses that allow you to select classes that appeal to your future career plans.

Learn more: https://blackhawk.edu/Programs-Classes/Bachelors-Degree-Options/University-Transfer-Programs (https://blackhawk.edu/Programs-Classes/Bachelors-Degree-Options/University-Transfer-Programs/)

Accounting

Associate of Applied Science Degree
10-101-1

The Associate of Applied Science degree in Accounting prepares its graduates for entry-level positions in a variety of business enterprises. The Accounting program is designed to build a solid foundation in accounting principles, theories, and practices. Program objectives focus on the study of financial, managerial, and tax accounting theory and procedures along with developing intellectual, interpersonal, and communication skills. Over the course of study students develop the ability to apply generally accepted accounting principles, make sound and ethical decisions, and use common business and accounting software.

Upon successful completion of this program, students will be able to:

- Prepare financial statements and related schedules in conformity with generally accepted accounting principles.
- Apply accounting skills and principles creatively and innovatively in accordance with the standards of professional ethics.
- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision-making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.

Graduates Have Found Employment As

- Accounts Payable/Receivable Clerk
- Payroll Clerk
- Accounting Clerk
- Assistant Accounting Manager
- Accountant
- Accounting Assistant
- Cost Accountant
- Plant/Branch Accountant

View the entire course listing (p. 145).

Semester 1		Credits
101-111	Accounting I	4
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
801-136	English Composition 1	3
102-148	Introduction to Business and Management	3
103-138	Word Documents	2
103-126	Introduction to QuickBooks	1
	Credits	**16-17**
Semester 2		
101-112	Accounting II	4
101-130	Accounting Information Systems	3
101-135	Payroll Accounting	2
103-107	Intermediate Excel	2
801-198	Speech	3
	Credits	**14**
Semester 3		
101-113	Corporate Accounting	4
101-123	Income Tax Accounting	4
809-198	Introduction to Psychology	3
809-143	Microeconomics	3
	Credits	**14**
Semester 4		
101-124 or 101-134	Applied Income Tax or Accounting Internship	2

Code	Title	Credits
101-125	Cost Accounting	4
102-130	Business Finance and Budget Management	3
101-136	Computerized Accounting	2
101-141	Personal Finance	3
103-178	Advanced Microsoft Excel	2
	Credits	**16**
	Total Credits	**60-61**

General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-143	Microeconomics	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Administrative Professional

Associate of Applied Science Degree
10-106-6

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

The Administrative Assistant program prepares individuals in the software/hardware, administrative, and interpersonal skills needed to perform the duties of administrative support personnel. With additional education and/or work experience, there is opportunity for advancement into supervisory or managerial positions.

Program Outcomes
- Demonstrate effective workplace communications
- Apply technology skills to business and administrative tasks
- Perform routine administrative procedures
- Manage administrative projects
- Maintain internal and external relationships
- Model professionalism in the workplace

Graduates Have Found Employment As
- Administrative Assistant/Secretary
- Administrative Support
- Desktop Publisher Specialist
- Information Coordinator
- Information Processing Specialist
- Office Assistant
- Office Support
- Program Assistant
- Project Coordinator
- Receptionist
- Secretary
- Transcriptionist
- Word Processor

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-132	Intro to Adobe Illustrator	1
103-138	Word Documents	2
106-127	Administrative Office Communications	3
203-130	Intro to Video - Capture and Edit	1
203-131	Intro to Digital Photography & Color	1
801-136	English Composition 1	3
196-162	Team Building: Motivation Tactics	1
103-126	Introduction to QuickBooks	1
	Credits	**16**
Semester 2		
102-109	Business Careers and Communication	3
103-107	Intermediate Excel	2
103-133	Intro to Photoshop - Designing and Editing	1
103-134	Intro to InDesign & Layout	1
104-102	Marketing Principles	3
106-142	Customer Service Essentials	1
196-140	Supervision: Control Process and Leadership Skills	1
201-114	Typography	1
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**16-17**

BLACKHAWK Technical College

Semester 3

Code	Title	Credits
101-111	Accounting I	4
104-156	Social Media Marketing	2
106-144	Meeting and Event Planning	2
196-193	Human Resource Management	3
201-121	Intro to Graphic Design	2
801-198	Speech	3
	Credits	**16**

Semester 4

Code	Title	Credits
101-135	Payroll Accounting	2
102-155	Introduction to Project Management	3
106-147	Administrative Office Management 1	1
106-150	Administrative Office Management 2	1
106-148	Administrative Professional Internship	1
809-143 or 809-122	Microeconomics or Intro to American Government	3
809-198	Introduction to Psychology	3
	Credits	**14**
	Total Credits	**62-63**

General Education Courses

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-198	Introduction to Psychology	3
809-143 or 809-122	Microeconomics Intro to American Government	3

BLACKHAWK Technical College

Agribusiness, Science & Technology

Associate of Applied Science Degree
10-006-2

The BTC Agribusiness, Science & Technology program gives students the skills needed to run their own agribusiness operation or help other agricultural producers become more successful. Students will learn how to merge business and science to produce a product and make a profit. Through hands-on learning and on-the-job experience, students gain skills in animal science and nutrition, integrated pest management, soil science, crop production and precision agriculture. Students develop crop management, livestock management, and business plans as well as learn how to enhance success through sales, marketing and business management. This program will provide opportunities in a variety of agribusiness career pathways.

Upon successful completion of this program, students will be able to:

- Create a crop management plan
- Develop an agri-business management plan
- Apply economic and marketing strategies to agribusiness industry
- Apply relevant technologies
- Create a livestock management plan
- Investigate opportunities in agribusiness
- Interact as a professional in agribusiness

Graduates Have Found Employment As

- Sales Representative
- Service Representatives
- Farm Manager
- Agricultural Technician
- Crop Associate
- Assistant Herdsman
- Agricultural Equipment Operator
- Commercial Applicator
- Precision Ag Technician
- Crop, Nursery, and Greenhouse Worker
- Crop and Livestock Manager
- Animal Breeders
- Nutrient Management Specialist
- Crop Scouting Technician

Semester 1		Credits
006-102	Emerging Agriculture Technologies	2
006-116	Introduction to Soils	3
006-200	Ag Equipment Safety and Operation	3
006-201	Career Development in Agriculture	3
102-148	Introduction to Business and Management	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**17-18**
Semester 2		
006-103	Agricultural Commodity Marketing	1
006-105	Nutrient Management	3
006-107	Pest Management:Applicator Training	3
006-160	Introduction to Plant Science	3
006-180	Introduction to Animal Science	3
801-198	Speech	3
	Credits	**16**
Summer between year 1 and year 2		
006-197	Agribusiness Internship	3
	Credits	**3**
Semester 3		
006-165	Livestock Nutrition	3

Code	Title	Credits
006-181	Crop Management	3
104-104	Selling Principles	3
801-136	English Composition 1	3
809-198	Introduction to Psychology	3
	Credits	**15**
Semester 4		
006-162	Farm Records and Business Management	3
006-164	Livestock Management	3
006-166	Precision Agriculture Technologies	3
104-102	Marketing Principles	3
809-143 or 809-196	Microeconomics or Introduction to Sociology	3
	Credits	**15**
	Total Credits	**66-67**

General Education Courses Within Program

Code	Title	Credits
809-198	Introduction to Psychology	3
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-143 or 809-196	Microeconomics Introduction to Sociology	3

BLACKHAWK Technical College

Automation Systems Technology

Associate of Applied Science Degree
10-664-1

As a graduate of the Automation Systems Technology associate's degree program, you'll be prepared to design, program, and troubleshoot integrated machine systems used in the growing field of advanced manufacturing and industrial controls. Students in this program work with integrated systems that include industrial automation, robotics, mechanical systems, computer integration, and industrial communications. Potential career opportunities include automation technician, controls technician, controls designer, and engineering technician.

1. Perform work safely

2. Troubleshoot electrical and mechanical systems and devices

3. Communicate technical information

4. Integrate automation and mechanical control systems

Semester 1

		Credits
804-113	College Technical Mathematics 1A	3
620-902	Mechanics of Learning for Industrial Technologies	1
449-425	Safety	1
620-903	Troubleshooting Integrated Manufacturing Systems 1	1
620-146	Basic Mechanics	1
421-110	Interpreting Schematics for Manufacturing	1
421-310	Print Reading for Manufacturing	1
620-147	Basic Principles of Preventive Maintenance	1
620-116	Fluid Power 1: Basic Pneumatics	1
620-101	Fundamentals of DC Circuits 1	1

620-102	Fundamentals of DC Circuits 2	1
620-109	Relay Logic	1
620-124	Programmable Logic Controllers - PLCs	1
606-480	CAD Fundamentals - 2D Drawing	1
606-176	CAD Fund-Solid Modeling	1
	Credits	**17**

Semester 2

804-114	College Technical Mathematics 1B	2
806-154	General Physics 1	4
620-113	Fundamentals of AC Circuits 1	1
620-114	Fundamentals of AC Circuits 2	1
620-106	Electric Motors 1	1
620-910	Electric Motors 2	1
620-134	Sensors	1
620-111	Programming Fundamentals 1	1
620-112	Programming Fundamentals 2	1
620-121	Programmable Automation Controllers (PACs) 1	1
620-122	Programmable Automation Controllers (PACs) 2	1
620-117	Fluid Power 2: Basic Hydraulics	1
	Credits	**16**

Semester 3

801-136	English Composition 1	3
809-196	Introduction to Sociology	3
620-131	Solid State Devices 1	1
620-132	Solid State Devices 2	1
620-126	Robotics 1	1
620-127	Robotics 2	1
620-107	Variable Speed Drives 1	1

620-911	Variable Speed Drives 2	1
620-175	Servomechanisms 1	1
620-913	Servomechanisms 2	1
620-141	Process Control 1	1
620-142	Process Control 2	1
	Credits	**16**

Semester 4

801-197	Technical Reporting	3
809-198	Introduction to Psychology	3
620-144	Human Machine Interfaces (HMI)	1
620-914	Supervisory Control and Data Acquisition (SCADA) Systems	1
664-012	Industrial Networks	1
620-148	Industrial Integration	1
620-908	Maintenance Management	1
623-622	Lean Manufacturing	1
664-011	Machine Vision Systems	1
620-915	Troubleshooting Integrated Manufacturing Systems 2	2
	Credits	**15**
	Total Credits	**64**

BLACKHAWK Technical College

Behavior Technician

Associate of Applied Science Degree
10-522-3

The Behavior Technician Associate of Applied Science degree prepares learners to work with individuals who have developmental and behavioral needs. With this degree, a learner can gain employment working with the special needs population in both an educational, group, and individual home settings. There are many career options with this degree. This program bridges between the Foundations of Teacher Education, Early Childhood Education, and Human Services programs adding courses targeted more towards working with and supporting the special needs population at all ages. Typical duties include supervising classroom and playground activities, monitoring students, assisting students one-on-one, collecting data, managing student behavior, supporting individual needs of all students, using communication systems, following teacher or senior behavior technicians learning plans at school or in home setting, and supporting individual personal hygiene needs.

Upon successful completion of this program, students will be able to:

- Discriminate between the various diagnoses collectively known as Pervasive Developmental Disorders.
- Analyze the impact of early intervention on children with Autism Spectrum Disorder.
- Implement positive behaviors to support students identified on the Autism Spectrum.
- Foster play and friendship for persons with Autism Spectrum Disorder.
- Demonstrate a variety of effective teaching methods, adaptations and modifications for learners identified on the Autism Spectrum.
- Examine functional living skills and vocational support for persons with Autism Spectrum Disorder.

Semester 1		Credits
103-107	Intermediate Excel	2
103-138	Word Documents	2
307-151	ECE: Infant & Toddler Development	3
520-101	Community Resources and Services	3
522-107	EDU: Overview of Spec Ed	3
801-136	English Composition 1	3
	Credits	**16**
Semester 2		
522-142	Autism: Spectrum Disorder	3
522-145	Autism: Teaching Methods	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
809-198	Introduction to Psychology	3
	Credits	**15-16**
Semester 3		
520-102	Introduction to Gerontology	3
520-108	Children and Family Services	3
522-105	EDU: Behavior Management	3
522-106	EDU: Child & Adolescent Development	3
522-124	EDU: Supporting Stu w/Disab	3
522-150	Practicum 1: Clinical Setting	1
	Credits	**16**
Semester 4		
520-103	Interviewing Principles & Documentation	3
522-153	Applied Behavior Strategies, Assessments, and Intervention	3
522-147	Autism: Transition / Beyond	3
522-151	Practicum 2: Educ Setting	1
809-172	Introduction to Diversity Studies	3

809-188	Developmental Psychology	3
	Credits	**16**
	Total Credits	**63-64**

General Education Courses

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-172	Introduction to Diversity Studies	3
809-188	Developmental Psychology	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Business Management

Associate of Applied Science Degree
10-102-3

The Associate of Applied Science degree in Business Management prepares students for entry-level careers in business-related occupations and to start their own business. The training provides broad and foundational business skills in managing business operations, including marketing, finance, human resources, accounting, project management, team leadership, business technologies, and business communications. The program emphasizes the five functions of management: planning, organizing, staffing, directing, and controlling. General Education supporting outcomes include written, oral and interpersonal communications, mathematics, economics, and psychology.

Program Outcomes

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

Graduates Have Found Employment As

- Assistant Store Manager
- Branch Manager
- Buying and Planning Specialists
- Customer Service Manager
- Department or District Manager
- Distribution Center Manager
- Entrepreneur/Owner
- General Management Occupations
- Human Resources
- Shift Managers
- Store and Operations Specialties Managers
- Team Leaders

View the entire course listing (p. 145).

Semester 1		Credits
102-148	Introduction to Business and Management	3
104-102	Marketing Principles	3
103-128	Introduction to Microsoft Office Suites	2
801-198	Speech	3
801-136	English Composition 1	3
	Credits	**14**
Semester 2		
102-109	Business Careers and Communication	3
102-115	Management Principles	3
809-143	Microeconomics	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
196-193	Human Resource Management	3
	Credits	**15-16**
Semester 3		
102-120	Small Business Management	3
101-111	Accounting I	4
102-160	Business Law	3
102-155	Introduction to Project Management	3
103-107	Intermediate Excel	2

804-189 or 102-114	Introductory Statistics or Principles of Operations Planning	3
	Credits	**18**
Semester 4		
102-121	Customer Service Management	3
102-127 or 102-128	Business Management Internship or Business Plan and Entrepreneurship	3
102-130	Business Finance and Budget Management	3
102-150 or 196-190	Global Business Fundamentals or Leadership Development	3
809-198	Introduction to Psychology	3
	Credits	**15**
	Total Credits	**62-63**

General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-143	Microeconomics	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Criminal Justice Studies

Associate of Applied Science Degree
10-504-5

Criminal Justice Studies (CJS) at BTC is a 4-semester, 60 credit, flexible program designed to provide a foundation of knowledge in criminological, sociological, and psychological theories which will allow you to obtain careers in the criminal justice system. The program will provide learners with training to meet the challenges of an increasing complex criminal justice environment. Applied knowledge, technical skills, and communication abilities gained within this program offers you the ability to pursue a wide range of positions in the field of criminal justice, including a law enforcement officer (state, county, municipal), correctional officer, juvenile detention officer, police dispatcher, or many other occupational areas in the criminal justice system. After completion of the program, you will have the ability to think critically, demonstrate accountability, exhibit respect for all, use technology skillfully, and communicate effectively as a criminal justice professional.

Program Outcomes

- Illustrate the interrelationships of the three core components of the criminal justice system
- Analyze situational responses
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Examine the professional code of ethics for a criminal justice practitioner
- Explore personal wellness strategies for the criminal justice professions
- Explain the role of criminal justice professionals in working with diverse populations

Graduates Have Found Employment As

- Eligibility to apply to law enforcement officer certification academy (police office and deputy sheriff)
- County Correctional Officer
- Juvenile Detention Officer
- Group Home Worker
- Community Juvenile Diversion Worker
- Case Manager (Halfway House)
- Private Security Officer
- State Prison Correctional Officer

Semester 1		Credits
504-922	Criminal Justice - Introduction	3
504-926	Introduction to Juvenile Justice	3
504-910	Introduction to Corrections	3
809-198	Introduction to Psychology	3
809-196	Introduction to Sociology	3
	Credits	**15**
Semester 2		
504-924	Introductory Criminal Law	3
504-925	Interview and Interrogation	3
504-911	Peacekeeping in a Diverse Society	3
801-136	English Composition 1	3
801-198	Speech	3
	Credits	**15**
Semester 3		
504-921	Drugs, Society, Criminal Justice	3
504-923	Criminal Procedure	3
504-927	Introductory Report Writing	3
504-929 or 504-939 or 504-941	Policing and Crime Prevention or Juvenile Offenders and Family or Community Corrections	3
520-114	Victimology	3
	Credits	**15**

Semester 4

Code	Title	Credits
504-928	Criminal Investigation	3
504-950	Forensic Criminology	3
504-955	Criminal Justice Administration	3
504-940 or 504-916 or 504-956	Juvenile Residential Services or Criminal Justice Internship or Fundamentals of Dispatch	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**15-16**
	Total Credits	**60-61**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Culinary Arts

Associate of Applied Science Degree
10-316-1

The Culinary Arts program combines elements of artistry, science and business skills to prepare students for an exciting career in Food Service. Students will study principles of food preparation, quantity production, equipment layout and operation management. Students are involved in preparation and serving experiences in the food service lab and receive additional opportunities in catering, ice sculpting and food presentation. The Culinary Arts program at Blackhawk Technical College has been honored by the Wisconsin Technical College System (WTCS) board with the Exemplary Educational Service Award. The Blackhawk Technical College Culinary Arts Program is accredited by the American Culinary Federation.

Program Outcomes

- Enforce health and safety standards.
- Demonstrate food prep skills.
- Apply principles of nutrition.
- Recommend or modify business procedures to meet changing needs.
- Manage food purchases, storage, inventory and cost control.
- Supervise and assist in the development of employees.
- Design and implement menus.

Graduates Have Found Employment As

- Kitchen Manager
- Executive Sous Chef
- Executive Chef
- Restaurant Manager
- Lead Cook
- Kitchen Supervisor

Semester 1		Credits
316-103	Food Service Industry and Menu Design	2
316-104	Food Quantities and Measures	1
316-108	Food Science I	3
316-109	Quantity Production of Soups, Salads ,and Dressings	4
316-147	Food Service Sanitation	2
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	18-19
Semester 2		
316-114	Quantity Production of Entrees, Sauces and Vegetables	4
103-128	Introduction to Microsoft Office Suites	2
316-115	Nutrition	2
316-149	Culinary Supervision	3
801-198	Speech	3
102-148	Introduction to Business and Management	3
	Credits	17
Semester 3		
316-107	Culinary Internship	1
316-119	Baking For Chefs	3
316-125	Beverage Management	1
316-164	Global Cuisine	2
531-102	Emergency Procedure-Work Place	1
809-172	Introduction to Diversity Studies	3

| 809-198 | Introduction to Psychology | 3 |
| | **Credits** | **14** |

Semester 4

316-131	Advanced Cuisine	2
316-136	Catering, Special Events and Contract Food Service	2
316-142	Ice Sculpturing and Decorative Food Display	2
316-159	Food Purchasing , Inventory and Cost Control	2
316-160	Contemporary Stocks and Sauces	3
316-165	Contemporary Cuisine	3
	Credits	**14**
	Total Credits	**63-64**

General Education Courses Within Program

Code	Title	Credits
809-172	Introduction to Diversity Studies	3
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Dental Hygienist

Associate of Applied Science Degree
10-508-1

This associate degree program prepares individuals for a career as a dental Hygienist. The dental hygienist is a member of the dental team and helps individuals maintain oral health and prevent oral diseases. Under the supervision of a dentist, the hygienist inspects the mouth, removes stains and deposits from teeth, applies preventative agents, prepares clinical and diagnostic tests, completes dental x-rays, and performs many other services related to oral care. Dental hygienists counsel patients about preventive measures such as nutrition, oral hygiene and dental care.

After graduating from an accredited program, dental hygienist graduates are required to successfully complete comprehensive written and clinical examinations given under the direction of the State Dentistry Examining Board, the American Dental Association's Joint Commission.

Model dental hygiene professional code of ethics

Counsel clients/patients to reduce health risks

Provide community oral health services in a variety of settings

Manage infection and hazard control

Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles

Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals

Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client

Evaluate the effectiveness of the implemented client/patient dental hygiene care plan

Courses taken before semester 1		Credits
806-177	General Anatomy and Physiology	4
806-186	Introduction to Biochemistry	4
806-197	Microbiology	4
	Credits	**12**
Semester 1		
508-103	Dental Radiography	2
508-113	Dental Materials	2
508-102	Oral Anatomy, Embry, Histology	4
508-101	Dental Health Safety	1
508-105	Dental Hygiene Process I	4
	Credits	**13**
Semester 2		
508-106	Dental Hygiene Process 2	4
508-108	Periodontology	3
508-109	Cariology	1
508-110	Nutrition & Dental Health	2
801-136	English Composition 1	3
	Credits	**13**
Semester 3		
508-111	General & Oral Pathology	3
508-112	Dental Hygiene Process 3	5
508-114	Dental Pharmacology	2
809-198	Introduction to Psychology	3
	Credits	**13**
Semester 4		
809-196	Introduction to Sociology	3
508-107	Dental Hygiene Ethics and Professionalism	1
508-115	Community Dental Health	2
508-117	Dental Hygiene Process 4	4

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508-118	Dental Anxiety and Pain Management	2
801-198	Speech	3
	Credits	**15**
	Total Credits	**66**

General Education Courses

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
806-186	Introduction to Biochemistry	4
806-177	General Anatomy and Physiology	4
806-197	Microbiology	4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Diagnostic Medical Sonography/Vascular Technology

Associate of Applied Science Degree
10-526-5

The Diagnostic Medical Sonography/Vascular Technology Associate of Applied Science degree is designed to prepare students to use ultrasound as a medical procedure to view internal organs for diagnostic purposes. Ultrasound is radiation free and uses high frequency sound waves to produce medical images of organs, tissues, or blood flow inside the body. Upon successful completion of degree requirements, the student will be eligible to apply to take the American Registry of Diagnostic Medical Sonography examinations leading to credentials as a Registered Diagnostic Medical Sonographer (RDMS®) and Registered Vascular Technologist (RVT®).

The profession of diagnostic medical sonography includes general sonography, cardiac sonography, vascular technology, and various subspecialties. It requires critical thinking and good judgment to provide appropriate health care services. Sonographers / vascular technologists are highly skilled professionals qualified by education to provide patient services using diagnostic techniques under the supervision of a physician. Although most sonographers work in hospital based medical imaging departments performing abdominal, pelvic and vascular examinations or cardiology departments performing cardiac and vascular examinations, sonographers are also employed in dedicated vascular departments or obstetric departments, where specialized ultrasound examinations are performed, and many sonographers work outpatient clinics and mobile imaging services.

Upon successful completion of this program, students will be able to:

- Provide patient care and education
- Utilize acoustic physics, Doppler ultrasound principles, and ultrasound instrumentation
- Complete diagnostic sonographic exams
- Model professional behaviors and ethics
- Collaborate with members of the healthcare team

View the entire course listing (p. 145).

Courses Taken Prior to Program Entry		Credits
501-101	Medical Terminology	3
801-136	English Composition 1	3
804-134	Mathematical Reasoning	3
806-139	Survey Of Physics	3
806-177	General Anatomy and Physiology	4
	Credits	**16**
Semester 1 (Summer)		
526-130	Introduction to Diagnostic Medical Sonography	2
	Credits	**2**
Semester 2 (Fall Year 1)		
526-131	DMS General Procedures 1	4
526-132	DMS Clinical 1	2
526-134	DMS Clinical 2	2
526-136	DMS Physics I	3
526-205	DMS Vascular 1	2
	Credits	**13**
Semester 3 (Spring Year 1)		
526-133	DMS General Procedures 2	4
526-137	DMS Clinical 3	2
526-139	DMS Physics 2 Instrumentation	2
526-206	DMS Vascular 2	2
809-196	Introduction to Sociology	3
	Credits	**13**

Semester 4 (Summer)

526-135	DMS General Procedures 3	3
526-140	DMS Clinical 4	1
	Credits	**4**

Semester 5 (Fall Year 2)

526-138	DMS General Procedures 4	4
526-142	DMS Clinical 5	2
526-245	DMS Vascular 3	3
801-198	Speech	3
	Credits	**12**

Semester 6 (Spring Year 2)

526-144	DMS Clinical 6	2
526-145	DMS Registry Review	2
526-246	DMS Vascular 4	1
526-247	DMS Capstone Seminar	1
809-198	Introduction to Psychology	3
	Credits	**9**
	Total Credits	**69**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3
806-139	Survey Of Physics	3
806-177	General Anatomy and Physiology	4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Digital Marketing

Associate of Applied Science Degree
10-104-8

The Digital Marketing program explores aspects of the digital marketing age, including topics such as digital marketing analytics, SEO, social media marketing, mobile marketing and promotional design. When you complete the Digital Marketing program you will have a richer understanding of the foundations of the digital marketing landscape and acquire a set of skills, concepts, and tools to help you digitally create, distribute, and promote products and services.

Throughout this program, you will gain digital marketing skills including:

- Mobile Marketing Strategies
- Social Media Campaigns
- Audio/Video Recording and Editing
- Digital Design Concepts
- Search Engine Optimization (SEO)
- Google Analytics
- Responsive Web Design
- Basic Coding for Marketers
- Policies, Laws, and Ethics
- Adobe Photoshop, Illustrator, InDesign, Premiere, Dreamweaver, and Muse

Program Outcomes

Upon successful completion of this program, students will be able to:

a. Develop digital marketing strategies to anticipate and satisfy market needs
b. Create digital marketing content for products, services, images, and ideas
c. Integrate tools and technology for digital marketing initiative
d. Analyze the effectiveness of marketing outcomes

Graduates Have Found Employment As

Graduates have found employment as:

- Marketing Assistant
- Marketing Specialist
- Sales/Marketing Representative
- Account Manager
- Social Media Specialist
- Email Marketing Processor

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-132	Intro to Adobe Illustrator	1
103-133	Intro to Photoshop - Designing and Editing	1
103-138	Word Documents	2
104-102	Marketing Principles	3
152-195	Markup Basics 1	1
152-197	Design Basics for Front-end Development 1	1
152-215	Content Management Systems 1	1
203-130	Intro to Video - Capture and Edit	1
203-131	Intro to Digital Photography & Color	1
	Credits	**15**
Semester 2		
103-107	Intermediate Excel	2
103-134	Intro to InDesign & Layout	1
104-124	Advertising and Branding	3
104-150	Integrated Marketing Communications	3
104-151	Intro to e-Commerce	1

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201-114	Typography	1
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**17-18**

Semester 3

101-111	Accounting I	4
104-104	Selling Principles	3
104-152	Marketing Research	2
104-156	Social Media Marketing	2
152-218	Search Engine Optimization	1
201-121	Intro to Graphic Design	2
801-198	Speech	3
	Credits	**17**

Semester 4

102-155	Introduction to Project Management	3
104-137 or 104-162	Digital Marketing Internship or Marketing Portfolio	1
104-153	Marketing Plan Development	2
104-155	Marketing Analytics	2
201-122	Advanced Graphic Design	2
809-198	Introduction to Psychology	3
809-143 or 809-122	Microeconomics or Intro to American Government	3
	Credits	**16**
	Total Credits	**65-66**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-143 or 809-122	Microeconomics Intro to American Government	3
809-198	Introduction to Psychology	3

![BLACKHAWK Technical College]

Early Childhood Education

Associate of Applied Science Degree
10-307-1

The Early Childhood Education program prepares students to work as early childhood educators. It combines hands-on fieldwork with related academic work. Graduates become responsible for the care and education of children in the birth-to-eight-years age range. They create and maintain safe and healthy play environments, guide behavior, plan and implement learning experiences, and work cooperatively with staff and families.

Early Childhood Education is a career option that has increased in demand. This expanding field is seeking potential students with keen observation skills, a talent for human insight, clear communication skills, and respect for children and families. Early Childhood Associate Degree graduates will meet the state educational requirements to be a Child Care Teacher in a licensed group early childhood center for children ages 2 weeks to 10 years old.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Apply child development theory to practice.
- Cultivate relationships with children, family, and the community.
- Assess child growth and development.
- Use effective, research-based practices in teaching and learning.
- Demonstrate professionalism.
- Integrate health, safety, and nutrition practices.

Graduates Have Found Employment As

- Nannies
- Infant Toddler Caregiver
- Before & After School Child Care Centers
- Early Childhood Special Needs Assistants
- Early Childhood Centers Administration positions
- Child Care Teacher
- Child Care Assistant Teacher

General Education Courses Within Program

Semester 1		Credits
307-148	ECE: Foundations of Early Childhood Education	3
307-167	ECE: Health, Safety, and Nutrition	3
307-151	ECE: Infant & Toddler Development	3
307-160	ECE: Field Experience 1	3
801-136	English Composition 1	3
	Credits	**15**
Semester 2		
307-179	ECE: Child Development	3
307-188	ECE: Guiding Children's Behavior	3
307-108	ECE: Early Language & Literacy	3
307-110	ECE: Social Studies, Art & Music	3
307-170	ECE: Field Experience 2	3
	Credits	**15**
Semester 3		
307-187	ECE: Children with Differing Abilities	3
801-198	Speech	3
307-190	ECE: Field Experience 3	3
307-112	ECE: STEM	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**15-16**

Semester 4

Code	Title	Credits
307-195	ECE: Family and Community Relationships	3
307-210	ECE: Field Experience 4	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
999-999	Elective	3
	Credits	**15**
	Total Credits	**60-61**

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

A caregiver criminal background check and health examination are required prior to beginning a field experience course. Drug testing may also be required by certain sites. There are fees associated with these tasks. For more information, contact the program faculty and/or program advisor.

Taking a course within the Child Care Services technical diploma or Early Childhood Education associate degree prior to completing and passing a criminal background check does not guarantee enrollment in any of the field experience courses or placement in the early childhood field required for program completion.

Graduates Have Found Employment As

- Nannies
- Infant Toddler Caregiver
- Before & After School Child Care Centers
- Early Childhood Special Needs Assistants
- Early Childhood Centers Administration positions
- Child Care Teacher
- Child Care Assistant Teacher

Electro-Mechanical Technology
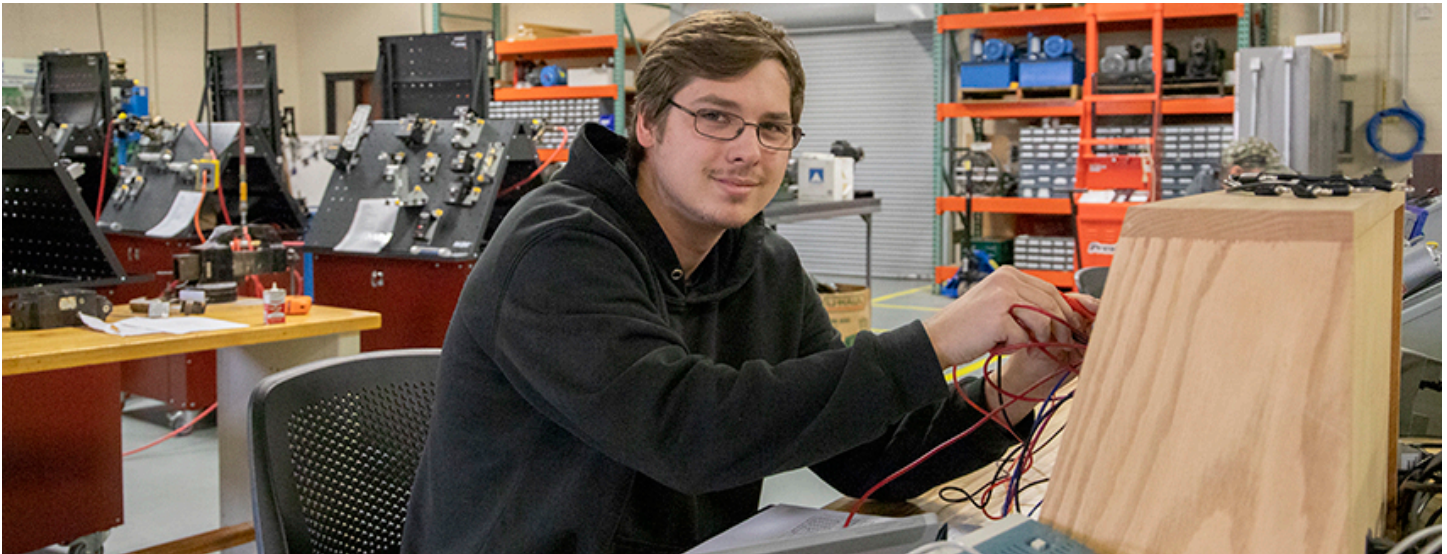
Associate of Applied Science Degree
10-620-1

Students who complete the Electro-Mechanical Technology associate's degree will be ready to install, maintain, and repair integrated machine systems. This associate's degree program includes coursework in basic mechanics, fluid power, welding, industrial electrical systems, automation controls, and integrated manufacturing systems. Potential career opportunities include maintenance technician, automation technician, installation technician, field service technician, and related professions in the field of mechatronics.

Upon successful completion of this program, students will be able to:

- Perform work safely (TSA)
- Troubleshoot electrical and mechanical systems and devices Integrates safety protocol. (TSA)
- Repair electrical and mechanical systems (TSA)
- Communicate Technical Information (TSA)
- Integrate electrical and mechanical systems and devices (TSA)
- Operate power and hand tools and standard test equipment
- Diagnose a fault condition in a component or system
- Modify systems and components.
- Interpret specifications of schematics and procedure documentation

Graduates Have Found Employment As

- Maintenance Technician
- Automation Technician
- Installation Technician
- Field Service Technician
- Medical Electronics Technician
- Pharmaceutical Process Technician
- Electronics Process Technician
- Robotics Technician

- Programmable Controller Program/Technician
- Field Service Technician
- Electronic Service Technician
- Maintenance Service Technician
- Fluid Power Technician
- Machine Repair Technician
- CNC Service Technician

Semester 1		Credits
804-113	College Technical Mathematics 1A	3
620-902	Mechanics of Learning for Industrial Technologies	1
449-425	Safety	1
620-903	Troubleshooting Integrated Manufacturing Systems 1	1
421-310	Print Reading for Manufacturing	1
421-110	Interpreting Schematics for Manufacturing	1
620-146	Basic Mechanics	1
620-147	Basic Principles of Preventive Maintenance	1
620-116	Fluid Power 1: Basic Pneumatics	1
620-904	Fluid Power 3: Intermediate Pneumatics	1
620-101	Fundamentals of DC Circuits 1	1
620-102	Fundamentals of DC Circuits 2	1
620-109	Relay Logic	1
620-124	Programmable Logic Controllers - PLCs	1
	Credits	**16**

Semester 2

804-114	College Technical Mathematics 1B	2
801-136	English Composition 1	3
620-113	Fundamentals of AC Circuits 1	1
620-114	Fundamentals of AC Circuits 2	1
620-117	Fluid Power 2: Basic Hydraulics	1
620-906	Fluid Power 4: Intermediate Hydraulics	1
620-111	Programming Fundamentals 1	1
620-112	Programming Fundamentals 2	1
620-121	Programmable Automation Controllers (PACs) 1	1
620-122	Programmable Automation Controllers (PACs) 2	1
620-134	Sensors	1
620-106	Electric Motors 1	1
	Credits	**15**

Semester 3

801-197	Technical Reporting	3
809-196	Introduction to Sociology	3
620-168	Lathe Operations for Industrial Technicians	1
620-169	Milling Operations for Industrial Technicians	1
620-166	Conveyor Systems	1
620-907	Fluid Power 5: Advanced Hydraulics	1
620-126	Robotics 1	1
620-175	Servomechanisms 1	1
442-318	Introduction to Welding	1
442-336	Shielded Metal Arc Welding 1	1
620-107	Variable Speed Drives 1	1
	Credits	**15**

Semester 4

620-170	Valves, Gaskets and Seals	1
620-171	Human Relations in the Industrial Setting Internship	2
620-172	Machine Setup & Installation	1
620-174	Mechanical Power Transmission	1
620-177	Bearings and Shafts	1
620-178	Pump Repair and Maintenance	1
620-908	Maintenance Management	1
620-915	Troubleshooting Integrated Manufacturing Systems 2	2
623-622	Lean Manufacturing	1
809-198	Introduction to Psychology	3
	Credits	**14**
	Total Credits	**60**

BLACKHAWK Technical College

Fire Protection Technician

Associate of Applied Science Degree
10-503-2

The Fire Protection Technician Program offers the student an exciting career in fire protection, fire prevention and fire engineering. The field of the 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.

The Fire Protection Technician Program is 4 semesters in length and most of the courses are oriented to firefighting, fire protection systems, and fire prevention. As part of the FPT an Emergency Medical Technician-Basic course is required either through a semester long course or split course delivery. Starting with a summer semester in between Semesters 2 and 3 of the FPT Program students may attend an Emergency Medical Technician-Fundamentals course. This 2 credit course is followed by a 3 credit Semester 3 course called EMT-Applications. These two courses equate to the regular, 5 credit, 180 hour, EMT-Basic course and part of the course requirements are to attend 10 hour of clinical time in district emergency rooms. Before FPT students are allowed at clinical sites they must undergo a criminal background check through Certified Background, now known as Castle Branch. This requirement must be completed in full and approved prior to registration; No exceptions will be made. There is an additional fee associated with the background check process and students will be required to fill out the Functional Ability form and Acknowledgement of Risks and Release of Responsibility forms. Any and

all revealing of past criminal activity may preclude students from being allowed at clinical sites and successfully completing the FPT Program.

Upon successful completion of the Fire Protection Technician program, students will be able to:

- 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 planning 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.

Graduates Have Found Employment As:

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

Semester 1		Credits
503-101	Firefighter Health and Fitness I	1
503-142	Fire Fighting Principles	4
503-153	Hazardous Materials Awareness & Operations	1
503-191	Principles of Emergency Services	2
503-195	Fire Behavior and Combustion	3
801-136	English Composition 1	3
809-196	Introduction to Sociology	3
	Credits	**17**
Semester 2		
503-102	Firefighter Health and Fitness II	1
503-143	Building Construction for Fire Protection	3
503-159	Fire Fighting Principles II	2
503-192	Principles of Emergency Services Safety & Survival	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**15-16**
Semester 3		
503-103	Firefighter Health and FItness III	1
503-151	Fire Prevention	4
503-157	Fire Investigation	3
531-110	Emerg Med Tech/EMT-B	5
809-198	Introduction to Psychology	3
	Credits	**16**
Semester 4		
503-104	Firefighter Health and Fitness IV	1
503-156	Strategies, Tactics & Inc Mgmt	4
503-193	Fire Protection Systems	3
503-194	Fire Protection Hydraulics	3
801-197	Technical Reporting	3
	Credits	**14**
	Total Credits	**62-63**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-197	Technical Reporting	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Prior to admission in either the EMT-Basic course or the EMT-Applications course students must also meet the immunization requirements set by the Centers for Disease Control (CDC) and provide proof of health insurance.

BLACKHAWK Technical College

Foundations of Teacher Education

Associate of Applied Science Degree
10-522-2

The Foundations of Teacher Education - Associate Degree is an Associate of Applied Science Degree, which prepares qualified individuals to work directly with students under the supervision of a licensed teacher. The duties include assisting students with math, science, reading, and writing assignments as well as handling classroom management and other tasks related to instruction. This program meets Title I requirements.

Duties may also include monitoring student activities, assisting with reading, correcting papers, tutoring, one-on-one activities and small group facilitation. The focus of this program is on preparing graduates to work primarily in elementary and middle level schools.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate instructional support strategies for content areas
- Implement developmentally appropriate practices to foster learning
- Adapt instruction to meet the diverse needs of all learners
- Use proactive classroom management techniques
- Perform professional responsibilities
- Incorporate the reflective process to promote professional growth

Graduates Have Found Employment As

A graduate of this program will have the potential for employment as an educational paraprofessional or paraeducator in schools from the pre-kindergarten through high school level. Paraeducators work with children in preschools, elementary schools, middle schools, and high schools. Paraeducators may also work in Wisconsin CESA organizations as well as their community partners. Paraeducators can also work with children with special needs.

- Paraeducators
- Paraprofessionals
- Teaching Assistants
- Instructional Assistants
- Educational Assistants
- Autism Behavior Technicians
- Specialized aides in Reading, Math, Computers, or Special Education

Semester 1		Credits
522-103	EDU: Introduction to Educational Practices	3
522-106	EDU: Child & Adolescent Development	3
522-107	EDU: Overview of Spec Ed	3
522-105	EDU: Behavior Management	3
801-136	English Composition 1	3
	Credits	**15**
Semester 2		
522-104	EDU: Technology in Education	3
522-112	EDU: Equity in Education	3
522-118	EDU: Techniques for Math	3
801-198	Speech	3
809-196	Introduction to Sociology	3
	Credits	**15**
Semester 3		
522-102	EDU: Techniques in Reading	3
522-120	EDU: Techniques in Science	3
522-124	EDU: Supporting Stu w/Disab	3
522-129	EDU: Practicum 1	3

804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**15-16**
Semester 4		
522-114	EDU: Techniques in Lang Arts	3
522-119	EDU: Techniques in Social Studies	3
522-131	EDU: Practicum 2	3
522-139	EDU: Support Students with Medical/Mental Health Needs	3
809-198	Introduction to Psychology	3
	Credits	**15**
	Total Credits	**60-61**

Recommended Courses For Those Transferring to a 4-Year Institution

Code	Title	Credits
804-189	Introductory Statistics	3

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Funeral Service

Program Overview

Associate of Applied Science Degree

Designed as a shared program with the Milwaukee Area Technical College (https://www.matc.edu/course-catalog/community-human-services/funeral-service.html), the Funeral Service program prepares individuals for a career as a licensed funeral director and embalmer. Students who complete the program will earn an associate degree and be eligible to receive their license (pending successful completion of the National Board Exam and State Board Exam).

Funeral service education is comprised of two categories: arts and sciences. The arts category covers the following topics: psychology, marketing and merchandising, funeral management, funeral arrangements, funeral service practices and law, grief, ethics, business management, and more. The science category covers the following topics: embalming, restorative art, funeral chemistry, pathology, microbiology, and more.

Program Outcomes

- Prepare the deceased human body for identification, viewing, including case analysis, embalming, cosmetizing, and restorations
- Comply with OSHA Bloodborne Pathogen Standards
- Document and coordinate people and funeral-related activities
- Anticipate and meet the needs of mourners in a tactful, discreet, and compassionate manner
- Apply counseling skills to the arrangement of funerals
- Recognize the burial rituals of various religious faiths, military branches, public service, and fraternal organizations

Academic Plan

The academic plan for the Funeral Service program can be found on the program page on the MATC website (https://www.matc.edu/course-catalog/community-human-services/funeral-service.html).

Hospitality Management

The leisure and hospitality industry that includes full-service hotels and resorts, fine-dining restaurants, bed and breakfast inns, casinos, and theme and amusement parks is growing in the college's district. Entering this industry at mid-management or supervisory levels, you need the required skills and experience employers seek that this degree provides.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Plan the operations within a hospitality organization
- Organize hospitality resources to achieve the goals of the organization
- Direct individuals and/or processes to meet organizational goals
- Control hospitality processes/procedures

View the entire course listing (p. 145).

Semester 1

		Credits
103-107	Intermediate Excel	2
103-138	Word Documents	2
109-101	Principles of Hospitality Management	3
316-103	Food Service Industry and Menu Design	2
316-104	Food Quantities and Measures	1
316-147	Food Service Sanitation	2
801-136	English Composition 1	3
	Credits	**15**

Semester 2

104-102	Marketing Principles	3
104-135	Quality Customer Service	3
109-102	Hospitality Event Management	3

804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
809-172	Introduction to Diversity Studies	3
	Credits	**15-16**

Semester 3

101-111	Accounting I	4
103-126	Introduction to QuickBooks	1
109-103	Hospitality Sales and Promotions	3
116-115	Compensation and Benefits	3
316-125	Beverage Management	1
531-102	Emergency Procedure-Work Place	1
801-198	Speech	3
	Credits	**16**

Semester 4

101-112	Accounting II	4
109-104	Hospitality Cost Control	3
109-105	Hospitality Practicum	3
316-149	Culinary Supervision	3
809-198	Introduction to Psychology	3
	Credits	**16**
	Total Credits	**62-63**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4

| 809-172 | Introduction to Diversity Studies | 3 |
| 809-198 | Introduction to Psychology | 3 |

Human Resources

Associate of Applied Science Degree
10-116-1

The Human Resources Associate of Applied Science degree prepares students to assist small to mid-sized organizations in effectively recruiting, developing, and utilizing their human resources. Students learn how to maximize the human potential for the benefit of the organization. This field of employment requires knowledge and skills in the following areas: occupational job analysis, compensation, benefits, training, staffing, employee relations, safety, and human resources information systems.

Careers such as HR Generalists or HR Specialists can be found in any non-profit, service or manufacturing organization. Human Resource Specialists can focus on areas such as employee recruitment/interviewing, employee training and development, wages and compensation, benefits, employee wellness, and occupational analysis. Students will have an opportunity to prepare for various related certifications such as from the Society of Human Resources (SHRM) and OSHA.

Upon successful completion of this program, students will be able to:

- Design an organizational workforce plan
- Develop training programs
- Analyze organizational total rewards programs
- Incorporate employment law into business practices
- Apply employee relations techniques

Graduates Have Found Employment As:

- HR Manager/Coordinator/Administrator
- Training and Development Manager
- Compensation and Benefits Coordinator
- Employment and Placement Specialist
- Recruitment Specialist
- Labor Relations Specialist

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-138	Word Documents	2
196-193	Human Resource Management	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**14-15**
Semester 2		
103-107	Intermediate Excel	2
106-142	Customer Service Essentials	1
116-102	Training and Development	3
196-103	Employment Law	3
196-116	Staffing Organizations	3
196-161	Team Building: Communicating and Building Cohesiveness	1
196-168	Organizational Development	3
	Credits	**16**
Semester 3		
101-111	Accounting I	4
116-115	Compensation and Benefits	3
116-119	Labor Relations	3
196-108	Health, Safety and Security	3
809-198	Introduction to Psychology	3
	Credits	**16**

Semester 4

Code	Title	Credits
101-135	Payroll Accounting	2
102-115	Management Principles	3
116-138	Human Resource Practium	3
196-163	Team Building: Inclusion and Engagement	1
801-198	Speech	3
809-196 or 809-122	Introduction to Sociology or Intro to American Government	3
	Credits	**15**
	Total Credits	**61-62**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Human Services Associate

Associate of Applied Science Degree
10-520-3

The Human Services Associate of Applied Science degree trains students to provide information, support, care and advocacy in a human service agency. Students will gain a solid foundation in human services principles that can be applied in areas such as mental health, social services, education, and rehabilitation. Students will acquire the skills needed to work with individuals, groups and communities of diverse racial, ethnic and cultural backgrounds. The program consists of a unique combination of study including various aspects of human services and general education, as well as field experience in a community human service agency.

The Human Services degree will prepare students to help people enduring difficult times or help them decide what additional services they may need. Human service associates work closely with social workers and other various human service agencies. They help determine what type of help a client might need, help with daily activities, coordinate client services and research available services. Coursework involves interviewing, recordkeeping, counseling, psychology, professional ethics, addictions, working with special populations and grant writing.

A criminal background check is required for all students before participating in Field Experience I and II during the second year of the program.

Program Outcomes

Upon successful completion of this program, students will be able to:

a. Model a commitment to cultural competence
b. Uphold the Ethical Standards and Values for Human Service Professionals.
c. Demonstrate professionalism
d. Utilize community resources
e. Apply human services interventions and best practices
f. Cultivate professional relationships

Associate degree graduates are ready for a range of professional positions in the field of human services including:

• Case Manager
• Community Support Worker
• Substance Abuse Counselor in Training
• Income Maintenance Worker
• Information and Referral Specialist
• Intake Worker
• Outreach Worker
• Prevention Worker
• Resident Manager
• Volunteer Coordinator

With additional education and/or work experience, graduates may find employment as:

• Substance Abuse Counselor
• Program Director
• Social Worker

Semester 1		Credits
520-100	Introduction to Human Services	3
520-101	Community Resources and Services	3
520-102	Introduction to Gerontology	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	**15-16**

Semester 2

520-103	Interviewing Principles & Documentation	3
520-104	Racial and Cultural Diversity in Human Services	3
520-105	Intro to Addiction and Substance Abuse Disorders	3
520-110	People with Disabilities	3
801-198	Speech	3
	Credits	**15**

Semester 3

520-106	Professional Practices in Human Services	3
520-107	Field Experience / Human Services 1	3
520-108	Children and Family Services	3
520-109	Group Facilitation	3
809-198	Introduction to Psychology	3
	Credits	**15**

Semester 4

520-111	Field Experience / Human Services 2	3
520-112	Human Services Organizational Operations	3
520-113	Rehabilitation Services	3
520-114	Victimology	3
809-196	Introduction to Sociology	3
	Credits	**15**
	Total Credits	**60-61**

General Education Courses Within Program

| Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Individualized Tech Studies

Associate of Applied Science Degree
10-825-1

Rapid changes in technology and work processes have created a growing demand for flexibility and enhanced skill levels in the workplace. Employers increasingly are seeking workers able to perform multiple tasks and roles that cut across traditional occupational categories. To be productive and effective in the changing workplace, workers may need skills and knowledge drawn from a variety of traditional areas of study. As a result, BTC has a versatile Individualized Technical Studies Degree which complements industry needs, enabling students interested in pursuing an Associate Degree to create a unique, individualized program. This specialized program of study combines the skills taught in two or more existing BTC programs, and is designed in cooperation with an occupational advisor from the target industry and an academic advisor from BTC. Students achieve their career goals by acquiring skills and knowledge in an Associate Degree program tailored to meet their specific employment needs.

Below are the general requirements for your Individualized Technical Studies degree. Working with your academic advisor, you can plan your Individualized Technical Studies degree program.

General Education Courses (21-30 credits required)
Communications (select at least two courses) - 6 credits total required

Code	Title	Credits
801-136	English Composition 1	3
801-195	Written Communication	3
or 801-196	Oral/Interpersonal Communication	
801-197	Technical Reporting	3
801-198	Speech	3

Social Science (select at least one course) - 3 credits total required

Code	Title	Credits
809-166	Introduction to Ethics: Theory and Application	3
809-172	Introduction to Diversity Studies	3
809-195	Economics	3
809-196	Introduction to Sociology	3

Behavioral Science (select at least one course) - 3 credits total required

Code	Title	Credits
809-198	Introduction to Psychology	3
809-159	Abnormal Psychology	3
809-188	Developmental Psychology	3
809-172	Introduction to Diversity Studies	3
809-196	Introduction to Sociology	3
809-166	Introduction to Ethics: Theory and Application	3

Mathematics or Science (select at least one course) - 3 credits total required

Select an appropriate mathematics or science course in consultation with your academic advisor.

Code	Title	Credits
804-113	College Technical Mathematics 1A	1-3
804-114	College Technical Mathematics 1B	1-2
804-134	Mathematical Reasoning	1-3
804-118	Intermediate Algebra with Applications	1-4
804-189	Introductory Statistics	1-3
804-195	College Algebra w Apps	1-3
804-196	Trigonometry w Apps	1-3
804-197	College Algebra and Trigonometry with Applications	5
804-198	Calculus 1	1-4
804-211	Quantitative Reasoning	3

Also select 6 additional credits of approved General Education courses to complete the General Education Course Requirements.

Individualized Technical Studies Courses (36-47 credits required)

Working with your academic advisor, select existing courses from the program areas in which you are interested. At least *20 credits* must by focused in one of your desired areas.

Electives (0-6 credits required)

Select up to an additional 6 credits of electives that are relevant to your career goals.

Total Program Credits - 60-70

Laboratory Food Science Technician
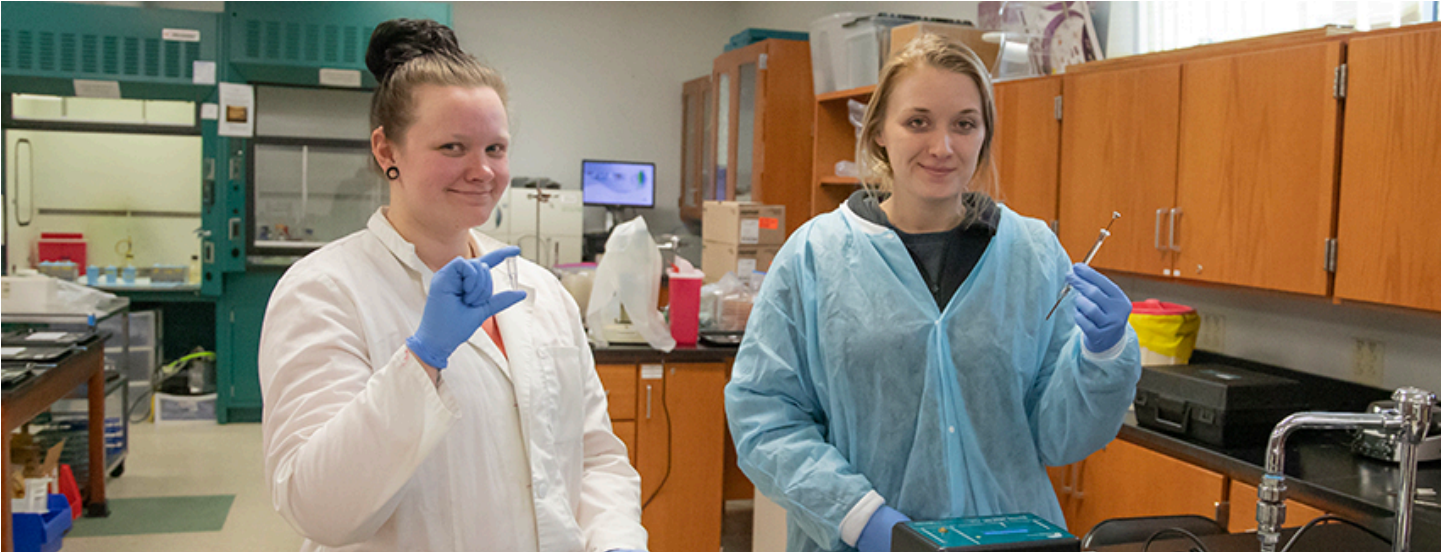
Associate of Applied Science Degree
10-506-6

BTC's Laboratory Food Science Technician degree is a 60 credit, flexible lab based program that builds upon the lab skills taught in the one year, Laboratory Technical Assistant program with additional computer skills, hands-on microbiology training, quality control standards, food product tests and an in-depth study of the regulations and regulatory agencies governing food production. In addition, this program will prepare you for certification in SERVSAFE, Hazard Analysis, Critical Control Points (HACCP), and Six Sigma Green Belt. Non-lab instructional content is delivered online.

Food Lab Technicians are a critical part of ensuring food products are safe and meet quality standards. Many will play a role in developing the next innovative way to preserve, package, store, and deliver foods at the regional, national and international levels. The Laboratory Food Science Technician Program prepares graduates for a variety of roles in food production and safety. Learners will acquire knowledge in Chemistry, Microbiology, Technical Writing , LEAN Manufacturing, and food safety regulations. Learners will apply these skills to operate and maintain equipment, collect samples, perform chemical and biological analysis, and document and report data in a food manufacturing area.

Graduates of the program will be prepared to work in a variety of industries related to food production and safety of the food supply. This includes but is not limited to breweries, cheese plants, sterile packaging facilities, food product testing labs, food safety testing labs.

- Lab Technician
- QC Scientist 1
- Food/Beverage Manufacturing Lab Tech
- Food Safety & Quality Auditor (Technician)
- Process Control Technician
- QC Lab Tech
- Quality Assurance Tech
- Food/Beverage Safety Coordinator
- Food/Beverage Safety Specialist
- Food Laboratory Technician
- Food Lab Associate
- Food Safety Technician

Semester 1		Credits
513-110	Basic Laboratory Skills	1
506-108	Laboratory Safety and Hazardous Materials	1
103-128	Introduction to Microsoft Office Suites	2
806-199	General, Organic and Biological Chemistry	4
801-136	English Composition 1	3
804-118	Intermediate Algebra with Applications	4
196-158	Essentials of Quality: Quality Data Assessment	1
	Credits	**16**
Semester 2		
506-102	Intermediate Laboratory Skills	3
506-105	Quality Concepts in Laboratories	3
506-109	Data Management for Laboratory Assistants	1
806-197	Microbiology	4
102-148	Introduction to Business and Management	3
196-157	Essentials of Quality: Quality Management Basics	1
	Credits	**15**
Semester 3		
506-111	Food Microbiology	4

506-114	Introduction to the USDA and FDA	2
506-113	Excel and Statistics in the Laboratory (to become Excel and Statistics for the Laboratory)	3
513-170	Introduction to Molecular Diagnostics	2
809-196	Introduction to Sociology	3
506-120	ServSafe Certification Preparation	1
	Credits	**15**
Semester 4		
506-115	Food Production Regulations / HACCP, GFSI, FSMA	2
506-117	Food Laboratory Occupational Experience	2
196-159	Essentials of Quality: Lean Tools	1
801-198	Speech	3
809-198	Introduction to Psychology	3
806-172 or 506-112	Basic Nutritional Science or Food and Nutritional Science	3
	Credits	**14**
	Total Credits	**60**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
806-197	Microbiology	4
806-199	General, Organic and Biological Chemistry	4
809-198	Introduction to Psychology	3
801-198	Speech	3
804-118	Intermediate Algebra with Applications	4
806-172	Basic Nutritional Science	3
809-196	Introduction to Sociology	3

BLACKHAWK Technical College

Leadership Development

Associate of Applied Science Degree
10-196-1

The Leadership Development Associate of Applied Science degree provides learners with training in leadership, human relations, quality, health and safety, problem solving and team building, organizational development, supervision, project management, and lean and six sigma. With this degree, you will be prepared to become a department manager, supervisor or team leader. Whether you want to work in manufacturing, banking, retail, education, government or health care, these skills will prepare you to be an effective leader. This program is tailored to working adults and is offered face-to-face or online.

The Leadership Development degree is built on a business meta major which includes classes that are part of several programs at the college and should provide transfer into or attachment to any of these other programs.

Program Outcomes

a. Utilize quality strategies and tactics
b. Apply effective leadership skills
c. Apply Human Resource policies and procedures
d. Perform supervisory management functions to achieve organizational objectives

Graduates Have Found Employment As

a. First line supervisors
b. Team Leaders
c. Shift Leaders
d. Quality Leaders
e. Lean Process Leaders

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-138	Word Documents	2
196-100	Supervision: Applying Human Resource Procedures	1
196-168	Organizational Development	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
	Credits	15-16
Semester 2		
196-140	Supervision: Control Process and Leadership Skills	1
196-157	Essentials of Quality: Quality Management Basics	1
196-190	Leadership Development	3
196-161	Team Building: Communicating and Building Cohesiveness	1
196-193	Human Resource Management	3
103-107	Intermediate Excel	2
196-116 or 102-114	Staffing Organizations or Principles of Operations Planning	3
	Credits	14
Semester 3		
196-153	Supervision: Improving Performance and Discipline	1
196-158	Essentials of Quality: Quality Data Assessment	1
196-162	Team Building: Motivation Tactics	1
101-111	Accounting I	4

809-198	Introduction to Psychology	3
196-108 or 102-161	Health, Safety and Security or Principles of Manufacturing Management	3
801-198	Speech	3
	Credits	**16**

Semester 4

102-155	Introduction to Project Management	3
102-134	Lean Six Sigma	3
196-159	Essentials of Quality: Lean Tools	1
196-163	Team Building: Inclusion and Engagement	1
196-164	Leadership Practicum	1
809-196 or 809-122	Introduction to Sociology or Intro to American Government	3
116-102	Training and Development	3
	Credits	**15**
	Total Credits	**60-61**

General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Manufacturing Engineering Technology

Associate of Applied Science Degree
10-623-3

A skilled workforce is needed in the manufacturing/production operations and/or manufacturing/production services for the design and development of new products, production systems, processes, operations, services, quality control, continuous improvement, lean principles, manufacturing competitiveness, and sustainability. As a Manufacturing Engineering Technology associate degree graduate, you're prepared for a career as a technologist to apply the fundamentals of materials selection, tooling, assembly and automation to the solution of manufacturing and production related activities. The Manufacturing Engineering Technology Associate's Degree program also prepares students to work in the manufacturing sector assisting engineering and management in the design and development of new products and in the improvement of production processes.

Upon successful completion of this program, students will be able to:

- Characterize lean culture and tools can help an organization achieve operational excellence
- Apply proper engineering principles in design
- Utilize computer-aided applications in design and manufacture of products and processes
- Demonstrate the principles of material selection and application
- Apply automation principles for design and control of manufacturing processes

Semester 1

		Credits
804-197	College Algebra and Trigonometry with Applications	5
801-136	English Composition 1	3
620-902	Mechanics of Learning for Industrial Technologies	1
449-425	Safety	1
421-310	Print Reading for Manufacturing	1
620-101	Fundamentals of DC Circuits 1	1
606-310	GD&T Interpretations	1
620-146	Basic Mechanics	1
606-480	CAD Fundamentals - 2D Drawing	1
606-176	CAD Fund-Solid Modeling	1
620-116	Fluid Power 1: Basic Pneumatics	1
	Credits	**17**

Semester 2

806-154	General Physics 1	4
422-100	Metallurgy	3
620-113	Fundamentals of AC Circuits 1	1
620-111	Programming Fundamentals 1	1
444-335	CNC Mill Fundamentals	1
444-336	CNC Lathe Fundamentals	1
620-117	Fluid Power 2: Basic Hydraulics	1
606-155	Statics & Dynamics 1	1
606-156	Statics & Dynamics 2	1
606-157	Statics & Dynamics 3	1
623-622	Lean Manufacturing	1
620-121	Programmable Automation Controllers (PACs) 1	1
	Credits	**17**

Semester 3

102-155	Introduction to Project Management	3
801-197	Technical Reporting	3
809-196	Introduction to Sociology	3
442-318	Introduction to Welding	1
620-126	Robotics 1	1
623-169	Lean Manufacturing Systems	3

| 664-120
or 623-814
or 606-120 | Industrial Internet of Things Fundamentals
 or Reliability Engineering
 or Strength of Materials | 3 |
| | **Credits** | **17** |

Semester 4

809-198	Introduction to Psychology	3
444-140	Basic CAM - MasterCAM	1
623-147	Manufacturing System Design	3
664-189 or 102-134 or 606-152	Automated Systems Integration or Lean Six Sigma or Engineering Graphics - Parametric Modeling	3
664-165 or 623-123 or 606-116	Industrial Automation or Quality Improvement or Design of Machines	3
623-465	Manufacturing Engineering Technology Internship	1
623-180	Manufacturing Engineering Technology Capstone	3
	Credits	**17**
	Total Credits	**68**

General Education Courses

Code	Title	Credits
801-136	English Composition 1	3
801-197	Technical Reporting	3
804-197	College Algebra and Trigonometry with Applications	5
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
806-154	General Physics 1	4

BLACKHAWK Technical College

Medical Administrative Coder

Associate of Applied Science Degree
10-160-5

The Medical Administrative Coder program will provide you training to prepare you for a position in the medical coding and insurance billing field. Medical Administrative Coder students receive specialized training in medical coding, medical ethics, records management, medical terminology, human anatomy, health insurance, medical billing, medical transcription, digital literacy for health care and Microsoft Office Suites software (Word, Excel, and PowerPoint).

Program Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the medical and legal aspects of healthcare office practices including confidentiality of health records, release of information, patients' rights, use of health records as legal evidence, informed consent, malpractice, as well as agency, physician, and employee liability.
- Use medical terminology and knowledge of the human body systems in performing essential functions in business health care setting.
- Produce quality medical documents.
- Demonstrate the following professional traits while working in a healthcare office environment: dependability, punctuality, responsibility, acceptable appearance, sound judgment, ethical behavior, flexibility, and adaptability.
- Apply medical coding principles and guidelines for coding, billing, and reimbursement in outpatient settings at entry level proficiency.
- Use computers as a tool for solving problems, collecting data, managing and communicating information, and making decisions.
- Use reference materials to research information.
- Apply analytical skills in solving problems, collecting data, managing and communication information, presenting ideas, and making decisions.

Graduates Have Found Employment As

- Medical Secretary
- Administrative Secretary
- Medical Coders
- Medical Transcriptionist
- Medical Records Technician/Medical Records Clerk
- Medical Voucher Clerk/Underwriting Clerk
- Receptionist
- Medical Insurance Biller
- Medical Claims Processor
- Medical Clerk/Typist
- Clinic Clerk/Hospital Clerk/Admissions Clerk

Semester 1		Credits
501-107	Digital Literacy for Health Care	2
801-136	English Composition 1	3
501-101	Medical Terminology	3
102-148	Introduction to Business and Management	3
106-127	Administrative Office Communications	3
	Credits	**14**
Semester 2		
160-113	Health Insurance	3
106-142	Customer Service Essentials	1
160-118	Pharmacology for Medical Administrative Coder and Medical Administrative Specialist	2
103-107	Intermediate Excel	2
160-114	Healthcare Records Management	3

804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
806-194	Survey of Anatomy and Physiology	3
	Credits	**17-18**
Semester 3		
160-105	Medical Editing and the Electronic Medical Record	3
160-136	Patient Billing and Reimbursement	4
530-102	Medical Office Coding I	3
809-196	Introduction to Sociology	3
801-198	Speech	3
	Credits	**16**
Semester 4		
160-103	Medical Transcription	4
160-124	Supervised Occupational Experience-Medical Office	1
530-103	Medical Office Coding II	3
809-166	Introduction to Ethics: Theory and Application	3
809-198	Introduction to Psychology	3
	Credits	**14**
	Total Credits	**61-62**

General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning / Intermediate Algebra with Applications	3-4
809-198	Introduction to Psychology	3
809-196 or 809-122	Introduction to Sociology / Intro to American Government	3
806-194	Survey of Anatomy and Physiology	3

Medical Administrative Specialist

Associate of Applied Science Degree
10-160-4

The Medical Administrative Specialist Associate Degree program provides educational opportunities for those interested in working in a variety of health care office settings including medical office, clinic, hospitals, public health departments, insurance companies, and medical product manufacturers. Medical Administrative Specialist students receive specialized training in medical ethics, records management, office procedures, medical terminology, human anatomy, health insurance, medical billing, medical transcription, coding, and MS Office Suite software.

Upon successful completion of this program, students will be able to:

- Demonstrate the medical legal aspects of health care office practices including confidentiality of health records, release of information, patient's rights, health records as legal evidence, informed consent, malpractice, agency, physician and employee liability.
- Produce quality medical documents.
- Use medical terminology and knowledge of the human body systems in performing essential functions in business health care setting.
- Perform financial practices through analysis of payer data and reimbursement methods.
- Demonstrate professionalism in a healthcare setting.
- Perform routine healthcare administrative procedures

Semester 1		Credits
102-148	Introduction to Business and Management	3
106-127	Administrative Office Communications	3
501-101	Medical Terminology	3
501-107	Digital Literacy for Health Care	2
801-136	English Composition 1	3
	Credits	**14**
Semester 2		
106-142	Customer Service Essentials	1
160-113	Health Insurance	3
160-114	Healthcare Records Management	3
160-118	Pharmacology for Medical Administrative Coder and Medical Administrative Specialist	2
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
806-194	Survey of Anatomy and Physiology	3
	Credits	**15-16**
Semester 3		
103-107	Intermediate Excel	2
103-138	Word Documents	2
160-105	Medical Editing and the Electronic Medical Record	3
160-136	Patient Billing and Reimbursement	4
530-102	Medical Office Coding I	3
801-198	Speech	3
	Credits	**17**
Semester 4		
160-103	Medical Transcription	4
160-124	Supervised Occupational Experience-Medical Office	1
106-147	Administrative Office Management 1	1
106-150	Administrative Office Management 2	1

809-166	Introduction to Ethics: Theory and Application	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
	Credits	**16**
	Total Credits	**62-63**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
806-194	Survey of Anatomy and Physiology	3
809-166	Introduction to Ethics: Theory and Application	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

BLACKHAWK Technical College

Medical Laboratory Technician

Associate of Applied Science Degree
10-513-1

The Medical Laboratory Technician Associate of Applied Science degree will prepare students to learn fundamental laboratory techniques for work in laboratories serving the health care sector (hospitals, clinics and doctors' offices). Career potential also exists in epidemiology, forensic medicine and biomedical manufacturing. The program provides experience where students learn to perform analytical procedures under the supervision of a medical laboratory scientist or physician. The final semester of the program is a clinical experience in laboratories in community healthcare facilities. Graduates of the program qualify for the American Society of Clinical Pathologists Board of Registry certification exam for medical laboratory technicians under the direction of the American Society of Clinical Pathologists. Students must petition to request placement in the clinical experience rotation and should anticipate the possibility of traveling to complete the clinical experience.

The Blackhawk Technical College Medical Laboratory Technician Associate Degree Program is accredited through the National Accreditation Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Rd, Suite 720, Rosemont, IL 60018. Phone: 773-714-8880, email: info@naacls.org.

Suggested courses for program preparation:

- One year of high school chemistry, biology and algebra or college equivalent (see specific requirements listed below).

- Medical terminology or 2 years of occupational experience in the medical field

This program is offered at the Monroe Campus.

Upon successful completion of this program, students will be able to:

- Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria.

- Collect and process biological and other specimens.

- Perform and report results of clinical laboratory tests.

- Apply laboratory results to diagnosis of clinical conditions and/or diseases.

- Communicate with colleagues and patients in a professional manner.

- Participate in training peers on technical skills.

- Monitor and evaluate quality control in the laboratory.

- Practice laboratory safety and regulatory compliance.

- Perform information processing in the clinical laboratory.

- Model professional behaviors, ethics, and appearance.

Program Completion Three Year Statistics (2020-23):

Program's Graduate Certification Pass Rates: 83%
Program's Graduation and Attrition Rates: 88%
Program's Graduate Placement Rates: 100%

Semester 1		Credits
513-110	Basic Laboratory Skills	1
513-111	Phlebotomy	2
513-113	Quality Assurance Laboratory Math	1
513-115	Basic Immunology Concepts	2
801-136	English Composition 1	3
806-177	General Anatomy and Physiology	4
806-199	General, Organic and Biological Chemistry	4
	Credits	**17**
Semester 2		
506-102	Intermediate Laboratory Skills	3
513-109	Blood Bank	4
513-120	Basic Hematology	3
513-121	Coagulation	1
801-198	Speech	3

806-197	Microbiology	4
	Credits	**18**
Summer between year 1 and year 2		
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
	Credits	**6**
Semester 3		
513-114	Urinalysis	2
513-116	Clinical Chemistry	4
513-130	Advanced Hematology	2
513-133	Clinical Microbiology	4
513-170	Introduction to Molecular Diagnostics	2
	Credits	**14**
Semester 4		
506-105	Quality Concepts in Laboratories	3
513-140	Advanced Microbiology	2
513-151	Clinical Experience 1	3
513-152	Clinical Experience 2	4
513-153	Clinical Portfolio	1
	Credits	**13**
	Total Credits	**68**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
806-177	General Anatomy and Physiology	4
806-197	Microbiology	4
806-199	General, Organic and Biological Chemistry	4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Nursing

Associate of Applied Science Degree
10-543-1

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem solving approach to provide holistic care to individuals, families, and groups within the health care system. Nurses assess health and make clinical decisions to provide safe and effective nursing care according to standards of practice within the legal, ethical and regulatory frameworks. Nursing practice is based on its own body of knowledge. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness continuum. The Associate Degree Nursing program prepares nurses to function with the knowledge, skill and judgment of beginning staff nurses in a variety of health care settings.

The Associate Degree Program is accredited by the:

Accreditation Commission for Education in Nursing, Inc. (ACEN). For more information about this accreditation contact:

ACEN
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone (404) 975-5000
Fax (404) 975-5020
http://www.acenursing.org

Graduates are eligible to apply to the Wisconsin Board of Nursing to take the examination for licensure as a Registered Nurse. State Administrative Code rules state that a graduate may have difficulty obtaining a license with an arrest or conviction record that is substantially related to nursing practice. The Coordinator of the program is available to discuss concerns in this area.

Students may apply for testing for licensure as L.P.N. (Licensed Practical Nurse) after successfully completing all courses through the second semester. L.P.N.'s entering into the ADN program may receive credit for past clinical education based on their current knowledge, skills and judgment. In order to help L.P.N.'s be program ready, they will need to take the Nursing Bridge course before entering third semester. Re-entry, transfer, and LPN students must contact the counseling office for information about entry to the nursing program. Acceptance to the program will be based upon space availability and approval of the nursing faculty.

Upon successful completion of this program, students will be able to:

- Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards.
- Communicate comprehensive information using multiple sources in nursing practice.
- Integrate theoretical knowledge to support decision making.
- Integrate the nursing process into client care across diverse populations.
- Function as a healthcare team member to provide safe and effective care.

Graduates may work as a Registered Nurse or Licensed Practical Nurse in a variety of settings including acute care, long term care, or some community settings.

View the entire course listing (p. 145).

Courses Taken Prior to Program Entry		Credits
801-136	English Composition 1	3
806-177	General Anatomy and Physiology	4

809-198	Introduction to Psychology	3
	Credits	**10**

Semester 1

543-101	Nursing Fundamentals	2
543-102	Nursing Skills	3
543-103	Nursing Pharmacology	2
543-104	Nsg: Intro Clinical Practice	2
809-188	Developmental Psychology	3
	Credits	**12**

Semester 2

543-105	Nursing Health Alterations	3
543-106	Nursing Health Promotion	3
543-107	Nsg: Clin Care Across Lifespan	2
543-108	Intro Clinical Care Management	2
806-179	Advanced Anatomy and Physiology	4
801-198	Speech	3
	Credits	**17**

Semester 3

543-109	Nsg: Complex Health Alterat 1	3
543-110	Mental Health Community Concepts	2
543-111	Nsg: Intermed Clin Practice	3
543-112	Nursing Advanced Skills	1
806-197	Microbiology	4
	Credits	**13**

Semester 4

543-113	Nsg: Complex Health Alterat 2	3
543-114	Nursing Management & Professional Concepts	2
543-115	Nsg: Adv Clinical Practice	3
543-116	Nursing Clinical Transition	2
809-196	Introduction to Sociology	3
	Credits	**13**
	Total Credits	**65**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
806-177	General Anatomy and Physiology	4
806-179	Advanced Anatomy and Physiology	4
806-197	Microbiology	4
809-188	Developmental Psychology	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

In order to be eligible to petition the program for entry, you must apply to and be admitted by the college, attend an Advising, Registration, and Orientation (ARO) session, meet all program-specific eligibility requirements, and attend a health sciences petition meeting specific to nursing.

Required Courses – completed with a grade of "C" or better:

- English Composition 1 (801-136)
- General Anatomy & Physiology (806-177)
- Introduction to Psychology (809-198)
- Basic Nursing Assistant – must be completed within five (5) years of petitioning to the Nursing Program. Consideration will be given for those who are or have been employed as a Nurse Assistant. Optional-Extra petition points awarded for:
- Chemistry – one year of high school chemistry with lab OR one semester of college chemistry. Acceptable BTC Courses include: Prep for Basic Chemistry (836-133), Chemistry Prep (856-787), General Chemistry (806-134), General, Organic, and Biochemistry (806-199), OR Intro to Biochemistry (806-186)

![BLACKHAWK Technical College logo]

Nutrition and Dietetic Technician

Associate of Applied Science Degree

10-313-1

Program Overview

The Nutrition and Dietetic Technician program is a shared program with Milwaukee Area Technical College (MATC). Classes may be offered in a hybrid or online setting to link instruction from both Blackhawk and MATC. In some cases, students may be asked to attend classes outside of their current district.

This program prepares students for work in healthcare and foodservice management teams. Nutrition and dietetic technicians can work under the supervision of a registered dietitian nutritionist when providing direct client care, or they may work independently when providing general nutrition education to healthy populations.

Visit the MATC program page for more information (https://www.matc.edu/course-catalog/healthcare/nutrition-dietetic-technician.html).

Program Outcomes

- Integrate scientific information and translate research into practice
- Practice beliefs, values, attitudes, and behaviors for the professional nutrition and dietetics technician level of practice
- Develop information, products, and services for individuals, groups, and populations
- Deliver information, products, and services to individuals, groups, and populations
- Apply principles of management and systems in the provision of services to individuals and organizations

Academic Plan

Visit the MATC program page to view the academic plan (https://www.matc.edu/course-catalog/healthcare/nutrition-dietetic-technician.html).

Physical Therapist Assistant

Associate of Applied Science Degree
10-524-1

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 related to work and sports, and others. PTA's work in a broad range of settings.

Upon successful completion of this program, students will be able to:

- Demonstrate clear and collaborative 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 to ensure the safety of patients, self, and others throughout the clinical interaction
- Produce documentation to support the delivery of physical therapy services
- Demonstrate critical thinking skills to implement and modify treatment within a plan of care under the direction and supervision of a physical therapist.
- Perform data collection essential for carrying out the plan of care under the direction and supervision of a physical therapist
- Perform technically competent evidence-based interventions under the direction and supervision of a physical therapist
- Educate patients, families and other health care providers
- Integrate components of operational and fiscal practices of physical therapy service in a variety of settings
- Implement a self-directed plan for career development, credentials and lifelong learning

Courses Taken Prior to Program Entry		Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
806-177	General Anatomy and Physiology	4
	Credits	**13-14**
Semester 1		
524-139	PTA Patient Interventions	4
524-156	PTA Applied Kinesiology 1	4
524-157	PTA Applied Kinesiology 2	3
806-179	Advanced Anatomy and Physiology	4
	Credits	**15**
Semester 2		
524-140	PTA Professional Issues 1	2
524-142	PTA Therapeutic Exercise	3
524-143	PTA Biophysical Agents	4
524-145	PTA Principles of Musculoskletal Rehabilitation	4
	Credits	**13**
Semester 3		
524-144	PTA Principles of Neuromuscular Rehabilitation	4
524-146	PTA Principles of Cardiopulmonary & Integumentary Conditions	3
524-147	PTA Clinical Practice 1	2
809-198	Introduction to Psychology	3
	Credits	**12**

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Semester 4

Code	Title	Credits
524-148	PTA Clinical Practice 2	3
524-149	PTA Rehab Across the Lifespan	2
524-150	PTA Professional Issues 2	2
524-151	PTA Clinical Practice 3	5
809-172	Introduction to Diversity Studies	3
	Credits	**15**
	Total Credits	**68-69**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
806-177	General Anatomy and Physiology	4
806-179	Advanced Anatomy and Physiology	4
809-172	Introduction to Diversity Studies	3
809-198	Introduction to Psychology	3

Radiography

Associate of Applied Science Degree
10-526-1

Radiography prepares individuals for a career in diagnostic radiology (X-Ray) as a radiographer. The radiographer is a technologist who produces images of the human body to aid physicians in the diagnosis of injuries and diseases. Graduates of the program are eligible to take the entry-level certification examination administered by the American Registry of Radiography Technologists (ARRT) and may obtain employment in the x-ray departments associated with hospitals, medical clinics, veterinary clinics, and private offices. Program curriculum focuses on theoretical and applied radiography and includes a clinical experience in a radiographic department. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Students learn to use x-ray imaging machines to demonstrate body parts on x-ray films for diagnostic purposes, including diagnostic radiology, bedside and trauma procedures, pediatric radiography, and special procedures.

Upon successful completion of this program, students will be able to:

- Carry out the production and evaluation of radiographic images
- Practice radiation safety principles
- Provide quality patient care
- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- Apply critical thinking and problem solving skills in the practice of diagnostic radiography

The methodology used to evaluate and assess the radiography outcomes is provided in detail to students during the new student orientation and is available to applicants of the program upon request.

Courses Taken Prior to Program Entry		Credits
801-136	English Composition 1	3
806-177	General Anatomy and Physiology	4
	Credits	**7**

Semester 1 (Summer)		
526-158	Introduction to Radiography	3
526-168	Radiography Clinical 1: Introduction	2
	Credits	**5**

Semester 2 (Fall Year 1)		
526-149	Radiographic Procedures 1	5
526-159	Radiographic Imaging	3
526-192	Radiography Clinical 2	1
	Credits	**9**

Semester 3 (Spring Year 1)		
526-191	Radiographic Procedures 2	5
526-230	Advanced Radiographic Imaging	2
526-193	Radiography Clinical 3	1
806-179	Advanced Anatomy and Physiology	4
	Credits	**12**

Semester 4 (Summer)		
526-199	Radiography Clinical 4	1
801-198	Speech	3
	Credits	**4**

Semester 5 (Fall Year 2)		
526-194	Imaging Equipment Operation	3
526-231	Imaging Modalities	2
526-195	Radiographic Image Analysis	2
526-190	Radiography Clinical 5	2
809-196	Introduction to Sociology	3
	Credits	**12**

Semester 6 (Spring Year 2)		
526-189	Radiographic Pathology	1
526-197	Radiation Protection and Biology	3
526-174	ARRT Certification Seminar	2
526-198	Radiography Clinical 6	2

809-198	Introduction to Psychology	3
	Credits	**11**
	Total Credits	**60**

General Education Courses Within Program

Code	Title	Credits
806-177	General Anatomy and Physiology	4
801-198	Speech	3
809-196	Introduction to Sociology	3
801-136	English Composition 1	3
809-198	Introduction to Psychology	3
806-179	Advanced Anatomy and Physiology	4

The Blackhawk Technical College Associate Degree Radiography program is accredited by the Joint Review Committee on Education Radiologic Technology (http://www.jrcert.org/) (JRCERT), 20 Wacker Dr., Suite 20, Chicago, IL 60606-3182, (312) 704-5300. http://www.jrcert.org (http://www.jrcert.org/)

Graduates of the BTC radiography are eligible to sit for the certification examination in radiography prepared by the American Registry of Radiologic Technologies (https://www.arrt.org/) (ARRT).   https://www.arrt.org (https://www.arrt.org/)

Program Mission

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

Program Goals

- Students Will Perform Competent Radiography
- Students Will Communicate Effectively
- Students Will Use Critical Thinking and Problem Solving Skills
- Students Will Demonstrate Professionalism

BLACKHAWK Technical College

Substance Use Disorder Counselor

Associate of Applied Science Degree
10-550-2

The Substance Use Disorder Counselor (SUDC) Associate Degree program is designed to prepare students to work with individuals with substance use disorders. Students will explore areas of assessment, case management, counseling, education and professional responsibility. Students will also develop and apply the skills necessary to work in a variety of agency settings offering substance abuse treatment and recovery services.

In addition, the SUDC program satisfies the 100-hour educational component for licensing as a Substance Abuse Counselor in Training and the 360-hour educational component for licensing as a Substance Abuse Counselor and Clinical Substance Abuse Counselor as required by the State of Wisconsin Department of Safety and Professional Services (DSPS). A student may apply for their in training license through the State of Wisconsin DSPS as soon as the 100 hours of education are completed in this program at Blackhawk Technical College and start working in the field to gain hours of experience needed for licensure as a Substance Abuse Counselor or a Clinical Substance Abuse Counselor."

All students admitted to the SUDC program must complete a full background check through ViewPoint before registering for courses in the program.

Program Outcomes
Upon successful completion of this program, students will be able to:

- Clinically evaluate for substance use disorders and treatment needs
- Develop treatment plans
- Facilitate referral to meet needs
- Demonstrate service coordination skills
- Demonstrate counseling skills with individuals, groups and families
- Provide education relevant to substance use

- Maintain clinical records according to agency, federal and state guidelines
- Adhere to accepted culturally competent, ethical and behavioral conduct

Graduates Have Found Employment As
Graduates of the Substance Use Disorder Counselor program may consider these career opportunities:

- Substance Use Disorder Counselor Aide
- Residential Substance Use Disorder Counselor
- Treatment Counselor
- Resident Manager

Semester 1		Credits
520-100	Introduction to Human Services	3
520-101	Community Resources and Services	3
550-118	Boundaries & Ethics in Substance Use Treatment	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
801-136	English Composition 1	3
	Credits	**15-16**
Semester 2		
520-105	Intro to Addiction and Substance Abuse Disorders	3
520-103	Interviewing Principles & Documentation	3
520-106	Professional Practices in Human Services	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
	Credits	**15**

Semester 3

Code	Title	Credits
550-100	Substance Use Assessment, Diagnosis & Treatment	3
550-115	Understanding Addiction	3
550-119	Substance Use Disorder Counseling	3
550-120	Psychopharmacology	3
550-160	Substance Use Disorders Internship 1	3
	Credits	**15**

Semester 4

Code	Title	Credits
520-109	Group Facilitation	3
520-113	Rehabilitation Services	3
550-161	Motivational Interviewing	3
550-139	Substance Use Disorders Internship 2	3
801-198	Speech	3
	Credits	**15**
	Total Credits	**60-61**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
Total Credits		**15-16**

Supply Chain Management

Associate of Applied Science Degree
10-182-1

The BTC Supply Chain Management degree is a four-semester, 65 credit, 100% flexible program where students will receive a fundamental introduction to the major functions of supply chain business processes along with development of management and technology skills. The program prepares students to manage and coordinate functions that support product & service development, manufacture and delivery. This typically includes purchasing materials/services, managing inventories of materials/finished products and coordinating the warehousing and delivery of these items. Supply chain students will go beyond these typical logistics functions and seek to learn how to support the financial well-being of the company as they develop skills in planning and analysis. After completion, they will enter jobs, be productive with a minimum of on-the-job training, and advance to a position of increased responsibility with well developed abilities in communication, negotiation, project management and process improvement skills.

Upon successful completion of this program, students will be able to:

- Implement Supply Management practices in a global environment
- Demonstrate operations management techniques across product and service industries
- Analyze logistic interfaces and activities in a supply chain
- Evaluate demand management techniques and customer service policies

Semester 1

		Credits
102-148	Introduction to Business and Management	3
103-138	Word Documents	2
182-103	Introduction to Supply Chain Management	3
196-100	Supervision: Applying Human Resource Procedures	1

801-136	English Composition 1	3
804-118	Intermediate Algebra with Applications	4
	Credits	**16**

Semester 2

101-111	Accounting I	4
102-155	Introduction to Project Management	3
103-107	Intermediate Excel	2
182-107	Distribution & Logistics	3
196-157	Essentials of Quality: Quality Management Basics	1
801-198	Speech	3
	Credits	**16**

Semester 3

102-114	Principles of Operations Planning	3
102-115	Management Principles	3
102-161 or 102-150	Principles of Manufacturing Management or Global Business Fundamentals	3
196-108	Health, Safety and Security	3
196-158	Essentials of Quality: Quality Data Assessment	1
804-189	Introductory Statistics	3
	Credits	**16**

Semester 4

102-134 or 102-121	Lean Six Sigma or Customer Service Management	3
182-106	Purchasing	3

182-108	Supply Chain Management Internship	2
196-159	Essentials of Quality: Lean Tools	1
809-198	Introduction to Psychology	3
809-143	Microeconomics	3
	Credits	**15**
	Total Credits	**63**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-118	Intermediate Algebra with Applications	4
804-189	Introductory Statistics	3
809-143	Microeconomics	3
809-198	Introduction to Psychology	3

Surgical Technology

Associate of Applied Science Degree
10-512-1

The Surgical Technology Associate of Applied Science degree enables learners to develop skills to support a team of medical professionals who provide surgical care to patients in a variety of settings. The surgical technologist works to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The Surgical Technology program prepares learners with expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Students who are successful in this field possess a strong sense of responsibility and show considerable patience and concern for others. They should have above average abilities to function as a team member and possess manual dexterity and fine motor coordination. They should be willing to perform accurately and efficiently under pressure and regularly demonstrate psychological and physical stamina to endure the work environment successfully.

Program Outcomes

Upon successful completion of the program, students will be able to:

a. Apply healthcare and technological science principles to the perioperative environment.

b. Maintain principles of sterile technique in the surgical environment.

c. Provide a safe, efficient and supportive environment for the patient.

d. Prepare the patient, operating room and surgical team for the preoperative phase.

e. Perform intraoperative case management in the scrub role.

f. Perform postoperative case management.

g. Function as an ethical, legal and professional member of the healthcare team as determined by governing bodies.

Graduates Have Found Employment As

The Surgical Technologist program offers the following career opportunities:

- Surgical Technologist
- Central Supply Technician
- Claims Approver
- Private Scrub Technologist
- Scrub Surgical Technologist
- Second Assisting Technologist
- Laser/Endoscopic Technician
- Tissue/Organ Procurement

Courses taken before semester 1		Credits
501-101	Medical Terminology	3
806-177	General Anatomy and Physiology	4
	Credits	**7**
Semester 1		
512-125	Introduction to Surgical Technology	4
512-126	Surgical Technology Fundamentals 1	4
512-127	Exploring Surgical Issues	2
809-198	Introduction to Psychology	3
	Credits	**13**
Semester 2		
512-128	Surgical Technology Fundamentals 2	4
512-129	Surgical Pharmacology	2
512-130	Surgical Skills Application	2
801-136	English Composition 1	3

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806-197	Microbiology	4
	Credits	**15**
Semester 3		
512-131	Surgical Interventions 1	4
512-132	Surgical Technology Clinical 1	3
512-133	Surgical Technology Clinical 2	3
801-198	Speech	3
	Credits	**13**
Semester 4		
512-135	Surgical Technology Clinical 3	3
512-136	Surgical Technology Clinical 4	3
512-142	Surgical Interventions 2	4
809-196 or 809-172	Introduction to Sociology or Introduction to Diversity Studies	3
	Credits	**13**
	Total Credits	**61**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
806-177	General Anatomy and Physiology	4
806-197	Microbiology	4
809-196 or 809-172	Introduction to Sociology Introduction to Diversity Studies	3
809-198	Introduction to Psychology	3

High School Diploma or GED. In order to be eligible to petition the program for entry, you must apply to and be admitted by the college, attend an Advising, Registration, and Orientation (ARO) session, meet all program-specific eligibility requirements, and attend a health sciences petition meeting specific to surgical technology.

A caregiver background check WILL be required for clinical portion of the program. Students must meet the immunization requirements set by the CDC and upload results through Viewpoint. A 10-panel drug screen will also be required.

CPR certification will be needed prior to attending clinical rotation (American Heart Association).

![BLACKHAWK Technical College]

Technical Studies Journeyworker

Associate of Applied Science Degree
10-499-5

The WTCS Technical Studies – Journeyworker AAS (10-499-5) is designed to help you achieve your career goals through academic recognition of both the related instruction and on-the-job learning that you completed through registered apprenticeship. As a member of the USDOL-OA-sponsored Registered Apprenticeship – College Credit (RACC) Consortium, the WTCS recognizes credit recommendations among RACC partners.

How does it work?

All WTCS colleges recognize successful completion of an apprenticeship program with at least 400-hours of paid related instruction provided through a WTCS college and possession of a Certificate of Apprenticeship (completion) issued by the Wisconsin Department of Workforce Development – Bureau of Apprenticeship Standards as fulfilling the 39-credit minimum Technical Studies requirement of the 60-credit Technical Studies – Journeyworker degree. In addition, students must complete 21 general education credits to meet the 60-credit degree requirement. Advanced standing for apprentice-related instruction taken at other accredited institutions is currently determined on an individual basis using established Credit for Prior Learning procedures. RACC recommendations are accepted. Review the Degree Completion Requirements below for more information.

Please Note: Tuition and fees vary by program. Please contact your program advisor for more information.

BLACKHAWK Technical College

University Transfer - Associate of Arts

University Transfer - Associate of Arts

20-800-1

The Associate of Arts degree provides an educational pathway that emphasizes social sciences and humanities for students that intend to complete a bachelor's degree program at a four-year institution.

In order to complete the Associate of Arts degree you must complete coursework in a variety of subjects.

Below you will find a list of those subject areas and the minimum credits required in each area to complete the degree.

Minimum Required Credits by Subject Area

Subject Area	Minimum Required Credits
English	6
Speech	3
Humanities	12
Social Science	12
Mathematics and Natural Science	Minimum of 10 total credits in Math and Natural Science to include: 3-4 credits of Mathematics at the level of Intermediate Algebra or higher 7-8 credits of Natural Science (includes one lab courses)
Health/Wellness/Physical Education	1
World Foreign Language	4(*)
Additional Requirement: Diversity/Ethnic Studies	3 (course may also count toward the social science and/or humanities requirements)
Electives	10

* or one year of World Language in High school with a C or better

Program Outcomes

1. Knowledge of human cultures and the natural world.

2. Critical and creative thinking.

3. Effective communication skills.

4. Information literacy.

5. Quantitative reasoning.

6. Personal and civic responsibility.

7. Foundations for lifelong learning including personal health and well-being.

In order to complete the Associate of Sciences degree you must complete coursework in a variety of subjects.

Below you will find a tentative semester plan that can be used to complete the required coursework. Beneath the semester plan you will find a list of courses that are offered for each subject area.

Tentative Semester Plan
Semester 1

Subject	Credits
English	3
Social Science	3
Health and Wellness	1
World Language	4
Math	4
Elective	3

Semester 2

Subject	Credits
Speech	3
Social Science	3
Humanities	3
Science	4
Elective	3

Semester 3

Subject	Credits
English	3
Humanities	3
Social Science	3
Elective	3
Science	4

Semester 4

Subject	Credits
Humanities	6
Social Science	3
Elective	3
Diversity	3

Courses Offered in each Subject
English (Minimum 6 Credits Required)

Code	Title	Credits
801-136	English Composition 1	3
801-197	Technical Reporting	3
801-201	Critical Writing, Reading, and Research	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Speech (Minimum 3 Credits Required)

Code	Title	Credits
801-198	Speech	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Social Science (Minimum 12 Credits Required)

Code	Title	Credits
809-122	Intro to American Government	3
809-143	Microeconomics	3
809-144	Macroeconomics	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
809-159	Abnormal Psychology	3
809-172	Introduction to Diversity Studies	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Humanities (Minimum 12 Credits Required)

Code	Title	Credits
809-166	Introduction to Ethics: Theory and Application	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Math (Minimum of 10 <u>total</u> credits in Math and Natural Science must include 3-4 credits of mathematics at the level of Intermediate Algebra or higher)

Code	Title	Credits
804-211	Quantitative Reasoning	3
804-118	Intermediate Algebra with Applications	4
804-189	Introductory Statistics	3
804-197	College Algebra and Trigonometry with Applications	5
804-198	Calculus 1	4
804-196	Trigonometry w Apps	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Natural Science (Minimum of 10 <u>total</u> credits in Math and Natural Science must include 7-8 credits of Natural Science with one lab course)

Code	Title	Credits
806-114	General Biology	4
806-134	General Chemistry	4
806-154	General Physics 1	4
806-175	General Pathophysiology	3
806-177	General Anatomy and Physiology	4
806-179	Advanced Anatomy and Physiology	4
806-186	Introduction to Biochemistry	4
806-197	Microbiology	4

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
World Language (Minimum 4 Credits Required)

Code	Title	Credits
802-211	Spanish I	4

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Health and Wellness (Minimum 1 Credit Required)

Code	Title	Credits
809-199	Psychology of Human Relations	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Diversity (Minimum 3 Credits Required)

Code	Title	Credits
809-172	Introduction to Diversity Studies	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Electives (Minimum 10 Credits Required)

Code	Title	Credits
102-109	Business Careers and Communication	3
102-148	Introduction to Business and Management	3
801-196	Oral/Interpersonal Communication	3
809-103	Think Critically and Creatively	3
809-188	Developmental Psychology	3

![Blackhawk Technical College logo]

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).

University Transfer - Associate of Science

University Transfer - Associate of Science

20-800-2

The Associate of Science degree provides an educational pathway that emphasizes science and math for students that intend to complete a bachelor's degree program at a four-year institution.

In order to complete the Associate of Science degree you must complete coursework in a variety of subjects.

Below you will find a list of those subject areas and the minimum credits required in each area to complete the degree.

Minimum Required Credits by Subject Area

Subject Area	Minimum Required Credits
English	6
Speech	3
Humanities	6
Social Science	6
Mathematics and Natural Science	Minimum of 20 <u>total</u> credits in Math and Natural Science to include: Mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or higher Natural Science (includes two lab courses, one from each of 2 different science disciplines
Health/Wellness/Physical Education	1
World Foreign Language	4(*)
Additional Requirement: Diversity/ Ethnic Studies	3 (course may also count toward the social science and/or humanities requirements)
Electives	12

* or one year of World Language in High school with a C or better

1. Knowledge of human cultures and the natural world.

2. Critical and creative thinking.

3. Effective communication skills.

4. Information literacy.

5. Quantitative reasoning.

6. Personal and civic responsibility.

7. Foundations of lifelong learning including personal health and well-being.

> In order to complete the Associate of Science degree you must complete coursework in a variety of subjects.

Below you will find a tentative semester plan that can be used to complete the required coursework. Beneath the semester plan you will find a list of courses that are offered for each subject area.

Tentative Semester Plan
Semester 1

Subject	Credits
English	3
Social Science	3
Health and Wellness	1
World Language	4
Elective	3

Semester 2

Subject	Credits
Speech	6
Social Science	3
Math	4

Subject	Credits
Science	4
Elective	3

Semester 3

Subject	Credits
English	3
Humanities	3
Science	4
Math	5

Semester 4

Subject	Credits
Humanities	3
Science	4
Elective	6
Diversity	3

Courses Offered in each Subject
English (Minimum 6 Credits Required)

Code	Title	Credits
801-136	English Composition 1	3
801-197	Technical Reporting	3
801-201	Critical Writing, Reading, and Research	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Speech (Minimum 3 Credits Required)

Code	Title	Credits
801-198	Speech	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Social Science (Minimum 6 Credits Required)

Code	Title	Credits
809-122	Intro to American Government	3
809-143	Microeconomics	3
809-144	Macroeconomics	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
809-159	Abnormal Psychology	3
809-172	Introduction to Diversity Studies	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Humanities (Minimum 6 Credits Required)

Code	Title	Credits
809-166	Introduction to Ethics: Theory and Application	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Math (Minimum of 20 total credits in Math and Science must include mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or higher)

Code	Title	Credits
804-118	Intermediate Algebra with Applications	4
804-189	Introductory Statistics	3
804-197	College Algebra and Trigonometry with Applications	5
804-198	Calculus 1	4
804-211	Quantitative Reasoning	3
804-196	Trigonometry w Apps	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Science (Minimum of 20 total credits in Math and Science must include two lab courses, one each from life science and physical science)

Code	Title	Credits
806-134	General Chemistry	4
806-154	General Physics 1	4
806-175	General Pathophysiology	3
806-177	General Anatomy and Physiology	4
806-179	Advanced Anatomy and Physiology	4
806-186	Introduction to Biochemistry	4
806-197	Microbiology	4
806-114	General Biology	4

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
World Language (Minimum 4 Credits Required)

Code	Title	Credits
802-211	Spanish I	4

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Health and Wellness (Minimum 1 Credit Required)

Code	Title	Credits
809-199	Psychology of Human Relations	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Diversity (Minimum 3 Credits Required)

Code	Title	Credits
809-172	Introduction to Diversity Studies	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).
Electives (Minimum 12 Credits Required)

Code	Title	Credits
102-109	Business Careers and Communication	3
102-148	Introduction to Business and Management	3
801-196	Oral/Interpersonal Communication	3
809-103	Think Critically and Creatively	3
809-188	Developmental Psychology	3

For additional course offerings in this subject visit UW-Whitewater College of Integrated Studies by clicking on this link (https://www.uww.edu/rock/).

Web Software Developer

Associate of Applied Science Degree
10-152-4

The IT-Web Software Developer Associate of Applied Science Degree meets the specific skills and knowledge requirements of technical and professional jobs within the information technology field for Web Development specialists including programmer, front end developer, or web design/support. It is designed to meet entry-level education needs of most segments of the web development field which involve front end programming. Training blends general educational development and required web development skills. Graduates are prepared for entry-level Web developer jobs in government, insurance, manufacturing, service, software development, wholesale and retail sales, utilities, banking and accounting.

Program Outcomes

- Plan web-based solutions
- Design web application
- Build front-end of web-based software applications
- Build back-end of web-based software applications
- Integrate database technologies
- Develop technical documentation for web applications
- Test web application

Semester 1

		Credits
102-148	Introduction to Business and Management	3
103-132	Intro to Adobe Illustrator	1
103-133	Intro to Photoshop - Designing and Editing	1
152-126	Introduction to Programming	2
152-127	Web Servers and Web Server Administration	2
152-195	Markup Basics 1	1
152-197	Design Basics for Front-end Development 1	1
203-131	Intro to Digital Photography & Color	1
801-136	English Composition 1	3
	Credits	**15**

Semester 2

152-119	High Level Scripting	3
152-125	Design Basics for Front-end Development 2	2
152-128	Markup Basics 2	2
152-163	Relational Database Design & Development	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
	Credits	**16-17**

Semester 3

152-130	Project & Framework Management	2
152-131	Version Control	2
152-132	Cybersecurity	1
152-215	Content Management Systems 1	1
152-216	Content Management Systems 2	1
152-218	Search Engine Optimization	1
152-222	Front End Framework	1
152-223	Mobile Application Development	1
152-224	Emerging Technologies Research	1
801-198	Speech	3
809-198	Introduction to Psychology	3
	Credits	**17**

Semester 4

152-134	Responsive Design	2
152-142	Programming	3
152-156	Social Media	3

152-234	Resume and Portfolio Development for Web Developers	1
152-235	Emerging Technologies Capstone	3
	Credits	**12**
	Total Credits	**60-61**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3-4
or 804-118	Intermediate Algebra with Applications	
809-198	Introduction to Psychology	3
809-196	Introduction to Sociology	3

Welding Fabrication and Robotics

Associate of Applied Science Degree

In the Welding Fabrication & Robotics Associate Degree program learners program and operate CNC cutting and forming equipment, as well as robotic welders, developing the skills needed to work in an advanced metal manufacturing environment. Learners also expand their print reading skills through fabrication layout, fixturing and precision measurement. Welding metallurgy and machine shop principles are also studied. Critical thinking skills are built through problem solving activities that foster teamwork, positive attitudes and an understanding of global competition.

Upon successful completion of this program, students will be able to:

- Demonstrate industry recognized safety practices
- Form materials to detailed drawings
- Cut materials to detailed drawings
- Join materials to detailed drawings
- Layout components/assemblies
- Inspect product

Semester 1		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-154	Thermal Cutting	1
442-155	Gas Metal Arc Welding 1	1
442-156	Gas Metal Arc Welding 2	1
442-157	Gas Metal Arc Welding 3	1
442-158	Gas Metal Arc Welding 4	1
442-159	Gas Metal Arc Welding 5	1
442-160	Gas Metal Arc Welding 6	1
442-132	GMAW Stainless Steel 1	1
442-177	GMAW Aluminum 1	1
804-113	College Technical Mathematics 1A	3
	Credits	**17**

Semester 2		
442-148	Flux Cored Arc Welding 1	1
442-149	Flux Cored Arc Welding 2	1
442-150	Flux Cored Arc Welding 3	1
442-151	Flux Cored Arc Welding 4	1
442-152	Flux Cored Arc Welding 5	1
442-161	Gas Tungsten Arc Welding 1	1
442-162	Gas Tungsten Arc Welding 2	1
442-163	Gas Tungsten Arc Welding 3	1
442-164	Gas Tungsten Arc Welding 4	1
442-165	Gas Tungsten Arc Welding 5	1
442-172	Welding Codes	1
442-173	Weld Inspection and Testing	1
442-139	Metal Finishing-General Fabrication	1
457-100	Material Handling	1
801-136	English Composition 1	3
	Credits	**17**

Semester 3		
620-146	Basic Mechanics	1
620-168	Lathe Operations for Industrial Technicians	1
620-169	Milling Operations for Industrial Technicians	1
606-480	CAD Fundamentals - 2D Drawing	1
606-176	CAD Fund-Solid Modeling	1
620-903	Troubleshooting Integrated Manufacturing Systems 1	1

620-101	Fundamentals of DC Circuits 1	1
620-111	Programming Fundamentals 1	1
620-112	Programming Fundamentals 2	1
620-126	Robotics 1	1
620-127	Robotics 2	1
457-101	Jig and Fixture for Welding	1
442-175	Robotic GMAW	1
442-176	Robotic GMAW 2	1
801-197	Technical Reporting	3
	Credits	**17**
Semester 4		
442-174	Resistance Welding	1
457-102	CNC Cutting	1
457-103	CNC Bending	1
442-116	Welding Metal Fabrication	1
442-117	Welding Metal Fabrication 2	1
457-104	Sheet Metal Fabrication	1
457-105	Sheet Metal Fabrication 2	1

457-106	Metal Fab Application 1	1
457-107	Metal Fab Application 2	1
457-108	Metal Fab Application 3	1
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
	Credits	**16**
	Total Credits	**67**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-197	Technical Reporting	3
804-113	College Technical Mathematics 1A	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Technical Diplomas

Technical programs are based on local needs of business and industry and are designed to assist those preparing for entry into, or advancing in, an occupation.

Technical Diploma programs may be less than one year, one year or two years in length. Occupational skills coursework comprises a minimum of 80 percent of the total class time spent in these programs. Supportive related course work may constitute the remaining curricular requirements. Related instruction for apprenticeship is included as a Technical Diploma program.

Advanced Emergency Medical Technician

Short-Term Technical Diploma
30-531-6

Emergency medical technicians perform certain medical procedures, provide ambulance transportation and administer pre-hospital care in preparation for getting patients to an emergency department. In this program, participate in advanced-level clinical experiences, and gain skills in IV access and fluid therapy as well as administration of aspirin, 50 percent dextrose, Narcan, Atrovent, epinephrine, glucagon and nitroglycerin. national Registry of EMT's test is required at the completion of the course for licensure in the State of Wisconsin.

Upon successful completion of this technical diploma, students will be able to:

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings for a variety of patient encounters.
- Demonstrate Advanced EMT skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competency requirements for Advanced EMT credentialing.

Semester 1		Credits
531-111	Advanced EMT/Int-Tech	4
	Credits	**4**
	Total Credits	**4**

Agribusiness Management Technician

One-Year Technical Diploma
31-006-6

The Agribusiness Specialist program is a one-year technical diploma program providing students with the necessary skills and internship experience for future agriculture employment in a variety of settings. Topics within this program include: production, agricultural service and supply, agricultural marketing and sales, agricultural research, direct marketing as it pertains to agribusiness and agri-tourism. Students in the program will increase their skills in agribusiness management and marketing, agronomy, livestock management and nutrition, safe and sustainable agriculture practices. This technical diploma program will utilize associate degree level courses and content which may articulate to two-year and four-year agriculture degrees.

Upon completion of this technical diploma, you will be able to:

- Apply relevant Technologies
- Investigate Opportunities in Agriculture
- Interact as a professional in Agriculture

Graduates Have Found Employment As:

- Farm, Ranch and other Agricultural assistant manager
- Chemical/Fertilizer Applicator
- Crop Scouting Associate
- Agricultural product Sales
- Agricultural Research Technician
- Nutrient Management Specialist
- Seed, Feed, Chemical, Fertilizer Associate

Semester 1		Credits
006-102	Emerging Agriculture Technologies	2
006-116	Introduction to Soils	3
006-200	Ag Equipment Safety and Operation	3
006-201	Career Development in Agriculture	3
102-148	Introduction to Business and Management	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3
	Credits	**17**
Semester 2		
006-103	Agricultural Commodity Marketing	1
006-105	Nutrient Management	3
006-107	Pest Management:Applicator Training	3
006-160	Introduction to Plant Science	3
006-180	Introduction to Animal Science	3
006-197	Agribusiness Internship	3
	Credits	**16**
	Total Credits	**33**

General Education Courses Within Program

Code	Title	Credits
804-134	Mathematical Reasoning	3
or 804-118	Intermediate Algebra with Applications	

Automotive Technician

Two-Year Technical Diploma
32-404-2

Automotive Service Technicians diagnose and repair performance problems in cars. They also perform factory recommended maintenance procedures on new cars and trucks. The Blackhawk Technical College Automotive Technician Program is an Automotive Service Excellence (ASE) Certified two-year program aimed at preparing the student for passing ASE exams as the requisite professional experience is obtained. The program is designed to increase knowledge and skills in the areas of diagnostic testing, use of hand and machine tools, automotive parts, service references, computerized equipment and other technical equipment on ever more complex automobiles. Students are taught through practical shop and classroom experiences.

Program Outcomes

- Demonstrate professionalism appropriate for the auto service industry.
- Perform diagnosis, service, and repair of automotive internal combustion engines.
- Perform diagnosis, service, and repair of automotive automatic transmission/transaxle systems.
- Perform diagnosis, service, and repair of automotive manual drive train and axles systems.
- Perform diagnosis, service, and repair of automotive steering and suspension systems.
- Perform diagnosis, service, and repair of automotive brake systems.
- Perform diagnosis, service, and repair of automotive electrical/electronic systems.
- Perform diagnosis, service, and repair of automotive heating and air conditioning systems.
- Perform diagnosis, service, and repair of automotive engine performance systems.

Graduates Have Found Employment As

- Automotive Line Technician
- Automotive Specialty Technician
- Diagnostic Technician
- Service Manager
- Parts Manager
- Automotive Equipment and Part Sales
- Automotive Business Owner/Manager

View the entire course listing (p. 145).

Semester 1		Credits
404-650	Service Fundamentals 1	1
404-651	Service Fundamentals 2	1
404-652	Brake Service 1	1
404-653	Brake Service 2	1
404-654	Brake Service 3	1
404-655	Brake Service 4	1
404-656	Steering & Suspension 1	1
404-657	Steering & Suspension 2	1
404-658	Steering & Suspension 3	1
404-659	Steering & Suspension 4	1
404-660	Auto Machine Shop	1
404-661	Service Simulation	2
804-315	Trade Math	1
	Credits	**14**
Semester 2		
404-662	Engine Repair 1	1
404-663	Service Management	1
404-664	Engine Repair 2	1
404-665	Engine Repair 3	1
404-666	Engine Repair 4	1

404-667	Drive Train Service 1	1
404-668	Drive Train Service 2	1
404-669	Drive Train Service 3	1
404-670	Heating & Air Conditioning Service 1	1
404-671	Heating & Air Conditioning Service 2	1
404-672	Heating & Air Conditioning Service 3	1
404-673	Heating & Air Conditioning Service 4	1
801-311	Communication	2
	Credits	**14**
Semester 3		
404-674	ASE Certification Review	1
404-675	Electrical Service 1	1
404-676	Electrical Service 2	1
404-677	Electrical Service 3	1
404-678	Electrical Service 4	1
404-679	Electronic Engine Control Fundamentals 1	1
404-680	Electronic Engine Control Fundamentals 2	1
404-681	Electronic Engine Control Fundamentals 3	1
404-682	Electronic Engine Control Fundamentals 4	1
404-683	Electronic Engine Control Diagnosis 1	1
404-684	Electronic Engine Control Diagnosis 2	1
404-685	Emission Control Service and Certification	1
	Credits	**12**
Semester 4		
404-686	Computerized Fuel Systems Service 1	1
404-687	Computerized Fuel Systems Service 2	1
404-688	Engine Performance Diagnosis 1	1
404-689	Engine Performance Diagnosis 2	1
404-690	Engine Performance Diagnosis 3	1
404-691	Engine Performance Diagnosis 4	1
404-696	Electric Vehicle Safety	1
404-697	Electric Vehicle Circuits & Systems	1
404-692	Drive Train/Transaxle Service 1	1
404-693	Drive Train/Transaxle Service 2	1
404-694	Service Internship	2
404-695	Customer Service Fundamentals	2
	Credits	**14**
	Total Credits	**54**

General Education Courses Within Program

Code	Title	Credits
801-311	Communication	2
804-315	Trade Math	1

Computer Numeric Control (CNC) Technician
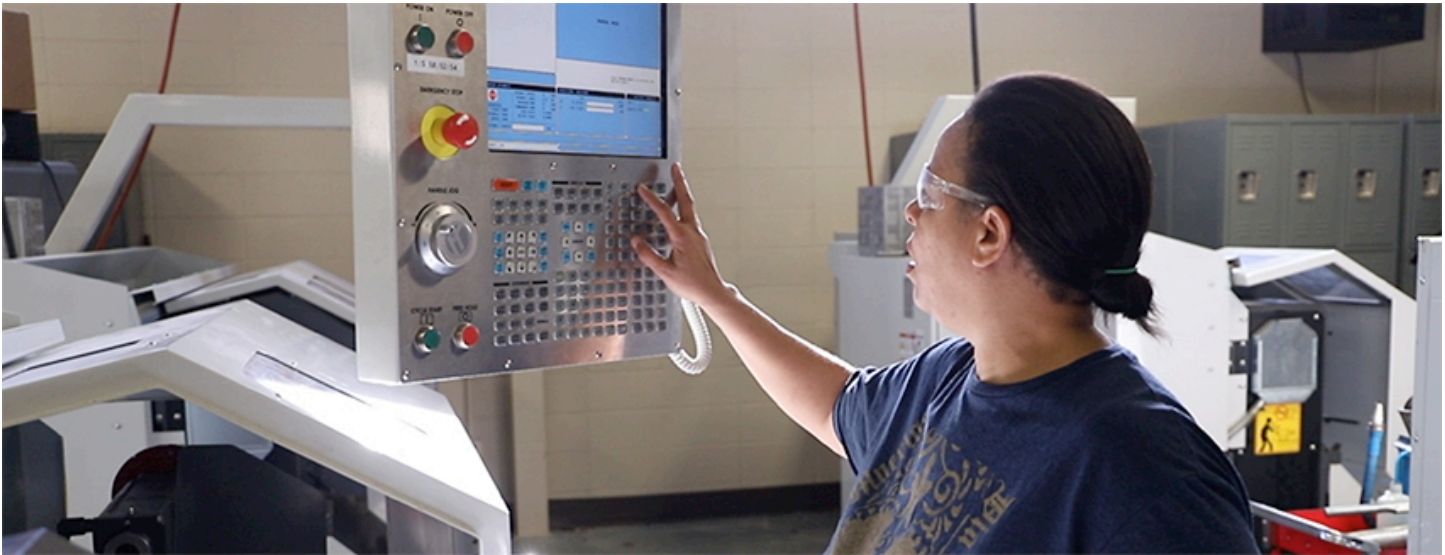
Two-Year Technical Diploma
32-444-1

This two-year technical diploma program is designed to provide students with a broad technical background in both job-shop and production machining. The CNC Technician program was developed using the National Institute for Metalworking Standards (NIMS) and National Tooling & Machining Association standards. The courses are delivered in such a way to allow the students to experience a "hands-on" approach to learning. Furthermore, each student will spend his or her time learning in a practical setting.

Using the CNC/CAM software and equipment, including a four axis machining center, you will learn to select the proper tools and fixtures required to machine parts. A graduate of the program should be proficient in metal machining operations and planning procedures, demonstrating practical machining techniques in accordance with engineering drawing specifications.

Topics of study include Computer Numerical Control (CNC) programming; Computer Assisted Manufacturing (CAM) software; precision measuring devices including a CMM; precision CNC mills, CNC training and machining centers; blueprint reading; and applied shop mathematics. To complete the program, an internship is required.

Program Outcomes

- Apply basic safety practices in the machine shop

  Interpret industrial/engineering drawings

  Apply precision measuring methods to part inspection

  Perform basic machine tool equipment set-up and operation

  Perform programming, set-up and operation of CNC Machine Tools

Perform advanced CNC machining operations

Graduates Have Found Employment As

- CNC Technician
- CNC Programmer
- CNC Machinist
- CNC Operator
- Machine Tool Operator
- Apprentice Machinist
- Machine Set-up Person
- Tool Room Machinist
- Maintenance Machinist

Semester 1		Credits
421-310	Print Reading for Manufacturing	1
422-310	Metrology Fundamentals	1
420-312	Lathe Fundamentals 1	1
420-310	Milling Fundamentals 1	1
444-332	Layout & Benchwork	1
420-314	Semi-Precision Operations	1
444-336	CNC Lathe Fundamentals	1
444-335	CNC Mill Fundamentals	1
444-340	CNC Turning Operations 1	1
444-344	CNC Milling Operations 1	1
420-315	Turning Setup 1	1
420-317	Milling Setup 1	1
804-315	Trade Math	1
	Credits	**13**
Semester 2		
444-331	Blueprint Reading 2	1

422-311	Metrology Inspection	1
420-313	Lathe Fundamentals 2	1
420-311	Milling Fundamentals 2	1
444-341	CNC Turning Operations 2	1
444-345	CNC Milling Operations 2	1
444-334	CNC G-Code Programming for Lathes	1
444-333	CNC G-Code Programming for Mills	1
420-316	Turning Setup 2	1
420-318	Milling Setup 2	1
420-321	Fixtures and Tooling - Lathes	1
420-320	Fixtures and Tooling - Mills	1
420-325	Machining Calculations	1
804-308	Shop Mathematics II	2
	Credits	**15**
Semester 3		
444-338	Manufacturing Support Systems	1
422-312	Metrology Gauging/SPC	1
606-310	GD&T Interpretations	1
444-342	CNC Turning Programming 1	1
444-346	CNC Milling Programming 1	1
606-311	Basic CAD - Solidworks and AutoCAD	1
444-354	Basic CAM - MasterCAM	1
444-343	CNC Turning Programming 2	1
444-347	CNC Milling Programming 2	1
444-337	Introduction to Gears & Gear Cutting	1
422-322	Metallurgy for Machinists	2
	Credits	**12**
Semester 4		
444-348	CNC Milling Programming 3	1
444-349	CNC Milling Programming 4	1
444-352	CNC Turning Problem Solving 1	1
444-350	CNC Milling Problem Solving 1	1
444-353	CNC Turning Problem Solving 2	1
444-351	CNC Milling Problem Solving 2	1
444-339	CMM Concepts	1
606-312	Intermediate CAD - Solidworks and AutoCAD	1
444-355	Intermediate CAM - MasterCAM	1
420-319	Surface Grinding Operations	1
444-357	CNC Capstone	1
444-356	CNC Internship	1
801-311	Communication	2
	Credits	**14**
	Total Credits	**54**

General Education Courses Within Program

Code	Title	Credits
801-311	Communication	2
804-315	Trade Math	1
804-308	Shop Mathematics II	2

Dental Assistant

One-Year Technical Diploma
31-508-1

The Dental Assistant Program prepares graduates to work with dentists as they examine and treat patients. Dental Assistants with documented skills will carry out a variety of laboratory, clinical, and office duties. Some dental assistants manage the office and are responsible for patient scheduling and bookkeeping functions. Graduates receive a technical diploma and are eligible to write the certification examination of the Dental Assisting National Board. Most dental assistants work in general or specialized dental offices, either for individual dentists or for groups of dentists. Some dental assistants may choose to work for insurance companies, dental laboratories, or dental supply companies.

Prior to enrolling in the Dental Assistant program (508) courses, students must complete an online criminal background check. There is an additional fee associated with the background check process.

Program Outcomes

- Perform a variety of advanced supportive dental procedures.
- Manage infection and hazard control.
- Produce diagnostic intraoral and extraoral radiographs on a variety of patients.
- Perform advanced dental laboratory procedures.
- Demonstrate professional behaviors, ethics, and appearance.
- Perform dental office business procedures.

Graduates Have Found Employment As

- Dental Assistant
- Dental Receptionist
- Dental Office Manager
- Dental Practice Manager
- Dental Lab Technician
- Dental Insurance Claims Processor
- Dental Sales Representative
- Dental Treatment Coordinator
- Dental Specialty Assistant

Semester 1		Credits
508-101	Dental Health Safety	1
508-103	Dental Radiography	2
508-113	Dental Materials	2
508-302	Dental Chairside	5
508-304	Dental & General Anatomy	2
508-306	Dental Assistant Clinical	3
508-307	Dental Assistant Professionalism	1
	Credits	**16**
Semester 2		
508-120	Dental Office Management	2
508-308	Dental Chairside Advanced	5
508-309	Dental Laboratory Procedures	4
508-310	Dental Radiography - Advanced	1
508-311	Dental Assistant Clinical Advanced	2
801-198	Speech	3
	Credits	**17**
	Total Credits	**33**

General Education Courses Within Program

Code	Title	Credits
801-198	Speech	3

BLACKHAWK Technical College

Diesel & Heavy Equipment Technician

Two-Year Technical Diploma
32-412-1

Diesel and heavy equipment technicians repair and maintain transportation equipment, such as heavy trucks, buses, locomotives, ships, and automobiles; construction equipment such as bulldozers, cranes, and road graders; and farm equipment such as tractors and combines. Many technicians perform a broad range of repairs from engines to electrical systems. Others specialize in repairs such as fuel and starting systems. Diesel and Heavy equipment technicians use a variety of computerized testing equipment to pinpoint and analyze malfunctions as well as numerous power and hand tools to perform repairs.

The Diesel and Heavy Equipment Technician Program is a two-year program providing job entry skills in service and repair of transportation, construction, industrial, and farm equipment. In addition to providing a foundation in the latest diesel technologies, the program improves skills needed to interpret technical manuals and communicate with coworkers and customers. Students in the program develop a broad base of skills, allowing them to enter the large and ever-expanding field of diesel and heavy equipment service and repair.

Upon successful completion of this technical diploma, students will be able to:

- Diagnose, repair and service brake systems
- Diagnose, repair and service Steering & Suspension Systems
- Diagnose, repair and service Electrical/Electronic Systems
- Diagnose, repair and service HVAC Systems
- Diagnose, repair and service Drive Train Systems
- Diagnose, repair and service Hydraulic Systems
- Diagnose, repair and service Diesel Engines

Graduates Have Found Employment As:

- Diesel Mechanic
- Diesel Mechanic Apprentice
- Engine Maintenance Mechanic
- Farm Equipment Mechanic
- Service Engine Repairer
- Tune-up Mechanic
- Industrial and Construction Equipment Mechanic
- Truck Mechanic

Semester 1		Credits
412-450	Introduction to Heavy Diesel	1
412-451	Brake Service 1	1
412-452	Brake Service 2	2
412-453	Brake Service 3	1
412-454	Steering & Suspension 1	1
412-455	Steering & Suspension 2	1
412-456	Steering & Suspension 3	1
412-457	Steering & Suspension 4	1
412-458	Drivetrain 1	1
412-459	Drivetrain 2	1
412-460	Drivetrain 3	1
412-461	Drivetrain 4	1
804-315	Trade Math	1
	Credits	**14**
Semester 2		
412-462	Electrical Fundamentals 1	1
412-463	Electrical Fundamentals 2	1
412-464	Electrical Fundamentals 3	1
412-465	Electrical Fundamentals 4	1
412-466	Electrical Troubleshooting 1	1

412-467	Electrical Troubleshooting 2	1
412-468	Electrical Troubleshooting 3	1
412-469	Electrical Troubleshooting 4	1
412-470	Diesel HVAC 1	1
412-471	Diesel HVAC 2	1
412-472	Diesel HVAC 3	1
801-311	Communication	2
	Credits	**13**

Semester 3

412-473	Advanced Safety Procedures	1
412-474	Engine Fundamentals 1	1
412-475	Engine Fundamentals 2	1
412-476	Engine Fundamentals 3	1
412-477	Engine Fundamentals 4	1
412-478	Engine Service Repair 1	1
412-479	Engine Service Repair 2	1
412-480	Engine Service Repair 3	1
412-481	Engine Service Repair 4	1
412-482	Engine Service Repair 5	1
412-483	Engine Service Repair 6	1
442-318	Introduction to Welding	1
442-336	Shielded Metal Arc Welding 1	1
	Credits	**13**

Semester 4

412-484	Hydraulics 1	1
412-485	Hydraulics 2	1
412-486	Hydraulics 3	1
412-487	Hydraulics 4	1
412-488	Diesel Fuel Systems 1	1
412-489	Diesel Fuel Systems 2	1
412-490	Diesel Fuel Systems 3	1
412-491	Diesel Fuel Systems 4	1
412-497	Alternate Fuels	1
412-492	Inspection & Maintenance Procedures 1	1
412-493	Inspection & Maintenance Procedures 2	1
412-494	Inspection & Maintenance Procedures 3	1
412-495	Inspection & Maintenance Procedures 4	1
412-496	ASE Certification Review	1
	Credits	**14**
	Total Credits	**54**

General Education Courses Within Program

Code	Title	Credits
801-311	Communication	2
804-315	Trade Math	1

Electric Power Distribution

One-Year Technical Diploma
31-413-2

Vast Networks of wires and cables transmit the electric power produced in generating plants to individual customers, connect telephone central offices to customer's telephones and switchboards, and extend cable TV to residential and commercial customers. These networks are constructed and maintained by line installers and cable splicers. To install new electric power or telephone lines, line installers or line erectors install poles and terminals, erect towers, and place wires and cables. Power equipment is typically used to dig holes and set poles. Line installers climb the poles or use truck-mounted buckets (aerial work platforms) and use hand tools to attach the cables. When working with electric power lines, installers bolt or clamp insulators onto the poles before attaching the cable. They may also install transformers, circuit breakers, switches, or other equipment. To bury underground cable, they use trenchers, plows, and other power equipment.

The Electric Power Distribution program prepares a student to advance to an electric line technician apprenticeship and related occupations. Students learn how to properly climb poles and install line hardware and equipment. Safety policies and procedures will be taught and strictly adhered to. Students will learn motor vehicle operation and maintenance, attain a working knowledge of ropes and rigging, proper application of rubber protective equipment and use of hot sticks. Students will also study and apply mapping and laying out lines for construction. Students will set poles at proper depth, install guys and anchors of the required strength to hold various lines.

AC and DC current will be taught along with Introduction to Fundamentals of Electricity.

Program Outcomes

- Perform installation, maintenance and repair operations in compliance with published safety standards.
- Acquire appropriate resources to perform necessary procedures and/or troubleshoot sequence.
- Operate tools and test equipment according to the process published in equipment manuals and/or demonstrated in class.
- Install poles and related equipment using proper specifications and accepted procedures.
- Install underground lines and related equipment using industry accepted methods and practices.
- Recognize faulty or damaged equipment and repair or replace.
- Document investment and retirement work orders, record equipment nameplate information and fill out daily time sheets.

Graduates Have Found Employment As

- Electric Utility Lineman
- Cable Maintenance Technicians
- Equipment Operator
- Telephone Repairman
- Cable TV Installer
- Apprentice Line Technician
- Troubleshooter
- Line Inspectors
- Substation Operator
- Cable Splicer

Semester 1		Credits
413-303	Industrial Electricity for Line Technicians	2
413-304	Safety Procedures I-Line Technicians	1
413-310	Electric Power Distribution 1A	5
458-101	CDL for Non Truck Driving Occupations	3
413-315	Electric Power Distribution 1B	5

804-315	Trade Math	1
	Credits	**17**
Semester 2		
413-305	Safety Procedures II-Line Technicians	1
413-307	EPD Mapping and Automation	1
413-320	Electric Power Distribution 2A	5
413-325	Electric Power Distribution 2B	5
801-311	Communication	2
	Credits	**14**
	Total Credits	**31**

General Education Courses Within Program

Code	Title	Credits
801-311	Communication	2
804-315	Trade Math	1

BLACKHAWK Technical College

Emergency Medical Technician (EMT)

Short-Term Technical Diploma
30-531-3

Emergency medical services providers are the first to respond to emergency calls. In this program, develop the skills and knowledge necessary to assess and manage all types of injuries and acute illnesses, while providing safe and rapid transport to a medical facility. Learn about airway management, bleeding and shock, emergency childbirth and automated defibrillation.   The national Registry of EMT's test is required at the completion of the course for licensure in the State of Wisconsin. The course is also a prerequisite for EMT-Advanced and EMT-paramedic training.

Upon successful completion of this technical diploma, students will be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate EMT skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Meet state competencies for EMT certification

Semester 1		Credits
531-110	Emerg Med Tech/EMT-B	5
	Credits	**5**
	Total Credits	**5**

Farm Business & Production Management

Short-Term Technical Diploma
30-090-1

Farming is a technology driven business, with continually evolving management practices and an ongoing need for unbiased and focused educational resources. Farm Business and Production Management is designed to deliver on these needs. Enrollment is open to any individual actively engaged in or about to enter farming including: farm owners, operators, managers, and farm/agribusiness employees. Enrollees should plan to attend regularly scheduled group instruction, as well as allow time for individual on-site instruction.

This Program is offered at the Monroe Campus.

Program Outcomes

- Complete financial and production records necessary for business operation.
- Develop and implement a soil management plan.
- Apply appropriate cropping practices.
- Develop and apply an appropriate livestock nutrient plan.
- Implement an effective livestock management plan.
- Operate tools and equipment needed in farm business operation.
- Develop a farm business management plan.

Graduates Have Found Employment As

- Farm Owner
- Farm Manager
- Farm Cropping Specialist
- Farm Nutrient Manager
- Herdsman
- Milking Technician
- Farm Reproductive Specialist
- Farm Record Keeper
- Farm Business Manager

Semester 1		Credits
090-382	Soils Management for Farm Operators	3
090-383	Crop Management for Farm Operators	3
090-384	Livestock Nutrition for Farm Operators	3
	Credits	**9**
Semester 2		
090-303	Agricultural Commodity Marketing for Farm Operators	1
090-305	Nutrient Management Planning for Farm Operators	3
090-385	Livestock Management for Farm Operators	3
090-386	Records & Business Management for Farm Operators	3
	Credits	**10**
	Total Credits	**19**

BLACKHAWK Technical College

Industrial Maintenance Mechanic

One-Year Technical Diploma
31-462-2

This career field offers plenty of opportunity to problem solve and work with your hands. You'll gain a high level of technical skills to prepare you for an entry-level position working with industrial machinery. Your training will include an introduction to electrical motors and safety, control devices and power systems. You'll also learn about blueprints, rigging and lifting, and computer-aided design. You'll get hands-on experience applying what you've learned in the machine shop.

Program Outcomes

Upon successful completion of this technical diploma, students will be able to:

- Demonstrate safe work procedures.
- Install industrial equipment and systems.
- Maintain industrial equipment and systems.
- Troubleshoot industrial equipment and systems.
- Repair industrial equipment and systems.
- Communicate technical information.

Graduates have found employment as:

- Industrial Maintenance Technician
- Industrial Machine Operator

Academic Plan

Semester 1		Credits
804-113	College Technical Mathematics 1A	3
620-902	Mechanics of Learning for Industrial Technologies	1
449-425	Safety	1
620-903	Troubleshooting Integrated Manufacturing Systems 1	1
421-310	Print Reading for Manufacturing	1

421-110	Interpreting Schematics for Manufacturing	1
620-146	Basic Mechanics	1
620-147	Basic Principles of Preventive Maintenance	1
620-116	Fluid Power 1: Basic Pneumatics	1
620-904	Fluid Power 3: Intermediate Pneumatics	1
620-101	Fundamentals of DC Circuits 1	1
620-102	Fundamentals of DC Circuits 2	1
620-109	Relay Logic	1
620-124	Programmable Logic Controllers - PLCs	1
	Credits	**16**
Semester 2		
620-171	Human Relations in the Industrial Setting Internship	2
620-113	Fundamentals of AC Circuits 1	1
620-117	Fluid Power 2: Basic Hydraulics	1
620-906	Fluid Power 4: Intermediate Hydraulics	1
442-318	Introduction to Welding	1
442-336	Shielded Metal Arc Welding 1	1
620-170	Valves, Gaskets and Seals	1
620-174	Mechanical Power Transmission	1
620-172	Machine Setup & Installation	1
620-107	Variable Speed Drives 1	1
620-106	Electric Motors 1	1
620-134	Sensors	1
620-166	Conveyor Systems	1
620-169	Milling Operations for Industrial Technicians	1

BLACKHAWK Technical College

620-168	Lathe Operations for Industrial Technicians	1
	Credits	**16**
	Total Credits	**32**

BLACKHAWK Technical College

Laboratory Science Technician Assistant
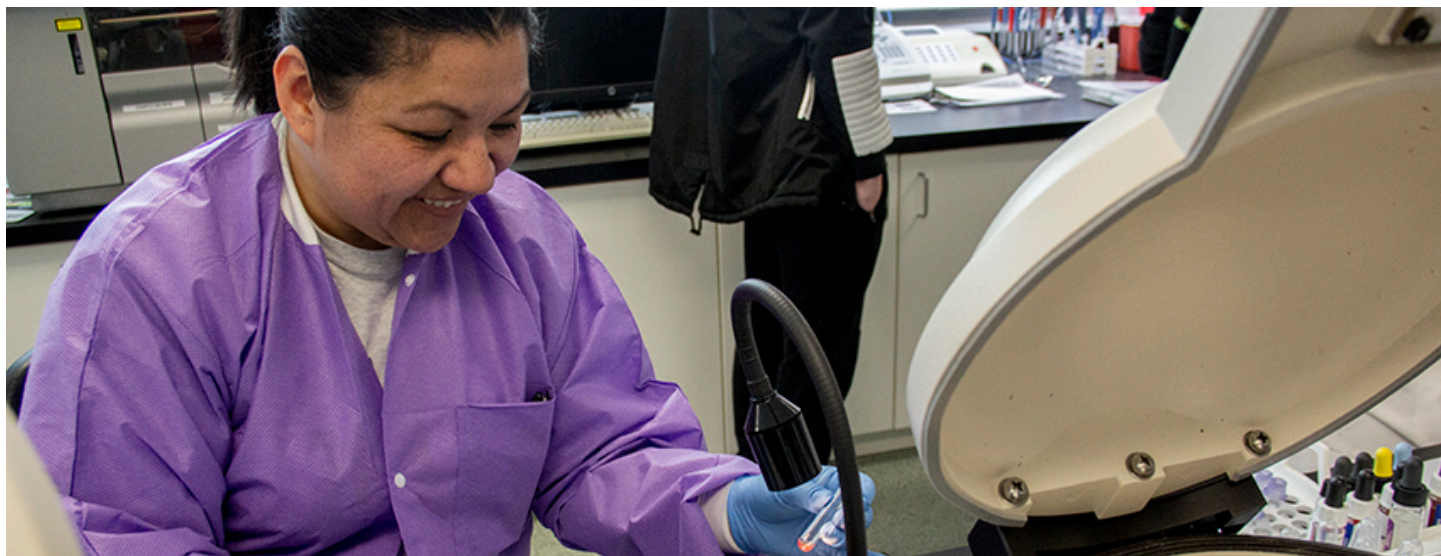
One-Year Technical Diploma
31-506-4

This 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 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.

Upon successful completion of this technical diploma, students will be able to:

- Apply modern laboratory methodologies including problem solving and troubleshooting.
- Perform and report results of laboratory tests.
- Practice laboratory safety and regulatory compliance.
- Monitor and evaluate quality control in the laboratory.
- Model professional behavior, ethics, and appearance appropriate to the laboratory setting.
- Demonstrate quantitative reasoning skills and apply critical thinking skills to a variety of disciplines.

Graduates Have Found Employment As

- Food Lab Quality Assurance Technician
- Food Lab Technician
- Medical Lab Assistant
- Quality Control Technician

View the entire course listing (p. 145).

Semester 1

		Credits
506-108	Laboratory Safety and Hazardous Materials	1
513-110	Basic Laboratory Skills	1
196-158	Essentials of Quality: Quality Data Assessment	1
103-128	Introduction to Microsoft Office Suites	2
806-199	General, Organic and Biological Chemistry	4
801-136	English Composition 1	3
804-118	Intermediate Algebra with Applications	4
	Credits	**16**

Semester 2

506-102	Intermediate Laboratory Skills	3
506-105	Quality Concepts in Laboratories	3
506-109	Data Management for Laboratory Assistants	1
806-197	Microbiology	4
102-148	Introduction to Business and Management	3
196-157	Essentials of Quality: Quality Management Basics	1
	Credits	**15**
	Total Credits	**31**

General Education Courses Within Program

Code	Title	Credits
806-197	Microbiology	4
806-199	General, Organic and Biological Chemistry	4
801-136	English Composition 1	3
804-118	Intermediate Algebra with Applications	4

Law Enforcement - Basic Recruit Academy

Short-Term Technical Diploma

30-504-2

The Law Enforcement Academy program is specifically designed for those with a minimum of 40 accredited college-level credits who seek to meet Wisconsin certification requirements as a law enforcement officer. In this role, you'll be responsible for the preservation of law and order in your community. You'll learn numerous skills related to the profession of law enforcement. Your training will also include crime prevention, crime investigation, vehicle patrols and assisting the public. This program includes in-class fitness training and other physical education such as defensive tactics and firearms training. You'll have plenty of opportunities to practice your skills with hands-on training and scenario-based field simulations throughout the program.

The Law Enforcement Basic Recruit Academy is a program for those that are interested in a career in law enforcement. This 720-hour training meets the requirement to be eligible for certification by the Wisconsin Law Enforcement Standards Board as a Law Enforcement Officer. The curriculum is set by the Wisconsin Department of Justice Training and Standards Bureau and is taught by certified Law Enforcement Academy Instructors.

A part-time program was launched during the 2019-2020 Academic Year. Contact the Public Safety Division for more information at (608) 757-7691.

Semester 1		Credits
504-500	Overview of Patrol Response	2
504-501	Physical Fitness	1
504-502	Application of Investigations	1
504-503	Overview of Criminal Justice	1
504-504	Principles of Emergency Vehicle Response	2
504-505	Sensitive Crimes	2
504-506	Overview of Investigations	2
504-507	Application of Traffic Response	3
504-508	Principles of Investigation	1
504-509	Principles of Tactics	5

504-510	Overview of Tactics	1
504-511	Scenario Assessment	1
	Credits	**22**
	Total Credits	**22**

Medical Assistant

One-Year Technical Diploma
31-509-1

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering ECGs, and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription, and microcomputer applications. Laboratory functions include specimen collection, the performance of basic laboratory tests, and microscopic work.

Graduates find jobs as medical assistants, secretaries, medical laboratory assistants, phlebotomists, receptionists, medical insurance clerks, and electrocardiogram technicians.

A **caregiver background check** is required prior to the beginning of program-specific courses. This should be completed before the first day of the semester. Please note: drug testing may also be required by clinical sites. The drug test and other health requirements will be due prior to practicum which is during the final semester of the program. There are fees associated with these tasks. For more information, please contact the program faculty and/or program advisor.

Upon successful completion of this program, students will be able to:

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Graduates find jobs as medical assistants, secretaries, medical laboratory assistants, phlebotomists, receptionists, medical insurance clerks and electrocardiogram technicians.

Semester 1		Credits
501-101	Medical Terminology	3
509-301	Medical Assistant Admin Procedures	2
509-302	Human Body in Health & Disease	3
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4
509-307	Medical Office Insurance and Finance	2
	Credits	**16**
Semester 2		
509-305	Med Asst Lab Procedures 2	2
509-306	Medical Assistant Clinical Procedures 2	3
509-308	Pharmacology for Allied Health	2
509-309	Medical Law, Ethics and Professionalism	2
509-310	Medical Assistant Practicum	3
	Credits	**12**
	Total Credits	**28**

BLACKHAWK Technical College

Nursing Assistant

Short-Term Technical Diploma
30-543-1

Nursing Assistants (NA), sometimes called Nurse Aides are in high demand to assist in the care of patients in extended care facilities, home care situations, and hospitals. Working under the direct supervision of a licensed nurse, their responsibilities may vary, but personal care and emotional support of patients are always primary considerations. This 90-hour course involves lectures, campus lab experiences, and a clinical practicum, which involves working in healthcare agencies with patients and residents. Students must be at least 16 years old to attend clinical practicum. Students who are in high school should work with their school district to apply for the class through the Start College Now program or contract options. Those who successfully complete this course are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam to become a part of the Wisconsin Nurse Aide Registry as a CNA/HHA. The cost for this testing is not included in course fees and tuition.

Program Outcomes

- Communicates effectively with clients, family, and co-workers
- Protect rights of clients
- Demonstrates ethical and legal responsibilities
- Work cooperatively in a team environment
- Provide holistic, safe care to diverse populations
- Demonstrate reporting and documentation
- Assist clients with rehabilitation and restorative care
- Provide safe care with acute and chronic health conditions
- Complete educational requirements for WI NA competency evaluation

Semester 1		Credits
543-300	Nursing Assistant	2
	Credits	**2**
	Total Credits	**2**

Phlebotomy Technician

Short-Term Technical Diploma
30-513-1

The Phlebotomy Technician program prepares the learner to function as a member of the healthcare delivery team, performing the role of a phlebotomist. The phlebotomist generally works in a clinical laboratory under the supervision of the appropriate professional. He/She is responsible for collection procedures in both outpatient clinical and hospital inpatient settings for the purpose of laboratory analysis, including emergency and routine collection procedures from veins, skin puncture areas and arteries on patients of all ages. This program coursework also prepares and qualifies a student to be eligible to become a certified Clinical Laboratory Assistant through the ASCP Board of Certification.

Prior to enrolling in Phlebotomy Technician program (513) courses, students must complete an online criminal background check. There is an additional fee associated with the background check process.

- Adhere to infection control and safe practices
- Perform specimen collection
- Process specimens
- Comply with legal regulations
- Model professional behaviors

View the entire course listing (p. 145).

Semester 1		Credits
501-101	Medical Terminology	3
501-107	Digital Literacy for Health Care	2
806-194	Survey of Anatomy and Physiology	3
513-102	Principles of Phlebotomy	3
513-525	Beginning Laboratory Skills for Phlebotomy	1
	Credits	**12**

Semester 2		
513-147	Phlebotomy Practicum	4
501-104	Contemporary Healthcare Practices	2
	Credits	**6**
	Total Credits	**18**

Welding

One-Year Technical Diploma
31-442-1

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.

Graduates of the program will be experienced to 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).

Program Outcomes

- Demonstrate industry-recognized safety practices
- Interpret welding drawings
- Produce Gas Metal Arc Welds (GMAW)
- Produce Shielded Metal Arc Welds (SMAW)
- Produce Flux Cored Arc Welds (FCAW)
- Produce Gas Tungsten Arc Welds (GTAW)
- Perform cutting operations

View the entire course listing (p. 145).

Semester 1

		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-154	Thermal Cutting	1
442-155	Gas Metal Arc Welding 1	1
442-156	Gas Metal Arc Welding 2	1
442-157	Gas Metal Arc Welding 3	1
442-158	Gas Metal Arc Welding 4	1
442-159	Gas Metal Arc Welding 5	1
442-160	Gas Metal Arc Welding 6	1
801-311	Communication	2
804-315	Trade Math	1
	Credits	**15**

Semester 2

442-148	Flux Cored Arc Welding 1	1
442-149	Flux Cored Arc Welding 2	1
442-150	Flux Cored Arc Welding 3	1
442-151	Flux Cored Arc Welding 4	1
442-152	Flux Cored Arc Welding 5	1
442-336	Shielded Metal Arc Welding 1	1
442-337	Shielded Metal Arc Welding 2	1
442-338	Shielded Metal Arc Welding 3	1
442-339	Shielded Metal Arc Welding 4	1
442-340	Shielded Metal Arc Welding 5	1
442-161	Gas Tungsten Arc Welding 1	1
442-162	Gas Tungsten Arc Welding 2	1
442-163	Gas Tungsten Arc Welding 3	1
442-164	Gas Tungsten Arc Welding 4	1
442-165	Gas Tungsten Arc Welding 5	1
442-341	Welding Certification	1

442-342	Advanced Welding Techniques	1
	Credits	**17**
	Total Credits	**32**

Embedded Technical Diplomas

In response to employer and student demand for additional educational opportunities, the Wisconsin Technical College System created embedded credentials within existing programs now referred to as Embedded Technical Diplomas. Embedded Technical Diplomas can be earned while taking courses within an already approved program. This opportunity provides students a set of industry recognized skills and abilities that will prepare them for entry level employment.

![Blackhawk Technical College logo]

Accounting Assistant

One-Year Embedded Technical Diploma
31-101-1

The Accounting Assistant program will provide students with the skills necessary to perform entry-level bookkeeping and accounting functions for local employers. Accounting Assistants enter data into the accounting information system in order to prepare and process payroll, accounts payable, accounts receivable, and cash. The program serves as a solid foundation for further study in the accounting field and can be easily transferred into the two-year associate degree accounting program. The courses are designed for online, blended and traditional formats.

- Prepare financial statements and the related schedules in conformity with generally accepted accounting principles
- Apply accounting skills and principles creatively and innovatively in accordance with the standards of professional ethics
- Process financial transactions throughout the accounting cycle
- Analyze basic financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks

Semester 1		Credits
101-111	Accounting I	4
103-126	Introduction to QuickBooks	1
103-138	Word Documents	2
102-148	Introduction to Business and Management	3
804-134	Mathematical Reasoning	3
801-136	English Composition 1	3
	Credits	**16**
Semester 2		
101-112	Accounting II	4
101-130	Accounting Information Systems	3
101-135	Payroll Accounting	2
101-136	Computerized Accounting	2
103-107	Intermediate Excel	2
	Credits	**13**
	Total Credits	**29**

Business Management Specialist

One-Year Embedded Technical Diploma

31-102-3

This Business Management Specialist technical diploma prepares you to apply the critical skills needed to plan, organize, staff, and lead day-to-day business management functions in an office or other type of business setting. This broad-based short term program offers a general background in foundations of business management. Courses completed in this program directly apply to the Associate of Applied Science degree in Business Management.

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Control business processes.

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-128	Introduction to Microsoft Office Suites	2
104-102	Marketing Principles	3
801-136	English Composition 1	3

804-134
   or 804-118
	Mathematical Reasoning
	      or Intermediate Algebra with Applications
		3

	Credits	**14**
Semester 2		
101-111	Accounting I	4
102-109	Business Careers and Communication	3
102-115	Management Principles	3
102-155	Introduction to Project Management	3
102-160	Business Law	3
	Credits	**16**
	Total Credits	**30**

Child Care Services

One-Year Embedded Technical Diploma
31-307-1

Early childhood educators work with young children during the pivotal years that build the foundations for future success. The Child Care Services technical diploma at Blackhawk Technical College prepares you to work as teacher-caregiver in an early childhood education setting. Gain hands on experience through field experience placements at local child care centers and related academic work at the college. As a student, you'll take a variety of courses related to early childhood development, curriculum planning, and behavior guidance in this high-demand field. Students practice creating developmentally appropriate play-based learning experience plans and incorporating health and safety practices. If you have a passion for working with young children through 8-years of age, consider a fun and rewarding career in early childhood education. Graduates of the Child Care Services technical diploma will be recognized as a Wisconsin Registry Career Level 11. Courses in the Child Care Services technical diploma transfer directly into the Early Childhood Education associate degree program.

Upon successful completion of the Child Care Services technical diploma, students will be able to:

a. Relate knowledge of child development to practice
b. Create relationships with children, family, and the community
c. Apply observation, documentation, and assessment strategies
d. Implement developmentally appropriate teaching and learning experiences
e. Demonstrate professional practice
f. Follow health, safety, and nutrition practices

Credits 12

Credits 27

A caregiver criminal background check and health examination are required prior to beginning a field experience course. Drug testing may also be required by certain sites. There are fees associated with these tasks. For more information, contact the program faculty and/or program advisor.

Taking a course within the Child Care Services technical diploma or Early Childhood Education associate degree prior to completing and passing a criminal background check does not guarantee enrollment in any of the field experience courses or placement in the early childhood field required for program completion.

CNC Machine Operator/Programmer

One-Year Embedded Technical Diploma
31-444-1

The CNC Machine Operator/Programmer Embedded Technical Diploma (34 credits) prepares learners for CNC machine setups and operations. With a flex lab format, individuals can attend when it is convenient for them. Students can also take advantage of the nationally recognized National Institute of Manufacturing Standards (NIMS) certification process as they complete the program.

Upon successful completion of this technical diploma, students will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform advanced machine tool equipment set-up and operation

Semester 1		Credits
421-310	Print Reading for Manufacturing	1
422-310	Metrology Fundamentals	1
420-312	Lathe Fundamentals 1	1
420-310	Milling Fundamentals 1	1
444-332	Layout & Benchwork	1
420-314	Semi-Precision Operations	1
444-336	CNC Lathe Fundamentals	1
444-335	CNC Mill Fundamentals	1
444-340	CNC Turning Operations 1	1
444-344	CNC Milling Operations 1	1
420-315	Turning Setup 1	1
420-317	Milling Setup 1	1
444-338	Manufacturing Support Systems	1
444-346	CNC Milling Programming 1	1
444-342	CNC Turning Programming 1	1

804-315	Trade Math	1
	Credits	**16**
Semester 2		
444-331	Blueprint Reading 2	1
422-311	Metrology Inspection	1
420-313	Lathe Fundamentals 2	1
420-311	Milling Fundamentals 2	1
420-316	Turning Setup 2	1
420-318	Milling Setup 2	1
444-334	CNC G-Code Programming for Lathes	1
444-333	CNC G-Code Programming for Mills	1
422-312	Metrology Gauging/SPC	1
444-341	CNC Turning Operations 2	1
444-345	CNC Milling Operations 2	1
606-310	GD&T Interpretations	1
420-325	Machining Calculations	1
420-320	Fixtures and Tooling - Mills	1
420-321	Fixtures and Tooling - Lathes	1
444-356	CNC Internship	1
	Credits	**16**
	Total Credits	**32**

General Education Courses in the Program:

Code	Title	Credits
804-315	Trade Math	1

Culinary Production Line Cook

BLACKHAWK Technical College

30-316-4

The Culinary Production Line Cook Technical Diploma gives students the hands-on skills as well as technical and professional knowledge they need to start a career in the culinary industry within restaurants, catering services, hotels, healthcare facilities and schools. Students are prepared for careers such as Line Cooks, Prep Cooks, Broiler Chefs through in class and practical, on-the-job experiences within the local food industry.

- Enforce health and safety standards
- Demonstrate food prep skills
- Adapt procedures to meet changing needs
- Manage food storage, inventory and cost control

Semester 1		Credits
316-104	Food Quantities and Measures	1
316-109	Quantity Production of Soups, Salads ,and Dressings	4
316-147	Food Service Sanitation	2
531-102	Emergency Procedure-Work Place	1
316-108	Food Science I	3
	Credits	**11**
Semester 2		
316-114	Quantity Production of Entrees, Sauces and Vegetables	4
316-136	Catering, Special Events and Contract Food Service	2
316-131	Advanced Cuisine	2
316-115	Nutrition	2
316-107	Culinary Internship	1
	Credits	**11**
	Total Credits	**22**

Entry Maintenance Technician

One-Year Embedded Technical Diploma

30-620-4

This embedded diploma is designed to prepare completers for entry-level electromechanical maintenance technician employment. Employment opportunities include the areas of electricity, hydraulics, pneumatics, analog circuits, programmable logic controllers (PLCs), and computer and robotic programming. The diploma covers electromechanical safety, the fundamentals of DC and AC electricity, hydraulics, pneumatics, analog circuits, introduction to programmable logic controllers, computer and robotic programming, technical mathematics, and written communications.

- Perform work safely (TSA)
- Troubleshoot electrical and mechanical systems and devices Integrates safety protocol. (TSA)
- Repair electrical and mechanical systems (TSA)
- Communicate Technical Information (TSA)
- Operate power and hand tools and standard test equipment

Semester 1		Credits
620-902	Mechanics of Learning for Industrial Technologies	1
449-425	Safety	1
620-903	Troubleshooting Integrated Manufacturing Systems 1	1
421-310	Print Reading for Manufacturing	1
421-110	Interpreting Schematics for Manufacturing	1
620-146	Basic Mechanics	1
620-147	Basic Principles of Preventive Maintenance	1
620-116	Fluid Power 1: Basic Pneumatics	1
620-117	Fluid Power 2: Basic Hydraulics	1
620-101	Fundamentals of DC Circuits 1	1
620-113	Fundamentals of AC Circuits 1	1
620-109	Relay Logic	1
620-106	Electric Motors 1	1
	Credits	**13**
	Total Credits	**13**

BLACKHAWK Technical College

Flux Cored Arc Welding

Short-Term Embedded Technical Diploma

30-442-6

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.

Graduates of the program will gain experience in the Flux Core Arc Welding process. They will develop the ability of blueprint reading, sketching, and layout for welding. Major job skills learned will include: Flux Core Arc Welding (FCAW)

Semester 1		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-148	Flux Cored Arc Welding 1	1
442-149	Flux Cored Arc Welding 2	1
442-150	Flux Cored Arc Welding 3	1
442-151	Flux Cored Arc Welding 4	1
442-152	Flux Cored Arc Welding 5	1
442-154	Thermal Cutting	1
	Credits	**11**
	Total Credits	**11**

Gas Metal Arc Welding

Short-Term Embedded Technical Diploma

30-442-5

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.

Graduates of the program will gain experience in the Gas Metal Arc Welding process. They will develop the ability of blueprint reading, sketching, and layout for welding. Major job skills learned will include: Gas Metal Arc Welding (GMAW)

Semester 1		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-155	Gas Metal Arc Welding 1	1
442-156	Gas Metal Arc Welding 2	1
442-157	Gas Metal Arc Welding 3	1
442-158	Gas Metal Arc Welding 4	1
442-159	Gas Metal Arc Welding 5	1
442-160	Gas Metal Arc Welding 6	1
442-154	Thermal Cutting	1
	Credits	**12**
	Total Credits	**12**

BLACKHAWK Technical College

Gas Tungsten Arc Welding

Short-Term Embedded Technical Diploma

30-442-7

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.

Graduates of the program will be experienced in the Gas Tungsten Arc Welding process. They will develop the ability of blueprint reading, sketching, and layout for welding. Major job skills learned will include: Gas Tungsten Arc Welding (GTAW).

Semester 1		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-161	Gas Tungsten Arc Welding 1	1
442-162	Gas Tungsten Arc Welding 2	1
442-163	Gas Tungsten Arc Welding 3	1
442-164	Gas Tungsten Arc Welding 4	1
442-165	Gas Tungsten Arc Welding 5	1
442-154	Thermal Cutting	1
	Credits	**11**
	Total Credits	**11**

IT Technical Support Specialist

Associate of Applied Science Degree

10-154-4

Graduates of the IT Technical Support Specialist program support systems and their users in both stand-alone and LAN/WAN environments. People working successfully in this field are highly adaptive and able to work on multiple tasks simultaneously. They manage their time well and are highly organized. Major skill areas in the program include end-user support and training; installing, configuring, and upgrading hardware and software; and network implementation and maintenance.. After completing this program, the student will have covered basic topic areas needed for the MCSA, A+, ITF+ certifications.

Upon successful completion of this program, students will be able to:

- Manage information technology hardware
- Manage software
- Support computer networks
- Provide end user support
- Solve information technology problems
- Demonstrate customer service skills as an IT professional

Semester 1

		Credits
154-130	IT Exploration	1
154-131	Hardware Fundamentals: PC Components & Assembly	1
154-132	Hardware Fundamentals: Mobile Devices	1
154-133	OS Fundamentals: Microsoft Windows	1
154-134	OS Fundamentals: Linux & MacOS Essentials	1
154-135	Software Fundamentals: Introduction to Microsoft Office	1
154-136	Software Fundamentals: PC Applications	1
154-137	Network Fundamentals: Introduction to Networking	1
154-138	Network Fundamentals: Routing & Switching	1
154-139	IT Service Desk: Exploration & Overview	1
154-140	IT Service Desk: Processes & Procedures	1
154-141	Customer Service: Exploration & Overview	1
154-142	Customer Service: Soft Skills	1
801-136	English Composition 1	3
	Credits	**16**

Semester 2

		Credits
154-143	Enterprise Fundamentals: Windows Server	1
154-144	Enterprise Fundamentals: Information Assurance	1
154-145	Enterprise Fundamentals: Domains & Active Directory	1
154-146	Scripting & Programming Basics	1
154-147	Database Fundamentals: Microsoft SQL	1
154-148	Troubleshooting: Hardware & Mobile Devices	1
154-149	Troubleshooting: OS & Software	1
154-150	Troubleshooting: LAN & WAN Connectivity	1
154-151	Project Management: Introduction & Overview	1
154-152	Cybersecurity: Introduction & Overview	1
154-153	Virtualization: Introduction & Overview	1
154-154	Disaster Recovery: Introduction & Overview	1
154-155	Information Technology Career Preparation	1
804-134	Mathematical Reasoning	3
	Credits	**16**

Semester 3

		Credits
154-156	Advanced LAN/WAN: Firewall Overview & Exploration	1
154-157	Advanced LAN/WAN: Firewall Configuration	1
154-158	Advanced LAN/WAN: Wireless Solutions	1
154-159	Enterprise Fundamentals: Scripting & Automation	1
154-160	Enterprise Fundamentals: Storage	1
154-161	Enterprise Fundamentals: Hybrid Domains & Azure	1
154-162	Virtualization: VMWare Foundations	1
154-163	Virtualization: Hyper-V Foundations	1
154-164	Disaster Recovery: Solutions & Implementations	1
801-198	Speech	3
809-198	Introduction to Psychology	3
	Credits	**15**

Semester 4

		Credits
154-165	Software Fundamentals: Advanced Microsoft Office	1
154-166	Software Fundamentals: Microsoft Visio	1
154-167	IT Service Desk: Technical Reporting	1
154-168	IT Service Desk: Managing A Service Desk	1
154-169	Customer Sevice: End User Training	1

154-170	Project Management: Managing & Assessing	1
154-171	IT Programs Portfolio	1
154-172	IT Service Support Internship	2
154-173	IT Technical Support Specialist Capstone	3
809-196	Introduction to Sociology	3
	Credits	**15**
	Total Credits	**62**

General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134	Mathematical Reasoning	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3
Total Credits		**15**

Residential HVAC

One-Year Embedded Technical Diploma

31-601-1

HVAC/R is one of the fastest growing industries in the world today. With the changing laws involving refrigerants, there is a constant need for qualified service and installation technicians to work on residential HVAC equipment.

This program will provide proper training for people interested in a career in the residential/light commercial heating, ventilation, and air conditioning (HVAC) field. The technician will be prepared for employment in maintaining, servicing and installing HVAC systems for residential/light commercial applications. The most modern equipment, test instruments, and computers are used for instruction.

After completing the Residential HVAC one year Technical Diploma program, students may wish to pursue an Associates Degree in AIR CONDITIONING AND REFRIGERATION TECHNOLOGY. Credits earned in the 1 year technical diploma are associate level courses and can be applied to the Associate Degree.

Pathway Certificates and Embedded Technical Diplomas are part of a larger model of BTC's Career Pathways that link related academic programs in sequence. Each program offers direct job preparation and a path to the next level of academic programming.

Program Outcomes:

- Install HVAC components.
- Service HVAC systems
- Troubleshoot HVAC systems.

Semester 1		Credits
601-116	A/C Safety, Tools, Thermal Dynamics and HVAC Terminology	1
601-117	A/C Components, Refrigeration Cycle and Refrigeration Gauges	1
601-118	Air Flow Fundamentals	1
601-121	Electrical Safety, Meter Usage and Ohm's Law	1
601-122	Parallel Circuits, Combination Circuits and Capacitors	1
601-123	Electrical Services, Wire Sizing and Electrical Diagrams	1
601-131	Access Valves, Compressors and Condensers	1
601-132	Evaporators, Metering Devices and Accessories	1
601-146	Flaring, Swagging and Soldering Copper Pipe	1

601-147	Air Acetylene and Oxy-Acetylene Brazing Copper Pipe	1
804-113	College Technical Mathematics 1A	3
	Credits	**13**

Semester 2

601-136	Split Phase Motor Identification, Testing and Replacement	1
601-137	Variable Speed Motors, Current Relays, Potential Relays and PTC Relays	1
601-138	Transformers, Contactors, Relays and Motor Starters	1
601-141	Gas Pipe Sizing, Gas Regulators and Gas Valves	1
601-142	Residential Gas Furnaces	1
601-148	Refrig Recov, Deep Evac and Charging of Residential, Light Commercial, Geothermal and Ice Mach Equip	1
601-149	Refrig Recovery, Triple Evacuation and Charging of Heat Pumps and Refrig Equipment and EPA Test	1
601-151	Residential Split and Light Commercial Package Gas/Electric Cooling Applications	1
601-152	Residential Air-to-Air and Geothermal Heat Pump Systems Cooling Applications	1
601-171	Residential Split System Gas and Refrigeration Pipe Installation	1
601-172	Residential Split System Duct and Controls System Installation and Start-up	1
601-176	Residential Oil Heat, Duel Fuel Systems and Two Stage Heat Pump Heating Applications	1
601-177	Mini-Split, Light Commercial Gas/Electric Package and Unit Heater Heating Applications	1
	Credits	**13**
	Total Credits	**26**

![BLACKHAWK Technical College]

Shielded Metal Arc Welding

Short-Term Embedded Technical Diploma

30-442-4

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.

Graduates of the program will gain experience in the Shielded Metal Arc Welding process. They will develop the ability of blueprint reading, sketching, and layout for welding. Major job skills learned will include: Shielded Metal Arc Welding (SMAW)

Semester 1		Credits
442-109	Mechanics of Learning for Welding	1
442-317	Welding Shop Safety	1
442-318	Introduction to Welding	1
442-343	Welding Blueprint Reading 1	1
421-310	Print Reading for Manufacturing	1
442-336	Shielded Metal Arc Welding 1	1
442-337	Shielded Metal Arc Welding 2	1
442-338	Shielded Metal Arc Welding 3	1
442-339	Shielded Metal Arc Welding 4	1
442-340	Shielded Metal Arc Welding 5	1
442-154	Thermal Cutting	1
	Credits	**11**
	Total Credits	**11**

Substance Abuse Education

One-Year Embedded Technical Diploma
30-550-1

The Substance Abuse Education Technical Diploma prepares individuals to help prevent substance abuse, counsel individuals and families with drug and alcohol problems, and perform intervention and therapeutic services for persons suffering from addiction. Includes instruction in individual and group counseling skills, psychology of addiction, substance abuse identification methodologies, substance abuse treatment modalities, substance abuse prevention and treatment resources, psychopharmacology, treatment evaluation, patient education, and professional standards and ethics.

- Clinically evaluate for substance use disorders and treatment needs
- Develop treatment plans
- Facilitate referral to meet needs
- Demonstrate service coordination skills
- Demonstrate counseling skills with individuals, groups, and families
- Provide education relevant to substance use
- Maintain clinical records according to agency, federal and state guidelines
- Adhere to accepted culturally competent, ethical, and behavioral conduct

Semester 1		Credits
550-100	Substance Use Assessment, Diagnosis & Treatment	3
550-120	Psychopharmacology	3
550-115	Understanding Addiction	3
550-119	Substance Use Disorder Counseling	3
	Credits	**12**
Semester 2		
520-105	Intro to Addiction and Substance Abuse Disorders	3
520-106	Professional Practices in Human Services	3
520-109	Group Facilitation	3
520-113	Rehabilitation Services	3
	Credits	**12**
	Total Credits	**24**

BLACKHAWK Technical College

Supply Chain Assistant

One-Year Embedded Technical Diploma
31-182-1

This Supply Chain Assistant Technical Diploma provides you with the basic skills needed to perform entry level work in supply chain management. This credential is the pathway to the Associate of Science degree in Supply Chain Management. Functions such as logistics, purchasing, or material management all encompass part of a supply chain. Supply chains are led and managed by people who enjoy working with others and analyzing data. Without supply chain management, you could not get the products or services you need every day.

Upon completion of this technical diploma, students will:

- Implement supply management practices in a global environment.
- Demonstrate operations management techniques across product and service industries.
- Analyze logistic interfaces and activities in a supply chain.
- Evaluate demand management techniques and customer service policies.

Semester 1

		Credits
182-103	Introduction to Supply Chain Management	3
102-148	Introduction to Business and Management	3
196-108	Health, Safety and Security	3
102-161	Principles of Manufacturing Management	3
804-118	Intermediate Algebra with Applications	4
	Credits	**16**

Semester 2

102-114	Principles of Operations Planning	3
102-155	Introduction to Project Management	3
102-134	Lean Six Sigma	3
182-106	Purchasing	3
182-107	Distribution & Logistics	3
196-159	Essentials of Quality: Lean Tools	1
	Credits	**16**
	Total Credits	**32**

Certificates

Local certificate programs include a grouping of only those courses which are essential to prepare a student for successful employment in specific occupations in our region. These internal certificates are specific to Blackhawk Technical College, are not listed on a transcript, and may be issued based on completion by the department that has responsibility for the program.

Advanced Technical Certificates are awarded and listed on a student's transcript, however, students must submit a graduation application to be reviewed and awarded.

Law Enforcement - Basic Jail Academy

The Basic Corrections Academy is a program that provides the curriculum required for correctional officer certification with the Wisconsin Department of Justice, Law Enforcement Standards Board. The program is a 200-hour course that focuses on the philosophical and tactical principles of working as a correctional officer in Wisconsin. The course includes a skills-assessment examination prior to completion to verify student competence. Upon the completion of the program, a student will be eligible for certification with the Wisconsin Department of Justice, Law Enforcement Training and Standards Board.

Patient Service Specialist

Local Certificate

61-509-2

Completion of the *Patient Service Specialist* Certificate prepares students to perform medical support duties using specific knowledge of medical terminology, customer service, and technology within a hospital, clinic, or laboratory. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence as well as schedule and confirm patient diagnostic appointments, surgeries, or medical consultations. You may apply these courses towards a Technical Degree in *Medical Assistant or Phlebotomy.*

Semester 1		Credits
501-101	Medical Terminology	3
501-107	Digital Literacy for Health Care	2
501-104	Contemporary Healthcare Practices	2
	Credits	**7**
	Total Credits	**7**

This certificate prepares individuals, under the supervision of office managers, nurses, or physicians, to provide customer service, visitor reception, and patient intake and discharge services. Includes instruction in medical office and healthcare facility procedures, medical terminology, interpersonal communication and customer service skills in a healthcare setting, principles of health care operations, use of business technology applications for documentation, record-keeping and using an electronic health record, and patient privacy and confidentiality issues as they relate to healthcare.

Secure Juvenile Detention Academy

The Secure Juvenile Detention Academy is a program that provides the curriculum required for juvenile detention worker certification with the Wisconsin Department of Justice, Law Enforcement Training and Standards Bureau. The program is a 160 hours and provides instruction on how to be a detention officer. The program requires a skills-assessment prior to completion to verify student competence. Upon the completion of the program, a student will be eligible for certification with the Wisconsin Department of Justice as a secure juvenile detention worker.

General Education

The General Education and Academic Support Division lays the foundation for broad-based student learning. The division strives to meet students at whatever point of readiness they are when admitted to BTC. In some cases, students are prepared and ready to enroll immediately in general education classes. In other instances, students may need additional instruction to reinforce skills necessary to achieve their academic goals.

General Education courses help students develop core knowledge, skills, and attitudes essential for personal and professional success. General Education courses (https://www.blackhawk.edu/Programs-Classes/Take-a-Class/Class-Search/credit/) in communication, social science, math, and natural science are based on an applied, integrated curriculum and use classroom activities that reflect real world work situations relevant to program areas while also preparing students to be lifelong learners.

Basic Skills Education

Basic Skills-Academic Support

Blackhawk provides basic skills education, GED/HSED instruction, classes for English Language Learners (ELL), and support services to help students succeed in post-secondary education. Staff work closely with other divisions of Blackhawk as well as with local schools and industries to develop programs to meet educational needs in the community. Classes are offered at a variety of locations throughout Rock and Green Counties.

BLACKHAWK Technical College

There is an array of services in response to students' unique circumstances, abilities and goals. Support is provided via classroom instruction, workshops, computer-based tutorials, and individualized assistance through learning labs. Our instructional staff are sensitive to the concerns of adult students who desire to complete or continue their education.

A pre-assessment of academic needs (TABE) is required. Minimal material fees may apply. Feel free to contact us for more information:

Central Campus/Rock County

6004 S. Cty Rd G
Janesville, WI 53546-9548
(608) 757-7666

Monroe Campus/Green County

210 4th Ave.
Monroe, WI 53566-1033
(608) 328-8204

High School Contracting

This is a cooperative effort to provide educational alternatives to at-risk students and to comply with the compulsory school attendance laws. It offers high school credit and GED/HSED courses for students referred by and enrolled in district high schools. This program aids public schools by providing in-school youth with a chance to make up or add on credits.

Learning Labs

There are two learning labs at Central Campus: the Writing and Communication Lab and the Math and Science Lab. These two labs allow students to study at their own pace to prepare to take GED/HSED tests, enter post-secondary programs, or seek supplemental instruction to assist them with coursework.

Some services, such as tutorial assistance are available on a walk-in basis. Other services, such as individualized instruction, require some type of advance arrangement. Students are encouraged to stop in during lab hours to explore the opportunities the Learning Labs provide.

The Learning Labs are located in the Student Success Center at Central Campus. The Writing and Communication Lab is in room 2213. The Math and Science Lab is located in room 2216. If students have questions, they should call (608) 757-7676.

RECAP/Rock County Jail Project

The Rock County Education and Criminal Addictions Program (RECAP) is a cooperative program among Blackhawk Technical College, Rock County Sheriff's Office, and CESA #2. The program provides Adult Basic Education (ABE) and GED/HSED instruction to both RECAP students and general jail population students. Along with this instruction, RECAP students also receive Thinking 4 Change (T4C), restorative justice, anger management, parenting, and college and career readiness classes.

GED and HSED

General Educational Development Certificate (GED) and High School Equivalency Diploma Preparation (HSED)
Preparation

GED/HSED preparation (https://www.blackhawk.edu/Programs-Classes/GED-HSED/GED-HSED-Preparation/) and programming(more formally known as General Educational Development and High School Equivalency Diploma) is open to all adults. GED/HSED classes are offered at Blackhawk's Central Campus, Monroe campus as well other community sites.

There are structured classes, as well as individualized study options available to students to best meet their needs. GED/HSED classes (p. 325) are provided at no cost to students, although some sites may charge minimal material fees. For additional information, contact (608) 757-7666.

General Educational Development (GED) Testing Service® – A Program of the American Council on Education

Blackhawk Technical College is an official testing center for General Educational Development (GED) Testing Service/Pearson Vue Testing. Testing is offered at the Central Campus, Monroe Campus, and the Rock County Jail. Students seeking to test must be at least 18 ½ years old, excluding students whose senior class has graduated or those under an approved high school contract. Orientation and testing information are available at blackhawk.edu or from the Testing Center, located on Central Campus. GED Orientation is now offered through an online class.

General Educational Development (GED) and High School Equivalency Diploma (HSED) Credentials

The GED/HSED test batteries measure high school-level knowledge and skills. The tests are designed to measure the academic outcomes normally acquired by completing a typical high school program of study. The GED test battery consists of four (4) tests: Language Arts (this contains an essay portion), Mathematics, Science, and Social Studies. In Wisconsin, you are also required to pass a 100-question civics test. The HSED credential is earned by completing the four (4) GED tests, the 100-question civics test, and two (2) additional competencies: Health and Employability Skills.
All students are required to obtain counseling from an approved educational advisor (GED/HSED Orientation) and complete a career assessment. Blackhawk Technical College offers classes to prepare for the GED/HSED test batteries throughout the Blackhawk Technical College District. Classes are flexible and can often be taken during the day or evening and online.

GED / HSED Completion Ceremony

Individuals who have earned either the GED or HSED credential have an opportunity to participate in a completion ceremony. This ceremony is typically held once a year in May. Family and friends are welcome to attend and celebrate this accomplishment.

![Blackhawk Technical College logo]

ELL

ELL-English Language Learning

English Language Learner (https://www.blackhawk.edu/Student-Resources/Academic-Support-Tutoring/English-Language-Learners/) (ELL) classes provide basic skills education instruction in speaking, listening, reading and writing for adults whose native language is not English. The emphasis is on learning the English language to be able to successfully interact with others whether for employment, community involvement, or for furthering education.

For additional information, contact (608) 757-7666.

Apprentice Programs

The apprenticeship process is a formal arrangement involving employers, apprenticeship committees, state government, technical colleges, and individuals who want to learn a skilled craft through on-the-job training and applied classroom instruction in their chosen trade. Paid Related Instruction is a key part of each apprenticeship and is required by the Wisconsin apprenticeship law. The length of training may vary from two to five years, depending on the trade. Apprentices who successfully complete the prescribed number of hours of training become certified skilled workers.

Blackhawk Technical College currently offers the following:

- 50-413-1 Industrial Electrician Apprentice
- 50-413-2 Electricity (Construction) Apprentice
- 50-413-9 Electrician Apprentice (ABC)
- 50-464-1 Maintenance Technician Apprentice
- 50-620-1 Mechatronics Apprentice
- 50-420-2 Machinist Apprentice
- 50-401-9 HVAC Apprenticeship
- 50-442-1 Welding Fabricator Apprentice

To become an apprentice, students first need to get hired by an employer in one of the fields listed above, followed by an application process and state approval through the employer. Many individuals, including women and minorities, have discovered that apprenticeship training offers an opportunity for a good-paying career.

Further information and a list of Wisconsin apprenticeships can be obtained online at http://www.dwd.wisconsin.gov/apprenticeship/individuals.htm or by calling (608) 266-3332. For information on BTC's apprenticeship programs or the apprenticeship process (https://www.blackhawk.edu/Professional-Training/Apprenticeships/), please contact (608) 757-7628.

Professional and Continuing Education

We offer many courses for a variety of occupations through continuing education. Explore the variety of non-credit vocational courses designed for upgrading skills or personal development.

Upgrade Your Skills

Enhance your skills or jumpstart a new career by acquiring the skills and knowledge needed to excel on the job. Continuing education classes offer an affordable option for exploring new areas of interest, obtaining a specific certification or fulfilling a continuing education requirement. Some of the areas these classes serve are in management, leadership development or computer literacy. We provide this training using industry veterans who know the field.

Career Preparation

You also may want to explore or prepare for a new career. We have classes in Microsoft® Office applications, electricity, safety standards and many others. Short-term trainings last from one to 10 weeks and are valuable in preparing for and deciding on a new career.

More Anytime Classes

Flexible education is part of the mission at Blackhawk Technical College and through our partnership with ed2go, along with several BTC developed courses, we can provide anytime skill development classes to meet a variety of schedules. Visit us at https://blackhawk.edu/Professional-Training/Workforce-Training (https://blackhawk.edu/Professional-Training/Workforce-Training/) for more information.

Community Education

Blackhawk Technical College has classes just for you. No grades, no pressure -- just fun and purpose in learning. We offer non-credit classes at the Central Campus, Advanced Manufacturing Training Center and Monroe Campus. Pick a class, a location and get started right away. There are many classes for beginners, so if you have never used a computer or spoken a word of Spanish, we have a seat for you.

More Anytime Classes

Save gas and time by looking into our online non-credit courses that will provide both skill and enjoyment. Our partnership with ed2go gives you a choice of classes, including computer applications, law, personal development, technology, teaching and publishing. See for yourself at http://www.ed2go.com/blackhawktech/.

BLACKHAWK Technical College

CPR and First Aid

Healthcare Provider CPR

For any medical staff personnel, medical type students, EMT's, nursing students, and nursing personnel. The course consists of airway obstruction and CPR, two person CPR, using adjunct equipment for infants, children, and adults based on the newest American Heart Association techniques. (OSHA approved)

Healthcare Provider CPR Refresher

Bi-annual update for those already certified in CPR.

Heartsaver AED CPR

CPR is an emergency procedure designed to restore life after sudden unexpected death has occurred. This basic life support training includes recognition of the early warning signs of heart attack and proper response to these symptoms. When certified you will be able to recognize respiratory arrest and perform cardiopulmonary resuscitation. CPR involves a combination of ventilation techniques and chest compressions. Proficiency in CPR requires mannequin practice supervised by certified instructors. A bi-annual refresher class is necessary to maintain CPR skills.

Heartsaver AED First Aid

Basic First Aid for the general public, business and industrial personnel. The course consists of the principles and techniques for aiding the victim until more qualified help arrives. Course also includes CPR and AED training.

Search First Aid & CPR classes. (https://www.blackhawk.edu/Programs-Classes/Take-a-Class/Class-Search/non-credit/)

Advanced Cardiac Life Support (ACLS)

The AHA's ACLS course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC).

The ACLS Course is designed to teach you the lifesaving skills required to be both a team member and a Team Leader in either an in-hospital or out-of-hospital setting. Because the ACLS Course covers extensive material in a short time, you will need to prepare for the course beforehand.

Pre-course Requirements (ACLS) for Initial and Recertification Courses

You should prepare for class by doing the following:

1. Review and understand the information in your *ACLS Provider Manual*. The manual must be brought to class and can be purchased at https://shopcpr.heart.org/ ISBN : 978-1-61669-772-3

2. Review, understand, and pass the mandatory pre-course self-assessment.

3. Review, understand, and complete the mandatory pre-course work (video lessons at

https://elearning.heart.org/course (https://elearning.heart.org/course/) **)**. You must pass the pre-course self-assessment with a 70% before gaining access to the video lessons. Once you have passed the ACLS Pre-course Self-Assessment and completed the video lessons, print your certificate, and bring it with you to class.

4. Ensure that your BLS skills and knowledge are current for the resuscitation scenarios. You will be tested on adult high-quality BLS skills using a feedback manikin at the beginning of the ACLS course. You must know this in advance because you will not be taught how to do CPR or us an AED.

Pediatric Life Support (PALS) for Initial and Recertification courses

PALS course builds on the foundation of lifesaving pediatric BLS skills, emphasizing the importance of continuous, high-quality CPR. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC).

Pre-course Requirements

You should prepare for class by doing the following:

1. Review and understand the information in your *PALS Provider Manual.* The manual must be brought to class and can be purchased at: https://shopcpr.heart.org/ ISBN : 978-1-61669-785-3

2. Review, understand, and pass the mandatory pre-course self-assessment.

3. Review, understand, and complete the mandatory pre-course work (video lessons https://elearning.heart.org/course (https://elearning.heart.org/course/)). You must pass the pre-course self-assessment with a 70% before gaining access to the video lessons. Once you have passed the PALS Pre-course Self-Assessment and completed the video lessons, print your certificate, and bring it with you to class.

4. Ensure that your BLS skills and knowledge are current for the resuscitation scenarios. You will be tested on adult high-quality BLS skills using a feedback manikin at the beginning of the ACLS Course. You must know this in advance because you will not be taught how to do CPR or use an AED.

Search First Aid & CPR classes. (https://www.blackhawk.edu/Programs-Classes/Take-a-Class/Class-Search/non-credit/)

Workforce and Community Development

Workforce Training, Economic Development, and Outreach to Our Communities

Each year thousands of Green and Rock County incumbent workers, job seekers, and adult learners look to Blackhawk Technical College to fill their training and educational needs. (https://www.blackhawk.edu/Professional-Training/Workforce-Training/) Whether you come as an individual, business, or community organization you can participate in learning programs in Beloit, Janesville, Milton or Monroe, at one of BTC's learning centers, or at your place of business.

Workforce and Community Development (WCD) provides business and professional development seminars and workshops, (https://www.blackhawk.edu/Professional-Training/Workforce-Training/Seminars-Workshops-Boot-Camps/) customized training services (https://www.blackhawk.edu/Professional-Training/Workforce-Training/Customized-Training/), (http://www.blackhawk.edu/ExplorePrograms/BusinessandCommunityDevelopment/Seminars.aspx) continuing education opportunities (https://www.blackhawk.edu/Programs-Classes/Take-a-Class/Class-Search/non-credit/), and an array of short-term courses in a variety of settings. This area also schedules learning opportunities for individuals seeking enrichment-or furthering their knowledge and skills for work or fun. WCD staff work directly with business, government, education, community organizations, public services, and others to provide customized training and consulting services that can include onsite or on-campus training.

Customized training and business consulting is the core of the services provided by WCD. Our professional staff assesses your business and training needs and then designs and delivers services to help your business or organization meet its goals. Business seminars, organizational analyses, employee skills assessments, business planning assistance, and facilitation services are also available.

A dedicated manager will match the right trainer or consultant to your organization's needs and assist in creating solutions to address your specific issues by customizing curriculum and activities. Our manager can also guide you to funding assistance resources that may be available to help offset your training investment.

Our clients include individuals, businesses, and organizations from the following sectors:

- Manufacturing
- Transportation and Distribution
- Construction and Skilled Trades
- Community Based Residential Facilities
- Community Organizations
- Education
- Health Care
- Finance and Accounting
- Real Estate

- Insurance
- Truck Driving

Emerging technologies. Technical skill development. Quality, safety and sustainable practices. Blackhawk has designed hundreds of engaging training programs for individuals and professional teams that cover a wide array of topics. We also teach students the marketable "soft skills" today's employers are looking for. Some of our most popular programs include:

- Leadership & Team Principles
- Safety Expertise
- Organizational Development
- Business Communications
- Microsoft Office
- Quality Production

Training and Consulting Services

Interested in learning more about BTC's customizable training workshops and consulting services (i.e. one-on-one coaching and technical testing assessments)? Contact us at (608) 757-6329 or businessdevelopment@blackhawk.edu.

COURSES

Each link within this section offers a list of classes available within a specific field. Information includes a general summary of the subject matter; which semester a class is available; the days and times of classes; and if pre-requisites or co-requisites are required.

All Descriptions

Information provided includes course descriptions by subject only. For complete 2024-2025 programs/academic plans, please refer to Academic Programs (p. 16).

Accounting (101)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

101-111 Accounting I
Credits: 1-4

This is an introductory course on 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.
Aid Code: 10 - undefined.
Pre-requisites: (804-134 or 804-113 or 804-114 or 804-118 or 804-189 or 834-109) or (Next Gen AccuPlacer Arithmetic, 272) or (Next Gen AccuPlacer Arithmetic, 257 and Next Gen AccuPlacer QRAS, 210) or (AccuPlacer Arithmetic, 89) or (AccuPlacer Arithmetic, 65 and AccuPlacer Elem Algebra, 30) or (SAT Mathematics, 390) or (ACT Math, 17) or (COMPASS Pre-Algebra Skills, 73) and (801-195 or 801-136 or 831-103) or (Next Gen AccuPlacer Writng, 255 or AccuPlacer Sentence Skills, 083 or SAT Writing, 330 or ACT English, 18 or COMPASS Writing Skills, 70 or Test Waived-College Degree) and (801-196 or 801-198 or 838-104) or (COMPASS Reading Skills, 073 or ACT Reading, 16 or Next Gen AccuPlacer Reading, 251 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree)

Complete Course Listing

101-112 Accounting II
Credits: 1-4

Accounting II is a continuation of Accounting I. Account groups are studied for their composition, valuation, recognition, and appropriate accounting treatment. The accounting groups focused on are: receivables, inventory, fixed assets, and current liabilities. In addition, managerial/cost accounting concepts and principles, and cost-volume-profit analysis are introduced.
Aid Code: 10 - undefined.
Pre-requisites: (101-111 and 804-134 or 804-118)

Complete Course Listing

101-113 Corporate Accounting
Credits: 1-4

This course focuses on accounting for corporations. Topics include International Financial Reporting Standards, Sarbanes-Oxley, corporate financial statements, corporate investments, Statement of Cash Flows, debt and equity financing, capital budgeting, and a unit on partnerships. A comprehensive practice set allows students a practical application of accounting theories.
Aid Code: 10 - undefined.
Pre-requisites: 101-112

Complete Course Listing

101-123 Income Tax Accounting
Credits: 1-4

Federal and state income tax laws are covered as related to the individual taxpayer. Emphasis is on learning to research and interpret tax laws and regulations. The student will study the law, then apply the law to illustrative cases and prepare appropriate tax forms.
Aid Code: 10 - undefined.
Pre-requisites: (101-112)

Complete Course Listing

101-124 Applied Income Tax
Credits: 1-2

This course provides hands-on experience in preparing individual federal and state income tax returns for people in the community through the VITA program. Customer relations are an important component of this course.
Aid Code: 10 - undefined.
Pre-requisites: 101-123

Complete Course Listing

101-125 Cost Accounting
Credits: 1-4

This course focuses on the study of cost accounting, blending theory with practical application of problems and case studies. Cost systems presented include the job order cost system and the process cost system. Emphasis is on cost accumulation using actual and standard costing, as well as managerial cost decision making.
Aid Code: 10 - undefined.
Pre-requisites: (101-112) and (101-135)

Complete Course Listing

101-128 Supervised Occupational Experience - Accounting
Credits: 1-3

In this course, second-year students interview for accounting work-based learning placements within business and industry. Once selected, students will apply their knowledge and skills in an accounting work environment under the supervision of an employer.
Aid Code: 10 - undefined.
Pre-requisites: (101-112) and (101-130) and (101-135) and (101-136)

Complete Course Listing

101-130 Accounting Information Systems
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: 101-111

Complete Course Listing

101-134 Accounting Internship
Credits: 1-2

In this course, second-year students interview for accounting work-based learning placements within business and industry. Once selected, students will apply their knowledge and skills in an accounting work environment under the supervision of an employer.
Aid Code: 10 - undefined.
Pre-requisites: (101-112) and (101-130) and (101-135) and (101-136)

Complete Course Listing

101-135 Payroll Accounting
Credits: 1-2

This course emphasizes methods of computing wages and salaries, methods for keeping payroll records and the preparation of government reports. Included is a project requiring the student to record all the payroll information for a business during a three-month operating period.
Aid Code: 10 - undefined.
Pre-requisites: (101-111 and 804-134 or 804-118)

Complete Course Listing

101-136 Computerized Accounting
Credits: 0.5-2

This course is designed to build the bridge between a manual accounting system and a computerized system, explaining the "behind-the-scenes" actions of the computerized system. A popular computerized accounting software package is used to record business transactions within a computerized system and produce financial statements and various other reports for management. This course is designed to provide the user with an intermediate level of proficiency in a computerized accounting software package.
Aid Code: 10 - undefined.
Pre-requisites: 101-111

Complete Course Listing

101-137 Career Development in Accounting
Credits: 0.5-1

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. This course is intended for students who are in their final semester of the two year degree.
Aid Code: 10 - undefined.

Complete Course Listing

101-141 Personal Finance
Credits: 1-3

This course examines personal financial planning topics and best practices. Areas covered include financial record keeping, budgeting, consumer credit, investing, purchasing real estate, insurance, tax planning, retirement planning, and estate planning. Using financial tools the student will learn how to develop and use a personal financial plan based on their own unique situation.
Aid Code: 10 - undefined.

Complete Course Listing

101-402 Bookkeeping I
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

101-404 Accounting I
Credits: 0.2-3.5

Aid Code: 47 - undefined.

Complete Course Listing

101-407 Microcomputer Acctng
Credits: 0.1-8

Aid Code: 47 - undefined.

Complete Course Listing

101-440 AIB Accounting I
Credits: 0.2-4.5

Aid Code: 47 - undefined.

Complete Course Listing

101-452 AIB Analyzing Fin Statements
Credits: 0.1-4.5

Aid Code: 47 - undefined.

Complete Course Listing

101-453 Accounting Proc/Sm Business
Credits: 0.1-1

Aid Code: 47 - undefined.

Complete Course Listing

Agri-Business (006)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

006-102 Emerging Agriculture Technologies
Credits: 1-2

This course provides classroom and field experience to expose students to the latest developments in agricultural technology for agribusinesses applications. Emphasis will be geared toward providing students experience in technical problem-solving for agri-businesses and farm operations.
Aid Code: 10 - undefined.

Complete Course Listing

006-103 Agricultural Commodity Marketing
Credits: 0.05-1

Learners will develop an understanding of the principles of marketing relative to basic economic theory. We will examine the marketing process from production through delivery to the ultimate consumer including product differentiation, direct marketing, and competitive advantage.
Aid Code: 10 - undefined.

Complete Course Listing

006-105 Nutrient Management
Credits: 1-3

This course will focus on profitable crop production methods using commercial products, nutrient credits, and rotational practices. Students will learn how to interpret soil test reports, balance soil pH, meet nutrient requirements, and make product recommendations based upon economic, environmental, and legal criteria. Students will learn to manage nutrients based on the use of a computer software program called Snap Plus, and will complete a nutrient management plan utilizing real farm data.
Aid Code: 10 - undefined.

Complete Course Listing

006-106 Agribusiness Occupational Experience
Credits: 0.5-1

The course is an opportunity for students to gain hands-on experience with agribusinesses within their area of interest or as career exploration. Participants will build a network of potential employers upon completion of the Agribusiness Specialist program.
Aid Code: 10 - undefined.

Complete Course Listing

006-107 Pest Management:Applicator Training
Credits: 1-3

Students will apply principles and methods used in the control of pests found in the production of agricultural commodities. Preparation for the Wisconsin Commercial Pesticide Applicator licensing will include: restricted use regulations, applicator safety, environmental safety, equipment calibration, and product label interpretation. Course topics also include: pesticide mode of action, interpretation of aerial photos, and integrated pest management (IPM).
Aid Code: 10 - undefined.

Complete Course Listing

006-116 Introduction to Soils
Credits: 1-3

This course provides fundamental knowledge of soils and growth media. Course topics include soil formation and development, soil components, soil profile, soil classification, and soil conservation. Participants will experience soils concepts through the completion of hands-on activities.
Aid Code: 10 - undefined.

Complete Course Listing

006-160 Introduction to Plant Science
Credits: 1-3

This course provides fundamental knowledge of plant components and their functions. Topics include pollinating and propagating plants, germinating seeds, plant nutrients, and factors affecting photosynthesis, respiration, and transpiration. Participants will experience plant components and their functions through the completion of hands-on activities.
Aid Code: 10 - undefined.

Complete Course Listing

006-162 Farm Records and Business Management
Credits: 1-3

This course emphasizes the practical use of a record management system in managing a farm or agribusiness. Students will create business goals and analyze the use of credit as well as simulate business arrangements, estate planning, and preparing income taxes. Students will create balance sheets, cash flows and income statements as they create an overall financial analysis of the farm or agribusiness.
Aid Code: 10 - undefined.

Complete Course Listing

006-164 Livestock Management
Credits: 1-3

This course focuses on the various aspects of selection, breeding, herd health, raising of replacement stock, reproductive physiology, and marketing of livestock and livestock products. Students explore topics that affect livestock management such as the selection, operation, and maintenance of farm buildings, milking, feeding, and ventilation as well as manure handling equipment. Students will be able to analyze and prepare for a myriad of aspects that are included in the management of livestock.
Aid Code: 10 - undefined.
Pre-requisites: (006-180)

Complete Course Listing

006-165 Livestock Nutrition
Credits: 1-3

This course emphasizes the skills, techniques and concepts necessary for sound feeding management. Students engage in the practice of calculating feed values and pricing, as well as consumption requirements for livestock. Students also investigate necessary information from feed tag labels and base feeds as they create simulated feeding programs for specific livestock with special attention given to the metabolic diseases of lactating animals. Through the use of basic ration balancing concepts, students will be able to create simple rations for specified livestock.
Aid Code: 10 - undefined.
Pre-requisites: (006-180)

Complete Course Listing

006-166 Precision Agriculture Technologies
Credits: 1-3

This course provides an introductory overview of precision farming concepts and the tools of precision farming (GPS, GIS and VRT). Students will engage in the use of each of these tools within the processes of a precision farming system. Studetns will participate in several simulated hands-on activities using actual farm data to be able to properly use these tools in a real world agricultural setting.
Aid Code: 10 - undefined.
Pre-requisites: (006-102)

Complete Course Listing

006-180 Introduction to Animal Science
Credits: 1-3

The course provides fundamental knowledge of the animal science field. Topics include animal health, animal environments, anatomy and physiology, genetics and reproductions, animal feedstuffs, and job related safety. Participants will experience animal concepts through the completion of hands-on activities.
Aid Code: 10 - undefined.

Complete Course Listing

006-181 Crop Management
Credits: 1-3

Students will be introduced to all phases of the management and economics of crop production. Students will explore and analyze specific topics related to variety, selection, planting, pest control, harvesting, storage, and marketing. Students will engage in project based learning by developing a crop management plan which focuses on crop enterprise analysis and the production of a cropping budget.
Aid Code: 10 - undefined.
Pre-requisites: (006-160) and (006-107)

Complete Course Listing

006-197 Agribusiness Internship
Credits: 3

Students will have the opportunity to apply course work to a practical, on-the-job experience in an agricultural career setting. Students will create a portfolio that includes their engagement in research, report writing and reflection of the structure of the business, products that are sold and the importance of this agricultural field to the ecomony of our state and nation. Students will be able to apply this knowledge in their second year courses and as they continue to explore the various careers available in the agricultural sector.
Aid Code: 10 - undefined.
Pre-requisites: 006-200

Complete Course Listing

006-200 Ag Equipment Safety and Operation
Credits: 1-3

Students will demonstrate how to safely drive a tractor and farm equipment. Emphasis is on gaining understanding of general farm safety and safety in the workplace. Student will practice and demonstrate the use of personal protective equipment, humane cattle handling, crop harvest and storage, chemicals and fluid management, electrical safety, UTV safety and skid loader safety. Students will also apply basic maintenance practices to keep equipment safe and operational around the farm. This is a hands on course where students will get behind the wheel experience.
Aid Code: 10 - undefined.

Complete Course Listing

006-201 Career Development in Agriculture
Credits: 1-3

This course is designed to assist students in developing career leadership skills for the agriculture industry. Units of study include: goal setting, strengths finder, career opportunities, employment preparation, industry issues, and the role of professional organizations in agriculture.
Aid Code: 10 - undefined.

Complete Course Listing

Air Cond & Refrigeration Tech (601)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

601-114 Industrial Comp Exam Review
Credits: 0.05-1

This course will be a comprehensive review of all applications and experiences from HVAC two year program at BTC. Students will engage in discussion and take practice exams that will enable them to hone their skills and knowledge in preparation for the Industrial HVAC Comprehensive Licensing Exam.
Aid Code: 10 - undefined.
Co-requisites: 601-186

Complete Course Listing

601-116 A/C Safety, Tools, Thermal Dynamics and HVAC Terminology
Credits: 0.5-1

A/C Safety, Tools, Thermal Dynamics and HVAC Terminology examines air conditioning safety, tools, thermal dynamics, terminology and math principles encountered in the HVAC/R industry.
Aid Code: 10 - undefined.

Complete Course Listing

601-117 A/C Components, Refrigeration Cycle and Refrigeration Gauges
Credits: 0.5-1

A/C Components, Refrigeration Cycle and Refrigeration Gauges examines matter and energy, introduces and analyzes the refrigeration cycle, examines refrigeration applied to air conditioning and teaches the installation of a refrigeration manifold gauge set on an operating residential split system.
Aid Code: 10 - undefined.
Co-requisites: (601-116)

Complete Course Listing

601-118 Air Flow Fundamentals
Credits: 0.5-1

Air Conditioning Fundamentals for HVAC/R 3 examines indoor air quality, introduces the has students practice using a psychrometeric chart, and examines air distribution of commercial and residential air conditioning systems as encountered in the HVAC/R servicing and installation business.
Aid Code: 10 - undefined.
Co-requisites: (601-117)

Complete Course Listing

601-121 Electrical Safety, Meter Usage and Ohm's Law
Credits: 0.5-1

Electrical Safety, Meter Usage and Ohm's Law examines electrical safety in HVAC/R, analyzes atomic structure and introduces electrical quantities. In addition, Ohm's Law formulas are introduced and utilized in lab activities that examine a simple series circuit. Electrical diagram reading and drawing will be integrated into the lab activities. This is a combination lecture/lab course involving hands on experience with basic electrical circuits.
Aid Code: 10 - undefined.

Complete Course Listing

601-122 Parallel Circuits, Combination Circuits and Capacitors
Credits: 0.5-1

Parallel Circuits, Combination Circuits and Capacitors examines Ohm's Law as it relates to parallel circuits and combination circuits. Electrical diagram reading and drawing will be integrated into the parallel and combination circuit lab activities. Capacitors will also be introduced in application and function. This is a combination lecture/lab course involving hands on experience with parallel, combination circuits, in-line ammeter usage and capacitor testing.
Aid Code: 10 - undefined.
Co-requisites: (601-121)

Complete Course Listing

601-123 Electrical Services, Wire Sizing and Electrical Diagrams
Credits: 0.5-1

Electrical Services, Wire Sizing and Electrical Diagrams examines electrical service, voltage systems and wire sizing. The effects of inductance and capacitance on an electric circuit will also be analyzed. In addition, electrical symbols and diagrams utilized in the HVAC/R industry will be analyzed through hands-on lab experiences.
Aid Code: 10 - undefined.
Co-requisites: (601-122)

Complete Course Listing

601-128 Print Reading for HVAC/R
Credits: 0.5-1

This course will cover print reading and standards relevant to the installation and service of residential and light commercial HVAC systems. This course is an Online course. Classroom attendance is not necessary but you can use the computers in the classroom during open lab hours. In addition, paper prints are available in the classroom if you prefer.
Aid Code: 10 - undefined.

Complete Course Listing

601-129 Mechanical Code
Credits: 0.5-1

This course continues to analyze the codes from prints, taking into consideration specific and unique building codes and standards relevant to the installation and service of residential and light commercial HVAC Systems.
Aid Code: 10 - undefined.

Complete Course Listing

601-131 Access Valves, Compressors and Condensers
Credits: 0.5-1

This course will provide students with the opportunity to practice accessing sealed air-conditioning and refrigeration units utilizing a manifold gauge set. Additionally, students will practice testing and troubleshooting compressors and condensers.
Aid Code: 10 - undefined.
Co-requisites: 601-117

Complete Course Listing

601-132 Evaporators, Metering Devices and Accessories
Credits: 0.5-1

Evaporators, Metering Devices and Accessories will examine the process and tools required to gain access to a sealed system and develop a better understanding of the system metering devices and evaporations.
Aid Code: 10 - undefined.
Co-requisites: (601-131)

Complete Course Listing

601-133 Heat Transfer Principles and Manual J
Credits: 0.5-1

Heat Transfer Principles and Manual J teaches the fundamentals of heat transfer through different types of construction materials. Students will perform residential load calculations using ACCA Manual J8ae and computerized ACCA load calculation spread sheets.
Aid Code: 10 - undefined.

Complete Course Listing

601-134 Wrightsoft Load Calculations and RESCheck
Credits: 0.5-1

Wrightsoft Load Calculations and RESCheck utilizes Wrightsoft to perform residential and commercial load calculations and duct sizing. In addition, RESCheck will be analyzed and applied to check structures code conformity for heat loss. The student will develop an understanding of energy conservation through the appropriate analysis and application of size and selection of HVAC equipment.
Aid Code: 10 - undefined.

Complete Course Listing

601-136 Split Phase Motor Identification, Testing and Replacement
Credits: 0.5-1

Split Phase Motor Identification, Testing and Replacement is designed to examine motor identification, motor troubleshooting procedures and fan motor replacement. This course also reviews the basics of electrical theory and safety.
Aid Code: 10 - undefined.
Pre-requisites: 601-122

Complete Course Listing

601-137 Variable Speed Motors, Current Relays, Potential Relays and PTC Relays
Credits: 0.5-1

Variable Speed Motors, Current Relays, Potential Relays and PTC Relays examines how to wire and troubleshoot single phase motor starting components. In addition, students test the operation of ECM motors.
Aid Code: 10 - undefined.
Co-requisites: (601-136)

Complete Course Listing

601-138 Transformers, Contactors, Relays and Motor Starters
Credits: 0.5-1

Transformers, Contactors, Relays and Motor Starters will introduce students to transformers, contactors, relays and motor starters. Students will gain hands-on experience through the application and analysis of wired lab boards and testing on HVAC/R equipment.
Aid Code: 10 - undefined.
Co-requisites: 601-136

Complete Course Listing

601-141 Gas Pipe Sizing, Gas Regulators and Gas Valves
Credits: 0.5-1

Gas Pipe Sizing, Gas Regulators and Gas Valves will examine the principles of natural gas heat as applied to residential heating systems. In addition, the student will apply proper gas piping techniques and will gas pipe a residential furnace. Testing/adjusting gas pressure on gas regulators and gas valves will also be analyzed and completed.
Aid Code: 10 - undefined.

Complete Course Listing

601-142 Residential Gas Furnaces
Credits: 0.5-1

Residential Gas Furnaces will study gas heating operating and safety controls. Testing of these controls on residential and light commercial heating systems will be practiced and applied.
Aid Code: 10 - undefined.
Co-requisites: (601-141)

Complete Course Listing

601-143 Electric Heat and Air-to-Air Residential Heat Pump Systems
Credits: 0.5-1

Electric Heat and Air-to-Air Residential Heat Pump Systems will teach residential clean/tunes, the operation and testing of electric baseboard heating systems and split system air to air residential heat pumps with electric heat.
Aid Code: 10 - undefined.
Co-requisites: (601-142)

Complete Course Listing

601-146 Flaring, Swagging and Soldering Copper Pipe
Credits: 0.5-1

Flaring, Swagging and Soldering Copper Pipe utilizes safe copper piping industry skills. Students will learn to use tools to cut, ream, flare, bend and anneal copper pipe to specifications. Copper piping assemblies will be measured and cut to specifications and soldered in a variety of orientations to simulate a variety of real life applications.
Aid Code: 10 - undefined.

Complete Course Listing

601-147 Air Acetylene and Oxy-Acetylene Brazing Copper Pipe
Credits: 0.5-1

Air Acetylene and Oxy-Acetylene Brazing Copper Pipe has students measure and cut copper pipe to specifications and braze in a variety of orientations to simulate a variety of real life applications utilizing both air acetylene and oxy-acetylene.
Aid Code: 10 - undefined.

Complete Course Listing

601-148 Refrig Recov, Deep Evac and Charging of Residential, Light Commercial, Geothermal and Ice Mach Equip
Credits: 0.5-1

Refrigeration Recovery, Deep Evacuation and Charging of Residential, Light Commercial, Geothermal and Ice Machine Equipment has students recover refrigerant from a cylinder, residential split system, light commercial package gas/electric system, geothermal heat pump and an ice machine. After the refrigerant is recovered the student will perform a deep evacuation on the system. After the appropriate evacuation level is achieved, the student will utilize the manufacturer's literature and charge the system with the correct amount of refrigerant. Refrigerant handling and safety will be enforced in the lab.
Aid Code: 10 - undefined.
Co-requisites: 601-132

Complete Course Listing

601-149 Refrig Recovery, Triple Evacuation and Charging of Heat Pumps and Refrig Equipment and EPA Test
Credits: 0.5-1

Refrigeration Recovery, Triple Evacuation and Charging of Heat Pumps and Refrigeration Equipment and EPA Test will have the student recover refrigerant from a residential split heat pump system, a mini-split heat pump system, a walk-in cooler system and a reach-in frozen food system. After the refrigerant is recovered the student will perform a triple evacuation on the system. After the appropriate evacuation level is achieved, the student will utilize the manufacturer's literature and charge the system with the correct amount of refrigerant. After the student has mastered the skills of recovery, evacuation, and charging the EPA Section 608 test will be administered. Refrigerant handling and safety will be enforced in the lab.
Aid Code: 10 - undefined.
Co-requisites: (601-148)

Complete Course Listing

601-151 Residential Split and Light Commercial Package Gas/Electric Cooling Applications
Credits: 0.5-1

Residential Split and Light Commercial Package Gas/Electric Cooling Applications provides the student with hands-on servicing experience of window air conditioners, residential split systems, packaged light commercial air conditioners.
Aid Code: 10 - undefined.
Co-requisites: (601-132) and (601-138)

Complete Course Listing

601-152 Residential Air-to-Air and Geothermal Heat Pump Systems Cooling Applications
Credits: 0.5-1

Residential Air-to-Air and Geothermal Heat Pump Systems Cooling Applications provides students with hands-on servicing experience of air-to-air heat pumps, geothermal heat pumps and water cooled unitary cooling systems.
Aid Code: 10 - undefined.
Co-requisites: (601-132) and (601-138)

Complete Course Listing

601-153 Commercial - Package, Split DX and Chilled Water A/C Applications
Credits: 0.5-1

Commercial - Package, Split DX and Chilled Water A/C Applications provides students with hands-on servicing experience on high efficiency packaged commercial air conditioners, commercial split systems and water to air commercial chiller systems.
Aid Code: 10 - undefined.
Co-requisites: (601-132) and (601-138)

Complete Course Listing

601-156 Refrigeration and HVAC Temperature Control Systems
Credits: 0.5-1

Refrigeration and HVAC Temperature Control Systems tests the operation of transformers, capacitors, relays, contactors and motor starters on HVAC/R systems. In addition, wiring diagrams will be created from circuit descriptions for temperature controls, solenoids, thermostats and defrost clocks. The wiring diagrams will be used to wire these components on lab boards. Testing of temperature controls, solenoids, thermostats and defrost clocks and on actual equipment will be performed as well.
Aid Code: 10 - undefined.
Co-requisites: 601-138

Complete Course Listing

601-157 Refrigeration and A/C Control Systems
Credits: 0.05-1

Refrigeration and A/C Control Systems is designed to teach the applications of the high pressure control, low pressure control and oil pressure safety control on a refrigeration system. Students will draw the pictorial and schematic wiring diagrams for the recycling and non-recycling pump down circuit. In addition, the student will wire and test pump down controls on lab boards and test the pump down control system on a reach-in frozen food system. Finally, the students will test the operation of the KE2 energy management refrigeration pump down control system utilizing the front end controller and internet-based control system.
Aid Code: 10 - undefined.
Co-requisites: (601-156)

Complete Course Listing

601-158 Heating and Package Gas/Electric Control Systems
Credits: 0.05-1

Heating and Package Gas/Electric Control Systems teaches gas heating control system and package gas electric control systems. Students will test the control system operation on direct fired residential furnaces. In addition, students will wire and test indirect ignition control systems on lab boards and on heating systems. Finally students will test the control system on a package gas/electric package unit.
Aid Code: 10 - undefined.
Co-requisites: 601-142

Complete Course Listing

601-161 Advanced Compressors, Condensers, Metering Devices, and Evaporators
Credits: 0.5-1

Advanced Compressors, Condensers, Metering Devices, and Evaporators examines cylinder handling safety and refrigerant safety. In addition, refrigeration service valves will be adjusted and set to achieve gauge readings and to pump down a system. Air conditioning and refrigeration evaporators and condensers will be tested under various load conditions. Advanced compressor and metering device applications will also be tested.
Aid Code: 10 - undefined.
Co-requisites: (601-132)

Complete Course Listing

601-162 Walk-in Coolers/Freezers and Reach-in Freezers
Credits: 0.5-1

Walk-in Coolers/Freezers and Reach-in Freezers teaches students to test the operation of reach-in freezers and walk-in freezers. Through hands-on lab activities, students will review the refrigeration fundamentals and apply these to fix and troubleshoot operation of varying units.
Aid Code: 10 - undefined.
Co-requisites: 601-161

Complete Course Listing

601-163 Ice Machines
Credits: 0.5-1

Students in this course will test the operation of cube and flake ice machines. Through hands-on lab activities, students will review the refrigeration fundamentals and apply these to fix and troubleshoot operation of varying units.
Aid Code: 10 - undefined.
Co-requisites: 601-161

Complete Course Listing

601-166 Residential, Light Commercial Package Gas/Electric and Refrigeration Control Systems
Credits: 0.5-1

Residential, Light Commercial Package Gas/Electric and Refrigeration Control Systems covers the advanced control circuit applications applied to residential split systems, package gas/electric systems and refrigerated fixtures with remote condensing units. In addition, an E2 system controlling a reach-in frozen food case will be programmed and tested.
Aid Code: 10 - undefined.
Pre-requisites: (601-158)

Complete Course Listing

601-167 Commercial Package Gas/Electric BAS
Credits: 0.5-1

Commercial Package Gas/Electric BAS has students test the operation of Trane Precedent and Voyager Constant Volume RTUs through the Trane SC energy management system. In addition, the Lennox Prodigy system will be tested and results analyzed on a RTU.
Aid Code: 10 - undefined.
Pre-requisites: (601-158)

Complete Course Listing

601-168 Commercial Split and Geothermal BAS
Credits: 0.05-1

Commercial Split and Geothermal BAS will have the KE2 Low Temp + Defrost control system tested. In addition, Trane SC control of a commercial air handler with a DX split system and an in-line duct furnace supplying air to zoned re-heat boxes will be tested. Also a commercial air handler with a chiller and chilled water coil, a hydronic boiler and hot water coil hot with zoned water re-heat coils will be tested. Finally, the Trane SC wireless energy management system controlling the operation of the geothermal heat pumps will be tested.
Aid Code: 10 - undefined.
Pre-requisites: (601-158)

Complete Course Listing

601-170 Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Service Internship
Credits: 1-3

Students will have the opportunity to apply their classroom experience on the job. Local HVAC/R contractors have shown great interest in the program and are willing to accept students for internship. Internship time can be accrued throughout the two-year program to achieve a total of 108 hours.
Aid Code: 10 - undefined.

Complete Course Listing

601-171 Residential Split System Gas and Refrigeration Pipe Installation
Credits: 0.5-1

Residential Split System Gas and Refrigeration Pipe Installation teaches the student to install black gas pipe and ACR piping on a split residential system. The student will perform basic residential load calculation and duct sizing using industry standard software. The student will use information gathered to select the correct HVAC system for the application. The student will install a gas fired furnace along with a condensing unit, evaporator, gas piping and refrigeration piping.
Aid Code: 10 - undefined.
Co-requisites: (601-141) and (601-147)

Complete Course Listing

601-172 Residential Split System Duct and Controls System Installation and Start-up
Credits: 0.5-1

In Residential Split System Duct and Controls System Installation and Start-up students will be involved in the fabrication and installation of duct work on a residential furnace. In addition, a zoning control system will be installed by students and start up tests will be performed per manufacturers' instruction.
Aid Code: 10 - undefined.
Co-requisites: (601-171)

Complete Course Listing

601-173 Split Refrigeration System Installation
Credits: 0.5-1

In Split Refrigeration System Installation students will be involved in piping, wiring and starting-up of a refrigeration pump down system. The system tests will be performed and checked by students using industry standards.
Aid Code: 10 - undefined.
Co-requisites: (601-147) and (601-157)

Complete Course Listing

601-176 Residential Oil Heat, Duel Fuel Systems and Two Stage Heat Pump Heating Applications
Credits: 0.5-1

Residential Oil Heat, Duel Fuel Systems and Two Stage Heat Pump Heating Applications teaches residential oil furnaces, dual fuel heating systems and residential 2 stage heat pumps. Students will be introduced to the various components that make up these systems and will be able to troubleshoot, maintain and service this equipment per manufacturer's instructions.
Aid Code: 10 - undefined.
Co-requisites: (601-142)

Complete Course Listing

601-177 Mini-Split, Light Commercial Gas/Electric Package and Unit Heater Heating Applications
Credits: 0.5-1

Mini-Split, Light Commercial Gas/Electric Package and Unit Heater Heating Applications teaches mini-split heat pump systems, gas fired unit heaters and light commercial gas/electric systems. Students will be introduced to the various components that make up these systems and will be able to troubleshoot, maintain and service this equipment per manufacturer's instructions.
Aid Code: 10 - undefined.
Co-requisites: (601-142)

Complete Course Listing

601-178 Commercial-Package Gas/Electric , Hydronic and In-Line Duct Heating Applications
Credits: 0.5-1

Commercial-Package Gas/Electric , Hydronic and In-Line Duct Heating Applications teaches commercial package gas/electric systems. This class will also instruct on commercial air handlers with in-line duct furnace and electric zone re-heat VAVS. Finally students will receive instruction on commercial air handlers with hydronic heat and hot water VAV re-heat coils. Students will be introduced to the various components that make up these systems and will be able to troubleshoot, maintain and service this equipment per manufacturer's instructions.
Aid Code: 10 - undefined.
Co-requisites: (601-142)

Complete Course Listing

601-181 Hydronic Systems Theory
Credits: 0.5-1

Hydronic Systems Theory involves instruction on system design of hydronic and steam systems. Students will be able to distinguish the differences between systems and have an understanding of the different applications for each system.
Aid Code: 10 - undefined.
Co-requisites: (601-142)

Complete Course Listing

601-182 Hydronic Systems Installation and Start-up
Credits: 0.5-1

In Hydronic Systems Design and Mechanical Installation, students install and start-up the systems they designed in Hydronic Systems Theory.
Aid Code: 10 - undefined.
Co-requisites: (601-143) and (601-146) and (601-181)

Complete Course Listing

601-183 Hydronic and Steam System Service
Credits: 0.5-1

Hydronic and Steam System Service instructs students in the service and maintenance of steam and hydronic heating systems.
Aid Code: 10 - undefined.
Co-requisites: (601-182)

Complete Course Listing

601-185 Service and Troubleshooting HVAC/R 2
Credits: 0.5-1

This course is a continuation of Service and Troubleshooting HVAC/R 1. Students will continue to apply various methods of troubleshooting and servicing of HVAC/R systems. Utilizing manufacturer's guidelines and service tools, the student navigate customer relations, display mechanical aptitude and demonstrate bookkeeping skills that are essential to becoming a well rounded service technician.
Aid Code: 10 - undefined.
Pre-requisites: (601-143) and (601-153) and (601-158) and (601-163)

Complete Course Listing

601-186 Service and Troubleshooting HVAC/R 3
Credits: 0.5-1

This course is a continuation of Service and Troubleshooting HVAC/R 2. Students will continue to analyze and troubleshoot issues while servicing HVAC/R systems. Utilizing manufacturer's guidelines and service tools, the student navigate customer relations, display mechanical aptitude and demonstrate bookkeeping skills that are essential to becoming a well rounded service technician.
Aid Code: 10 - undefined.
Pre-requisites: (601-143) and (601-153) and (601-158) and (601-163)

Complete Course Listing

601-400 NATE Test Review
Credits: 0.1-0.4

Aid Code: 47 - undefined.

Complete Course Listing

601-999E EPA 608 Test
Credits: 0

The EPA 608 Test satifies Section 608 of the Federal Clean Air Act requiring all persons who maintain, service, repair or dispose of appliances that contain regulated refrigerants be certified in proper refrigerant handling techniques. Based on space available, testing dates are flexible. For more information on these tests and to schedule a time/date to take the test please contact (608) 757-7635.
Aid Code: 99 - undefined.

Complete Course Listing

601-999N Nate Test
Credits: 0

Aid Code: 99 - undefined.

Complete Course Listing

Automobile-Mechanical (404)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

404-610 Auto Care-4
Credits: .1

This course will teach auto care such as checking and filling fluids, tire inspection, and other basic troubleshooting skills.
Aid Code: 60 - undefined.

Complete Course Listing

404-611 Basic Auto Care-12
Credits: 1.2

Students will receive hankds-on experience checking tires and brakes, changing engine oil, replacing lighting, and diagnosing drivability issues with techniques for minor repairs.
Aid Code: 60 - undefined.

Complete Course Listing

404-651 Service Fundamentals 2
Credits: 0.5-1

In this course students will demonstrate basic power tool applications, identify and practice equipment and lift safety procedures, and use comprehensive and manufacturer shop manuals to perform basic under-hood and under-car services.
Aid Code: 32 - undefined.
Co-requisites: (404-100 or 404-650)

Complete Course Listing

404-652 Brake Service 1
Credits: 0.5-1

In this course students will define the purpose and function of hydraulic brake system components. Additionally, they will measure and inspect hydraulic brake system components to diagnose repairs. Students will practice safety protocols and general brake services and procedures.
Aid Code: 32 - undefined.
Co-requisites: (404-650)

Complete Course Listing

404-653 Brake Service 2
Credits: 0.5-1

In this course students will define the purpose and function of disc brake system components. Additionally, they will measure and inspect disc brake system components and perform repairs on those components.
Aid Code: 32 - undefined.
Co-requisites: (404-102 or 404-652)

Complete Course Listing

404-654 Brake Service 3
Credits: 0.5-1

In this course students will describe the purpose and function of drum brake system components. Additionally, they will measure and inspect drum brake system components and perform maintenance and repair on those components.
Aid Code: 32 - undefined.
Co-requisites: (404-103 or 404-653)

Complete Course Listing

404-655 Brake Service 4
Credits: 0.5-1

In this course students will define the purpose and function of wheel bearings and common electronic brake control systems. They will perform maintenance and repair tasks on wheel bearings and electronic brake control systems.
Aid Code: 32 - undefined.
Co-requisites: (404-104 or 404-654)

Complete Course Listing

404-656 Steering & Suspension 1
Credits: 0.5-1

In this course the student will define the functions and features of wheels and tires, including safety features, distortion, and center of gravity. They will perform tire maintenance and repair procedures.
Aid Code: 32 - undefined.
Co-requisites: (404-461)

Complete Course Listing

404-657 Steering & Suspension 2
Credits: 0.5-1

In this course students will define the functions and features of steering systems. They will perform diagnosis, maintenance, and repair on various steering systems.
Aid Code: 32 - undefined.
Co-requisites: (404-106 or 404-656)

Complete Course Listing

404-658 Steering & Suspension 3
Credits: 0.5-1

In this course students will define the purpose and function of suspension systems and various components. Students will perform maintenance and repair on suspension systems.
Aid Code: 32 - undefined.
Co-requisites: (404-107 or 404-657)

Complete Course Listing

404-659 Steering & Suspension 4
Credits: 0.5-1

In this course students will define the purpose and function of wheel alignment and perform wheel alignment. Students will also identify wheel alignment problems given various diagnostic scenarios.
Aid Code: 32 - undefined.
Co-requisites: (404-108 or 404-658)

Complete Course Listing

404-660 Auto Machine Shop
Credits: 0.5-1

In this course students will practice and demonstrate essential machining skills used in automotive service facilities, including oxygen acetylene torch cutting and heating, repairing bolt threads, machining brake rotors on-and-off vehicle, and the use of a manual brake lathe.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-661 Service Simulation
Credits: 1-2

This course will allow students to visit dealerships, independent shops, and auto repair franchises to observe operations, procedures, and equipment of an operating shop or business.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-662 Engine Repair 1
Credits: 0.5-1

In this course students will define the purpose and function of components of automobile engines and remove, inspect, and reinstall engines. Additionally, students will diagnose and repair cylinder head and valve train problems.
Aid Code: 32 - undefined.
Co-requisites: (404-461)

Complete Course Listing

404-663 Service Management
Credits: 0.5-1

In this course students explore state and federal regulations concerning automotive servicing. Students will demonstrate their ability follow documentation procedures common to automotive service facilities.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-664 Engine Repair 2
Credits: 0.5-1

In this course students will define the purpose and function of components of automobile engine block assemblies. Students will practice diagnosing and repairing engine block assembly problems.
Aid Code: 32 - undefined.
Co-requisites: (404-110 or 404-662)

Complete Course Listing

404-665 Engine Repair 3
Credits: 0.5-1

In this course students will define the purpose and function of components of engine lubrication and cooling systems. Students will practice diagnosing and repairing lubrication and cooling system assembly problems.
Aid Code: 32 - undefined.
Co-requisites: (404-111 or 404-664)

Complete Course Listing

404-666 Engine Repair 4
Credits: 0.5-1

In this course students will define the purpose and function of components of engine ignition and fuel systems. Students will practice diagnosing engine condition, as well as inspecting and testing the impact of the ignition and fuel systems on engine performance.
Aid Code: 32 - undefined.
Co-requisites: (404-112 or 404-665)

Complete Course Listing

404-667 Drive Train Service 1
Credits: 0.5-1

In this course students will explore the principles and theory of the manual transmission transaxle system. Students will also define the function and purpose of components of the clutch system.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-668 Drive Train Service 2
Credits: 0.5-1

In this course students will practice diagnosis and maintenance of the manual transmission transaxle system.
Aid Code: 32 - undefined.
Co-requisites: (404-114 or 404-667)

Complete Course Listing

404-669 Drive Train Service 3
Credits: 0.5-1

In this course students will define the function and purpose of components of drive shafts, axles, final drives, 4-wheel drive systems, and all-wheel drive systems. Students will practice inspection, repair, and maintenance of these systems.
Aid Code: 32 - undefined.
Co-requisites: (404-115 or 404-668)

Complete Course Listing

404-670 Heating & Air Conditioning Service 1
Credits: 0.5-1

In this course students will explore the principles and basic functions of automobile heating and air conditioning systems.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-671 Heating & Air Conditioning Service 2
Credits: 0.5-1

In this course students will practice and demonstrate their ability to inspect, repair, and maintain heating and air conditioning systems.
Aid Code: 32 - undefined.
Co-requisites: (404-117 or 404-670)

Complete Course Listing

404-672 Heating & Air Conditioning Service 3
Credits: 0.5-1

In this course students will define the function and purpose of components of electronic climate control systems. Students will demonstrate their ability to inspect, repair, and maintain electronic climate control systems.
Aid Code: 32 - undefined.
Co-requisites: (404-118 or 404-671)

Complete Course Listing

404-673 Heating & Air Conditioning Service 4
Credits: 0.5-1

In this course students will explore the function and principles behind air conditioning system refrigerant recovery and charging.
Aid Code: 32 - undefined.
Co-requisites: (404-119 or 404-672)

Complete Course Listing

404-674 ASE Certification Review
Credits: 0.5-1

In this course students demonstrate readiness to complete ASE Certification through review of suspension and steering systems, electrical reading, and brake systems.
Aid Code: 32 - undefined.

Complete Course Listing

404-675 Electrical Service 1
Credits: 0.5-1

In this course students will examine the use of a digital multi-meter. Students will demonstrate how to diagnose, test and analyze vehicle circuits.
Aid Code: 32 - undefined.
Co-requisites: (404-651)

Complete Course Listing

404-676 Electrical Service 2
Credits: 0.5-1

In this course, students will examine electrical theory as well as the purpose and function of the following types of circuits: series, parallel, and series-parallel. Students will calculate volts, and amps, using Ohms Law of Resistance.
Aid Code: 32 - undefined.
Co-requisites: (404-121 or 404-675)

Complete Course Listing

404-677 Electrical Service 3
Credits: 0.5-1

In this course students will examines automotive wiring schematics and diagrams. Students will demonstrate the ability to navigate automotive service information systems and trace the flow of current from the battery through and from the load to ground.
Aid Code: 32 - undefined.
Co-requisites: (404-122 or 404-676)

Complete Course Listing

404-678 Electrical Service 4
Credits: 0.5-1

In this course students will examine the starting and charging system, voltage drops, and parasitic drains. Students will identify electrical problems using schematics and a digital multi-meter by defining the purpose and functionality of relays.
Aid Code: 32 - undefined.
Co-requisites: (404-123 or 404-677)

Complete Course Listing

404-679 Electronic Engine Control Fundamentals 1
Credits: 0.5-1

In this course students will practice and demonstrate the use of an automotive oscilloscope to view waveforms.
Aid Code: 32 - undefined.
Co-requisites: (404-121 or 404-678)

Complete Course Listing

404-680 Electronic Engine Control Fundamentals 2
Credits: 0.5-1

In this course students will define the purpose and function of scan tools, temperature sensors, and throttle position sensors. Students will demonstrate how to test temperature sensors and throttle position sensors using a scan tool and oscilloscope.
Aid Code: 32 - undefined.
Co-requisites: (404-125 or 404-679)

Complete Course Listing

404-681 Electronic Engine Control Fundamentals 3
Credits: 0.5-1

In this course students will identify the application of manifold absolute pressure and barometric pressure to mass air flow sensors. Students will define how automotive computers use mass air flow sensors. Students will practice and demonstrate their ability to test these sensors using a scan tool and oscilloscope.
Aid Code: 32 - undefined.
Co-requisites: (404-126 or 404-680)

Complete Course Listing

404-682 Electronic Engine Control Fundamentals 4
Credits: 0.5-1

In this course students will define the purpose and function of oxygen sensors. Students will practice and demonstrate how to test oxygen sensors using a scan tool and oscilloscope.
Aid Code: 32 - undefined.
Co-requisites: (404-127 or 404-681)

Complete Course Listing

404-683 Electronic Engine Control Diagnosis 1
Credits: 0.5-1

In this course students will demonstrate their ability to diagnose and analyze vehicle emission and drivability problems by using a scan tool in conjunction with diagnostic codes and automotive computer modes.
Aid Code: 32 - undefined.
Co-requisites: (404-128 or 404-351 or 404-682)

Complete Course Listing

404-684 Electronic Engine Control Diagnosis 2
Credits: 0.5-1

In this course students will demonstrate their ability to diagnose and analyze vehicle emission and drivability problems by using a scan tool in conjunction with diagnostic codes and automotive computer modes.
Aid Code: 32 - undefined.
Co-requisites: (404-129 or 404-683)

Complete Course Listing

404-685 Emission Control Service and Certification
Credits: 0.5-1

In this course students will demonstrate the use of diagnostic equipment to diagnose, adjust, replace, and repair emission-related components and parts.
Aid Code: 32 - undefined.
Co-requisites: (404-684)

Complete Course Listing

404-686 Computerized Fuel Systems Service 1
Credits: 0.5-1

In this course students will define the purpose and function of components of computerized fuel systems. Students will practice and demonstrate their ability to diagnose, test, and repair mechanical and electrical components of computerized fuel systems.
Aid Code: 32 - undefined.
Co-requisites: (404-130 or 404-357 or 404-684)

Complete Course Listing

404-687 Computerized Fuel Systems Service 2
Credits: 0.5-1

In this course students will define the purpose and function of various types of injectors. Students will explore the interaction between injector pulse width and the use of fuel trim as a diagnostic tool. Students will demonstrate their ability to test injector operation.
Aid Code: 32 - undefined.
Co-requisites: (404-131 or 404-686)

Complete Course Listing

404-688 Engine Performance Diagnosis 1
Credits: 0.5-1

In this course students will demonstrate their ability to diagnose and assess the operation of the ignition system.
Aid Code: 32 - undefined.
Co-requisites: (404-130 or 404-357 or 404-684)

Complete Course Listing

404-689 Engine Performance Diagnosis 2
Credits: 0.5-1

In this course students will define the purpose and function of the battery starting and charging system. Students will demonstrate their ability to test for parasitic drain and to test and diagnose the battery systems using an oscilloscope, scan tool, and multi-meter.
Aid Code: 32 - undefined.
Co-requisites: (404-133 or 404-688)

Complete Course Listing

404-690 Engine Performance Diagnosis 3
Credits: 0.5-1

In this course students will define the relationship of the engine control systems and emission monitors. Students will demonstrate their ability to repair drivability problems related to these systems, as well as how to diagnose them.
Aid Code: 32 - undefined.
Co-requisites: (404-134 or 404-689)

Complete Course Listing

404-691 Engine Performance Diagnosis 4
Credits: 0.5-1

In this course students will review and demonstrate comprehensive ability in the skills typically introduced during the first year of the program, including safety practices and the inspection and repair of brake systems, steering and suspension systems, engine systems, drive train systems, and heating and air conditioning systems.
Aid Code: 32 - undefined.
Co-requisites: (404-135 or 404-690)

Complete Course Listing

404-692 Drive Train/Transaxle Service 1
Credits: 0.5-1

In this course students will define the purpose and function of automatic transmissions and their components. Students will demonstrate their ability to inspect, diagnose, and maintain automatic transmissions.
Aid Code: 32 - undefined.
Co-requisites: (404-130 or 404-357 or 404-684)

Complete Course Listing

404-693 Drive Train/Transaxle Service 2
Credits: 0.5-1

In this course students will define the purpose and function of the torque converter clutch. Additionally, students will demonstrate the ability to diagnose automatic transmission problems using a scan tool, and to differentiate between engine and transmission drivability problems.
Aid Code: 32 - undefined.
Co-requisites: (404-137 or 404-692)

Complete Course Listing

404-694 Service Internship
Credits: 1-2

This course provides students with the opportunity to demonstrate automotive inspection, repair, and maintenance skills in an operating service facility. Students will also complete a comprehensive report on their experiences after meeting the internship requirements.
Aid Code: 32 - undefined.

Complete Course Listing

404-695 Customer Service Fundamentals
Credits: 1-2

In this course students will explore principles of successful customer service and relations. Students will demonstrate skills in relationship building and management through practical interviews and role-playing.
Aid Code: 32 - undefined.

Complete Course Listing

404-696 Electric Vehicle Safety
Credits: 0.5-1

In this course students will be introduced to electrical vehicle safety practices and protocols. This will include the basic operation of hybrid/electric vehicle types, personal protective equipment (PPE), and how to identify high voltage systems and components and disable the high voltage system.
Aid Code: 32 - undefined.
Co-requisites: 404-675

Complete Course Listing

404-697 Electric Vehicle Circuits & Systems
Credits: 0.5-1

In this course students will gain knowledge in low voltage direct current/circuits/systems, high voltage direct current circuits/systems and high voltage alternating current circuits.
Aid Code: 32 - undefined.
Co-requisites: (404-696)

Complete Course Listing

Business Management (102)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

102-109 Business Careers and Communication
Credits: 1-3

This course covers how to use professional and effective communication in business settings. Students learn and practice business oral communication, presentations, and various forms of written communication. Business career exploration, resume writing, and interviewing are also addressed in this course.
Aid Code: 10 - undefined.
Co-requisites: (103-106 or 103-128 or 103-116 or 106-146 or 103-138)

Complete Course Listing

102-114 Principles of Operations Planning
Credits: 1-3

Students will apply planning and decision-making techniques to ensure efficient and competitive management of business operations. Students will focus on the key operational activities of inventory controls, process design and management, and supply chain management. Students engage in examining and analyzing the following topics: product design processes, quality, facility design and capacity planning, inventory control, project management, supply chain management, cost control, and customer service management.
Aid Code: 10 - undefined.
Pre-requisites: (102-148) and (804-134 or 804-118)

Complete Course Listing

102-115 Management Principles
Credits: 1-3

Students will receive a comprehensive overview of the functions and principles of management that leads to success in the operating climate of modern businesses. The five functions of management will be introduced and applied to business operational problem-solving.
Aid Code: 10 - undefined.
Pre-requisites: (102-148)
Co-requisites: (801-195 or 801-136 or 102-109)

Complete Course Listing

102-120 Small Business Management
Credits: 1-3

The course provides a detailed study of all phases of managing a small business. Specific problems of small operations such as financing, developing, staffing, and growing a small business are analyzed. Management topics such as quality, leadership, applications of technology, legal issues and more will be applied to isolating significant problems and implementing solutions. Current issues and trends in entrepreneurship will be included.
Aid Code: 10 - undefined.
Pre-requisites: (102-115) and (104-102)

Complete Course Listing

102-121 Customer Service Management
Credits: 1-3

Customer Service Management examines the role of managing customer service to add value and achieve a firm's long-term goals. Topics include the purpose of customer service; development of customer service goals, policies and plans; training, development and evaluation of customer service staff; development of sales skills; and using conflict resolution techniques to handle difficult customer service situations. Emphasis is placed on management duties and communication to provide customer satisfaction for both internal and external customers.
Aid Code: 10 - undefined.
Pre-requisites: 102-115

Complete Course Listing

102-127 Business Management Internship
Credits: 1-3

This course is a work-based learning program involving actual business operations in the community. It is intended to provide students with actual work experience. Students will obtain a position at an approved worksite, and work a minimum of 144 hours under the supervision of both their instructor and an onsite supervisor. Students must have a minimum 2.0 overall GPA to enroll in the course. Not eligible for CPL.
Aid Code: 10 - undefined.
Pre-requisites: (102-109) and (102-115) and (196-193 or 116-193)
Co-requisites: (101-111) and (102-120) and (102-155) and (102-114) or (804-189)

Complete Course Listing

102-128 Business Plan and Entrepreneurship
Credits: 1-3

The course is a learning program involving planning actual business operations. It is intended to provide students with the tools to start their own business. Students will improve their understanding of entrepreneurship topics. They will also research, develop, write, and present a business plan. Students must have a minimum 2.0 overall GPA to enroll in the course.
Aid Code: 10 - undefined.
Pre-requisites: (101-111) and (102-109) and (102-115) and (102-120) and (104-102) and (801-195 or 801-136)

Complete Course Listing

102-130 Business Finance and Budget Management
Credits: 1-3

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 financial principles will then be applied to the manager's role in decision-making and includes problem-solving case studies.
Aid Code: 10 - undefined.
Pre-requisites: (101-117 or 101-111) and (102-115 or 101-112) and (103-128 or 103-106 or 103-138) and (102-148) and (103-107)

Complete Course Listing

102-134 Lean Six Sigma
Credits: 1-3

Upon completion of this course, learners will have developed a body of knowledge around Six Sigma concepts that qualify them to become Green Belt Certified. This includes an introduction to Six Sigma, recognition of the DMAIC methodology, and assessing a lean enterprise. Learners will develop their ability to do statistical evaluations to evaluate a production process. Learners will work through the Define, Measure, Analyze, Improve and Control phases to implement a problem solving or continuous quality improvement. Learners will examine the steps of planning and executing a kaizen event as well as utlize the seven SPC (statistic process control) tools to improve a process.
Aid Code: 10 - undefined.

Complete Course Listing

102-148 Introduction to Business and Management
Credits: 1-3

Students will be introduced to business operations, focusing on a basic understanding of the activities, functions, and principles of business enterprises. This course covers the responsibilities and challenges of operating a business. The course emphasizes human relations, management, marketing, finance, human resources, global business, and starting a business.
Aid Code: 10 - undefined.

Complete Course Listing

102-150 Global Business Fundamentals
Credits: 1-3

This course is designed to give students a fundamental understanding of the environment in which international business operates and of the business practices required to compete successfully in global markets. Topics include: country differences in political, economic, cultural, and ethical systems; cross-border trade and investment; global monetary systems; strategies involved in international business; and management challenges in global markets.
Aid Code: 10 - undefined.
Pre-requisites: (102-148) and (801-195 or 801-136)

Complete Course Listing

102-155 Introduction to Project Management
Credits: 1-3

This course gives an overview of project management principles and covers the fundamental knowledge and skills needed to improve the outcome of any project. It focuses on the project management processes and knowledge areas. Students will learn how to plan, schedule, and control projects. Students will learn project management tools and techniques and use them to define project goals, objectives, costs and time, and manage project scope, schedule and resources.
Aid Code: 10 - undefined.

Complete Course Listing

102-157 Managing Projects
Credits: 1-2

This course focuses on using the Microsoft Project software to plan, schedule and control projects. Students will define a project's scope and apply work breakdown structure (WBS), the foundation of project planning. Students will learn how to configure tools and options, set-up projects, estimate, schedule, and budget projects.
Aid Code: 10 - undefined.
Co-requisites: 102-155

Complete Course Listing

102-158 Project Management Capstone
Credits: 1-3

This course is designed to give students practical experiences in managing projects. Students will be given the opportunity to review, synthesize, and apply their project management knowledge and skills from prior courses and experience. Students will be working in a lab setting leading a real-life project and project management deliverables, including project charter, projet plan, status reports, and post-project reviews. Students will facilitate meetings, track planned and actual values, and update project plans.
Aid Code: 10 - undefined.
Co-requisites: 102-155 and 102-157

Complete Course Listing

102-160 Business Law
Credits: 1-3

This course is designed to provide the student with a working knowledge of law as it relates to the rights and responsibilities of businesses and individuals. Emphasis is placed on torts, contracts, case analysis, ethics, and social responsibility, particularly in the business context.
Aid Code: 10 - undefined.

Complete Course Listing

102-161 Principles of Manufacturing Management
Credits: 3

Students will be Introduced to the operations environment and key manufacturing process activities including quality control, capacity management, and lean manufacturing techniques. Students will learn to design, operate, and improve the systems that deliver goods and services using tools such as process flow diagrams, lean management, and decision trees. Through discussion and interactive problem solving, participants will gain a functional competency of production activity control and management.
Aid Code: 10 - undefined.

Complete Course Listing

Career Education (862)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

862-411 Skills for Trade/Industry
Credits: 0.1-3.6

Aid Code: 42 - undefined.

Complete Course Listing

862-764 BSE Employability Skills/Career Decision 2
Credits: 1-3

Develops general information involved with career choices including self-concept, values, needs and abilities. Occupational information and expansion of vocational choices are included. Outside speakers are invited to share information. Hands on experience includes filling out forms, interviews and study of resumes.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Communication Skills (801)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

801-136 English Composition 1
Credits: 1-3

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of written documents.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or Act Writing Subject Score, 18 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Writng, 255 or GED-Reading, 165) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165)) or ((GPA High School, 2.6 or Act Writing Subject Score, 18 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Writng, 255 or GED-Reading, 165) and (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236 and 838-104)) or ((GPA High School, 2.0 or Act Writing Subject Score, 15 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Writng, 242 and 851-795) and (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236 and 838-104) or ()(GPA High School, 2.0 or Act Writing Subject Score, 15 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Writng, 242 and 851-795) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165))

Complete Course Listing

801-195 Written Communication
Credits: 1-3

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Aid Code: 10 - undefined.

Complete Course Listing

801-196 Oral/Interpersonal Communication
Credits: 1-3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or SAT Reading, 330 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 250 or Reading-Credit Level Met or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55)
Co-requisites: (838-104)

Complete Course Listing

801-196E Oral Comm ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

801-197 Technical Reporting
Credits: 1-3

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

801-198 Speech
Credits: 1-3

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, supporting evidence, delivery techniques, active listening, and other essential elements of speaking successfully, form the basis of the course. Includes informative, persuasive, and occasion speech presentations. Audience requirements to be determined by individual colleges.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

801-198O Speech-Orientation
Credits: 0

In House for Telecouse Only.
Aid Code: 10 - undefined.

Complete Course Listing

801-201 Critical Writing, Reading, and Research
Credits: 1-3

A composition course focusing on researched academic writing that presents Information, ideas, and arguments. Emphasis will be on the writing process, critical thinking, and critical reading.
Aid Code: 10 - undefined.
Pre-requisites: (801-136)

Complete Course Listing

801-223 English Composition II
Credits: 1-3

Students continue the study of academic writing to attain advanced writing and critical thinking skills. Students learn textual synthesis, analysis, advanced source integration, and rhetorical strategies.
Aid Code: 10 - undefined.
Pre-requisites: (801-136)

Complete Course Listing

801-227 Creative Writing
Credits: 1-3

Introduces and encourages the creative writing process as an avenue for individual expression. Students will read and respond to works of creative writing in various genres to determine their principles as well as how and why writers break formal conventions. Students will experiment with techniques for producing original work in both poetry and prose. Emphasis is on idea generation, collaborative feedback, and effective revision. This is a workshop-based course.
Aid Code: 10 - undefined.

Complete Course Listing

801-311 Communication
Credits: 1-2

This course reviews the grammar and writing skills that an adult learner needs to write clearly, concisely, and persuasively on the job. Students will produce a variety of job-related documents such as: business memos, letters, and short reports. The course will provide techniques that will improve the effectiveness with which learners communicate interpersonally, and within small groups. Students will learn to prepare and deliver oral presentations.
Aid Code: 31 - undefined.

Complete Course Listing

801-621 Creative Writing
Credits: 0.05-0.65

Aid Code: 60 - undefined.

Complete Course Listing

Computer Basics (860)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

860-764 Computer Basics
Credits: 1-3

This course covers elementary computer skills such as file management; document formatting, creating and management; using the Internet; basic e-mail and information management.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Computer Service Tech-Hardware (631)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

631-100 Microcomputer Fundamentals
Credits: 1-3

This course covers the program environment and binary functionality of the personal computer. An in-depth look at PC component identification, use, and functions are then observed. The course relies heavily on hands-on construction and preparation of the PC hardware, followed by a review of the technical resources and proper troubleshooting methods. This course incorporates a hands-on lab and performance assessment, where students work with the instructor and one another to perfect their skills.
Aid Code: 10 - undefined.

Complete Course Listing

631-101 PC Software Fundamentals
Credits: 1-3

This course familiarizes the learner with Windows and Linux operating systems, popular business applications, and computer virus eradication. Students will learn how to properly install, use and troubleshoot each operating system and software package – to include software detailing, software utilities, and licensing. This course will help to ready students for the IC3 certification along with the CompTIA A+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-100)

Complete Course Listing

631-102 PC Peripherals and Troubleshooting
Credits: 1-3

Students will apply the troubleshooting theory and repair various scenario-based problems involving computer hardware, software, and peripherals. Students will learn about the installation and setup of various computer peripherals, to include (but not limited to) various types of printers, scanners, and digital cameras.
Aid Code: 10 - undefined.
Co-requisites: (631-101) and (631-100)

Complete Course Listing

631-103 Apple Devices and Operating Systems
Credits: 1-3

The Apple Devices & Operating Systems course provides a comprehensive overview of several pieces of Apple hardware and operating systems. Students will learn the installation, configuration, and troubleshooting of the operating systems and hardware. Network installation, configuration, and troubleshooting will also be included.
Aid Code: 10 - undefined.
Pre-requisites: (631-112)

Complete Course Listing

631-104 Cyber Ethics
Credits: 1-3

In this course students will examine situations that are considered to be in a "gray" area that many IT specialists face on a daily basis. Students will evaluate the situations presented to them and determine the best action plan based on a set decision-making process.
Aid Code: 10 - undefined.
Pre-requisites: (631-111)

Complete Course Listing

631-106 IT Customer Service Fundamentals
Credits: 1-3

This course is designed to instruct students on the principles of service calls and customer relations skills needed for success as a field service technician. Practical interviews and role playing are included in this course, with emphasis on phone and electronic support skills based on an Information Technology environment.
Aid Code: 10 - undefined.

Complete Course Listing

631-107 Linux Operating Systems
Credits: 1-3

An introduction to Linux desktop and server are covered. Topics include installation, administration, Linux commands, and troubleshooting. The learner will apply previous knowledge to set up a network that combines Linux, Windows, and Apple operating systems. This course prepares students for the CompTIA Linux+ certification.
Aid Code: 10 - undefined.
Pre-requisites: (631-123)

Complete Course Listing

631-108 Manufacturing Communication Protocols
Credits: 1-3

This hands-on course focuses on the principles of network data communications. Serial and parallel protocols, network topologies and cabling media will be explored. Time will be spent studying ethernet TCP/IP, CIP, and other industrial protocols such as DeviceNet and ControlNet. Students will configure and troubleshoot networks and discuss the importance of network security.
Aid Code: 10 - undefined.
Pre-requisites: (631-115 or 620-115) and (631-138)

Complete Course Listing

631-109 Network Portfolio 1
Credits: 0.5-1

This is the first of two capstone courses for second year students. Students will create a portfolio based on a provided scenario. They will be required to provide items such as wireless assessments of the area, recommend required equipment, provide a Gantt chart, etc based on the knowledge they gained from the first semester. This is an individual project, and students will be able to use the portfolio to show to prospective employers.
Aid Code: 10 - undefined.
Pre-requisites: (631-112)
Co-requisites: (631-150)

Complete Course Listing

631-110 Network Portfolio 2
Credits: 0.5-1

This is the second course of a two part capstone portfolio project that will require students to add new features, equipment and theories based on the knowledge they have gained throughout the four semesters of the Manufacturing Information Technology Specialist program. Students will be able to apply their knowledge in areas such as Linux operating systems, advanced wireless networking, mobile device and virtual machine fundamentals as would be needed in various scenarios on a manufacturing shop floor. This portfolio will give students an organized record to share with prospective employers their knowledge and skills they have obtained throughout all their courses in this program.
Aid Code: 10 - undefined.
Co-requisites: (631-165)

Complete Course Listing

631-112 PC Hardware Interfacing
Credits: 0.05-1

This is the second of two part capstone course project that will require students to use information that they have gained throughout the second semester to collaborate on a group project. Students will combine the planning stage in the first semester capstone course, PC Hardware Assessment, to assemble a computerized machine, paying special attention to decision making as it pertains to choosing different operating systems and networking within a larger system. Students will also be expected to incorporate the ideals of Green IT (recycling) and cyber ethics throughout this production project.
Aid Code: 10 - undefined.
Pre-requisites: (631-111)

Complete Course Listing

631-113 Virtual Machine Fundementals
Credits: 1-3

This course is an introduction to virtual machines. Topics include various types of virtual machine software and their installation, administration, usefulness, and troubleshooting, as well as how these apply to IT and manufacturing.
Aid Code: 10 - undefined.
Co-requisites: (631-107) and (631-114) and (631-121)

Complete Course Listing

631-120 Ind Computer Applications
Credits: 1-3

The Industrial Computer Applications course is designed to meet the need for foundational computer training in industrial occupations. Using a self-paced, modular format, the ICA course is flexible to meet the needs of students with varying backgrounds in computer usage. Topics covered include: PC parts identification (including communications ports), operating system usage, file management, word processing, spreadsheet usage, and Internet usage.
Aid Code: 10 - undefined.

Complete Course Listing

631-122 Service Support Internship
Credits: 0.05-1

This internship-style course provides an opportunity for the student to experience on the job training in which they will be able to apply concepts, principles and skills gained throughout IT Programs. Students will engage in on the job training in areas such as installing operating systems, troubleshooting hardware and software issues, as well as reconfiguring small and large networking systems. Students will gain the practical knowledge necessary to be able to work collaboratively and apply their knowledge in the workplace.
Aid Code: 10 - undefined.

Complete Course Listing

631-124 Microcomputer Fundamentals 1: PC Components
Credits: 0.5-1

This course covers an in-depth look at PC component identification, use, and functions. Students will employ various methods to help learn this criteria and skills.
Aid Code: 10 - undefined.

Complete Course Listing

631-125 Microcomputer Fundamentals 2: PC Assembly
Credits: 0.5-1

The course relies heavily on hands-on construction and preparation of the PC hardware, followed by a review of the technical resources. This course incorporates a hands-on lab and performance assessment, where students work with the instructor and one another to perfect their skills.
Aid Code: 10 - undefined.
Co-requisites: (631-124)

Complete Course Listing

631-126 Microcomputer Fundamentals 3: Intro to Web Programming
Credits: 0.5-1

This course is designed to provide the student with an introduction into foundational web programming knowledge and skills. The student will learn to plan, design, construct, and integrate basic web sites using HTML5 and CSS.
Aid Code: 10 - undefined.
Co-requisites: (631-125)

Complete Course Listing

631-127 PC Software Fundamentals 1: Operating Systems
Credits: 0.5-1

This course familiarizes the learner with Windows and Linux operating systems. Students will learn how to properly install and use each operating system to include software detailing, software utilities, and licensing. This course will help to ready students for the IC3 certification along with the CompTIA A+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-126)

Complete Course Listing

631-128 PC Software Fundamentals 2: Software Applications
Credits: 0.5-1

This course familiarizes the learner with popular business applications and computer virus eradication. Students will learn how to properly install and use each software package. This course will help to ready students for the IC3 certification along with the CompTIA A+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-127)

Complete Course Listing

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631-129 PC Software Fundamentals 3: Troubleshooting Operating Systems
Credits: 0.5-1

This course familiarizes the learner with operating system and application software troubleshooting methods. This course will help to ready students for the IC3 certification along with the CompTIA A+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-128)

Complete Course Listing

631-130 PC Peripherals and Troubleshooting 1: Peripherals
Credits: 0.5-1

Students will learn about the installation and setup of various computer peripherals, to include (but not limited to) various types of printers, scanners, and digital cameras.
Aid Code: 10 - undefined.
Co-requisites: (631-129)

Complete Course Listing

631-131 PC Peripherals and Troubleshooting 2: Printers & Laptops
Credits: 0.5-1

Students will apply the troubleshooting theory and gain repair knowledge by reviewing laptops and printer hardware and software. Students will be required to disassemble and re-assemble working laser printers and laptops.
Aid Code: 10 - undefined.
Co-requisites: (631-130)

Complete Course Listing

631-132 PC Peripherals and Troubleshooting 3: Troubleshooting Hardware
Credits: 0.5-1

Students will apply the troubleshooting theory and repair various scenario-based problems involving computer hardware, software, and peripherals.
Aid Code: 10 - undefined.
Co-requisites: (631-131)

Complete Course Listing

631-133 IT Customer Service Fundamentals 1
Credits: 0.5-1

This course is designed to instruct students on the principles of service calls and customer relations skills needed for success as a professional IT service technician. Practical interviews and role playing are included in this course, with emphasis on phone and electronic support skills based on an Information Technology environment.
Aid Code: 10 - undefined.

Complete Course Listing

631-134 IT Customer Service Fundamentals 2
Credits: 0.5-1

This course continues to instruct students on the principles of service calls and customer relations skills needed for success as a professional IT service technician. There is a heavy emphasis on business skills and working in teams in an Information Technology environment.
Aid Code: 10 - undefined.
Co-requisites: (631-133)

Complete Course Listing

631-135 IT Customer Service Fundamentals 3
Credits: 0.5-1

The student will gain knowledge and experience in applying the techniques used in problem troubleshooting, end-user support and customer service. The student will also become familiar with and apply the tools used in user supply and help desk operations.
Aid Code: 10 - undefined.
Co-requisites: (631-134)

Complete Course Listing

631-136 Network Fundamentals 1
Credits: 0.5-1

This course covers the basic theories and technologies involved in Local Area Networks (LAN) and Wide Area Networks (WAN). Students gain knowledge in cabling schemes, specific hardware and software types, protocols and OSI layers. Both the physical and logical aspects of networks will be studied, giving students the ability to apply basic entry level technician skills in common office environments and manufacturing LANs.
Aid Code: 10 - undefined.
Co-requisites: (631-111)

Complete Course Listing

631-137 Network Fundamentals 2
Credits: 0.5-1

This course is a continuation of the basic theories and technologies involved in Local Area Networks (LAN) and Wide Area Networks (WAN). Students will continue to gain knowledge in cabling schemes, specific hardware and software types, protocols and OSI layers. Both the physical and logical aspects of networks will be studied, giving students the ability to apply basic entry level technician skills in common office environments and manufacturing LANs.
Aid Code: 10 - undefined.
Co-requisites: (631-136)

Complete Course Listing

BLACKHAWK Technical College

631-138 Network Fundamentals 3
Credits: 0.5-1

This course is a culmination of the basic theories and technologies involved in Local Area Networks (LAN) and Wide Area Networks (WAN). Students will apply the gained knowledge in cabling schemes, specific hardware and software types, protocols and OSI layers. Both the physical and logical aspects of networks will be studied, giving students the ability to apply basic entry level technician skills in common office environments and manufacturing LANs.
Aid Code: 10 - undefined.
Co-requisites: (631-137)

Complete Course Listing

631-139 Troubleshooting Network Resources 1
Credits: 0.5-1

This course is designed to prepare the network technician for a variety of networked environments and focuses on the installation, configuration, and troubleshooting of network operating systems and network hardware. Security, resource sharing, cable installation, and troubleshooting are emphasized. The student will also create a basic network diagram and peer to peer network utilizing the operating systems installed on their lab PC.
Aid Code: 10 - undefined.
Co-requisites: (631-138)

Complete Course Listing

631-140 Troubleshooting Network Resources 2
Credits: 0.5-1

This course introduces network monitoring tools and techniques. Troubleshooting theory and methods will also be revisited and reinforced to help prepare the future network technician.
Aid Code: 10 - undefined.
Co-requisites: (631-139)

Complete Course Listing

631-141 Troubleshooting Network Resources 3
Credits: 0.5-1

This course is a culmination of the competencies learned throughout the series. Students will use knowledge gained to to develop, configure, and troubleshoot network operating systems and network hardware.
Aid Code: 10 - undefined.
Co-requisites: (631-140)

Complete Course Listing

631-142 Cyber Ethics 1
Credits: 0.5-1

In this course students will examine situations that are considered to be in a "gray" area that many IT specialists face on a daily basis. Students will evaluate the situations presented to them and determine the best action plan based on a set decision-making process. Ethics and computer crime will be studied.
Aid Code: 10 - undefined.

Complete Course Listing

631-143 Cyber Ethics 2
Credits: 0.5-1

In this course students will continue to examine situations that are considered to be in a "gray" area that many IT specialists face on a daily basis. Students will evaluate the situations presented to them and determine the best action plan based on a set decision-making process. Main areas of study will include: Intellectual property, Privacy, freedoms, and software development.
Aid Code: 10 - undefined.
Co-requisites: (631-142)

Complete Course Listing

631-144 Cyber Ethics 3
Credits: 0.5-1

In this course students will continue to examine situations that are considered to be in a "gray" area that many IT specialists face on a daily basis. Students will evaluate the situations presented to them and determine the best action plan based on a set decision-making process. Main areas of study will include: The ethical impact on IT and organization and social networking.
Aid Code: 10 - undefined.
Co-requisites: (631-143)

Complete Course Listing

631-145 Apple Devices and Operating Systems 1: Hardware
Credits: 0.05-1

The Apple Devices & Operating Systems course provides a comprehensive overview of several pieces of Apple hardware and operating systems. Students will learn the installation, configuration, and troubleshooting of Apple hardware.
Aid Code: 10 - undefined.
Co-requisites: (150-157)

Complete Course Listing

631-146 Apple Devices and Operating Systems 2: Operating Systems
Credits: 0.5-1

The Apple Devices & Operating Systems course provides a comprehensive overview of several pieces of Apple hardware and operating systems. Students will learn the installation, configuration, and troubleshooting of the operating systems and software.
Aid Code: 10 - undefined.
Co-requisites: (631-145)

Complete Course Listing

631-147 Apple Devices and Operating Systems 3: Networking
Credits: 0.5-1

The Apple Devices & Operating Systems course provides a comprehensive overview of several pieces of Apple hardware and operating systems. Students will learn the installation, configuration, and troubleshooting of the operating systems and hardware. This course covers Apple network installation, configuration, and troubleshooting.
Aid Code: 10 - undefined.
Co-requisites: (631-146)

Complete Course Listing

631-148 Wireless Networking 1
Credits: 0.5-1

This course introduces the student to wireless fundamentals. As a hand-on course, students will cover basic wireless installation, implementation, and troubleshooting for various types of wireless networks. Some topics that will be discussed are RF Basics, wireless networking devices, and the 802.11 standard. This course will help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-147)

Complete Course Listing

631-149 Wireless Networking 2
Credits: 0.5-1

This course continues the introduction to wireless fundamentals. As a hand-on course, students will cover basic wireless installation, implementation, and troubleshooting for various types of wireless networks. Some topics that will be discussed are RF Basics, wireless networking devices, and the 802.11 standard. This course will continue to help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-148)

Complete Course Listing

631-150 Wireless Networking 3
Credits: 0.5-1

This course continues the introduction to wireless fundamentals by implementing advanced wireless topics. As a hand-on course, students will cover WLAN site surveys and troubleshooting for various types of wireless networks. This course will continue to help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-149)

Complete Course Listing

631-151 Manufacturing Networking 1
Credits: 0.5-1

This course focuses on the principles of network data communications. Serial and parallel protocols, network topologies and cabling media will be explored. Time will be spent studying ethernet and the TCP/IP protocol.
Aid Code: 10 - undefined.
Co-requisites: (631-138)

Complete Course Listing

631-152 Manufacturing Networking 2
Credits: 0.5-1

This hands-on course focuses on the principles of network data communications. Students will configure and troubleshoot networks and discuss the importance of network security.
Aid Code: 10 - undefined.
Co-requisites: (631-151)

Complete Course Listing

631-153 Manufacturing Networking 3
Credits: 0.5-1

This hands-on course focuses on the principles of network data communications. Serial and parallel protocols, network topologies and cabling media will be explored. Students will create ethernet cables and install network cable in various areas.
Aid Code: 10 - undefined.
Co-requisites: (631-152)

Complete Course Listing

631-154 Wireless Networking Implementation 1
Credits: 0.5-1

This course builds from the knowledge gained in the Wireless Networking courses. The hands-on learning continues as students will focus on advanced RF Technologies, learn regulations and standards, and implement network security using a small home/office WAP. This course will continue to help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-109)

Complete Course Listing

631-155 Wireless Networking Implementation 2
Credits: 0.5-1

The course continues to build from the knowledge previously gained in Wireless Networking courses. The hands-on learning continues as students will focus on advanced RF Technologies, learn regulations and standards, implement network security, complete wireless surveys, as well as configure a building-wide wireless network. This course will continue to help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-154)

Complete Course Listing

631-156 Wireless Networking Implementation 3
Credits: 0.5-1

The course continues to build from the knowledge previously gained in Wireless Networking courses. The hands-on learning continues as students will focus on advanced RF Technologies, learn regulations and standards, implement network security, complete advanced wireless surveys, and configure a wireless network within a manufacturing lab for manufacturing equipment. This course will continue to help prepare students for the CWTS (Certified Wireless Technology Specialist) certification.
Aid Code: 10 - undefined.
Co-requisites: (631-155)

Complete Course Listing

631-157 Linux Operating Systems 1
Credits: 0.5-1

An introduction to Linux desktop is covered. Topics include installation, administration, Linux commands, and troubleshooting. This course prepares students for the CompTIA Linux+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-156)

Complete Course Listing

631-158 Linux Operating Systems 2
Credits: 0.5-1

This is an advanced course that is a continuation of the previous Linux desktop course. Advanced topics include configuration, administration, Linux commands, and troubleshooting. This course prepares students for the CompTIA Linux+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-157)

Complete Course Listing

631-159 Linux Operating Systems 3
Credits: 0.5-1

This course will have the learner apply previous and newly gained knowledge to set up a Linux network that could include Windows, and Apple operating systems. This course prepares students for the CompTIA Linux+ certification.
Aid Code: 10 - undefined.
Co-requisites: (631-158)

Complete Course Listing

631-160 Malicious Software Fundamentals 1
Credits: 0.5-1

Students will be introduced to various types of malicious software found throughout the Information Technology industry that infect various types of equipment. Through this course, they will be able to analyze malicious software, understand its functionality, and engage in removing the malicious software from several types of operating systems and machines.
Aid Code: 10 - undefined.

Complete Course Listing

631-161 Malicious Software Fundamentals 2
Credits: 0.5-1

Students will learn what the building blocksof various types of malicious software. Through this course, they will be able to analyze malicious software, understand its functionality, and engage in removing the malicious software from several types of operating systems and machines.
Aid Code: 10 - undefined.
Co-requisites: (631-160)

Complete Course Listing

631-162 Malicious Software Fundamentals 3
Credits: 0.5-1

Students will be introduced to various types of malicious software found throughout the Information Technology industry that infect various types of equipment. Through this course, they will be able introduced to cryptography. They will learn the definition, and how it's used throughout the industry.
Aid Code: 10 - undefined.
Co-requisites: (631-161)

Complete Course Listing

631-163 Mobile Device Fundamentals 1
Credits: 0.5-1

This course first provides students with a hands-on exploration of different mobile device hardware to gain an understanding of their functions. Students will then examine the different operating systems that are used in today's devices.
Aid Code: 10 - undefined.
Co-requisites: (631-159)

Complete Course Listing

631-164 Mobile Device Fundamentals 2
Credits: 0.5-1

This is a continuation course that will provide students with a hands-on exploration of different mobile device hardware to gain an understanding of their functions. Students will then examine the different operating systems that are used in today's devices.
Aid Code: 10 - undefined.
Co-requisites: (631-163)

Complete Course Listing

631-165 Mobile Device Fundamentals 3
Credits: 0.5-1

This course provides students with a hands-on exploration of mobile device management, networking, security, and troubleshooting.
Aid Code: 10 - undefined.
Co-requisites: 631-164

Complete Course Listing

Computer Service Technician (450)

Information provided includes course descriptions by subject only.

For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

450-316 Microcomputer Software Service
Credits: 1-2

This course covers a number of different software topics: familiarization with popular business applications, computer virus eradication – to include malware and spyware, software detailing, software utilities, and licensing.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: 631-100

Complete Course Listing

450-317 Troubleshooting Microcomputers
Credits: 1-2

This course culminates the three core courses and the two previous Hardware Support courses in an advanced diagnosis and repair course that, on completion, will mark the achievement of the Computer Hardware Support Certificate for the learner. Hands-on PC troubleshooting skills are emphasized.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (450-316) and (631-100) and (631-101) and (631-102)

Complete Course Listing

450-319 Microcomputer Peripherals
Credits: 1-2

This course focuses on printers, the specialized functions of various kinds of printers, and printer troubleshooting. Digital input and data protection devices will also be examined.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (450-316) and (450-317) and (631-100) and (631-101) and (631-102)

Complete Course Listing

450-321 Troubleshooting Network Hardware
Credits: 1-2

This course covers network hardware installation, configuration and troubleshooting in both peer-to-peer and server-based environments, cable installation, certification, and troubleshooting is emphasized. Wireless networking is also utilized.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (450-316) and (450-317) and (631-100) and (631-101) and (631-102)
Co-requisites: (450-319) and (450-320) and (631-115)

Complete Course Listing

450-322 Service Support Techniques
Credits: 0.5-1

This course provides an opportunity to apply concepts, principles and skills learned in the CST program in the workplace. Emphasis is placed on applying skills to job tasks, modeling core abilities and seeking a job.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (450-315) and (450-316) and (450-317) and (631-100) and (631-101) and (631-102)
Co-requisites: (450-319) and (450-320) and (450-321) and (631-115) and (631-116) and (631-117) or (631-118)

Complete Course Listing

450-400 Office Machine Repair
Credits: 0.05-0.4

Aid Code: 47 - undefined.

Complete Course Listing

450-402 Office Mach Rpr-Consumer Level
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

Computer Software (103)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

103-106 Introduction to Microsoft Office Suites
Credits: 1-3

This course will introduce students to the Microsoft Office Suite software and overview many of the core competencies of Word, Excel, PowerPoint, and Access. Students will use technology for both problem solving and decision making and will be expected to use the resources available to search for answers to problems. Knowledge of creating and saving a document to a specific drive, open and closing multiple applications, locating a website using the URL and sending or receiving an e-mail with an attachment plus touch keyboarding skills are expected. If you are not proficient in these skills then Keyboarding 106-140 and Intro to Computer Basics 103-127 are highly recommended pre/corequisites for this course. These recommended pre/corequisites may also be taken concurrently with the Introduction to Microsoft Suites course. This course is taught using MS Office 2013. All assignments and assessments must be submitted using MS Office 2013.
Aid Code: 10 - undefined.

Complete Course Listing

103-106E Intro to MSOffice ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

103-107 Intermediate Excel
Credits: 1-2

This course introduces intermediate level features of Microsoft Excel that allows students to advance their skill set by learning to work with advanced formulas, lists, and illustrations and to use spreadsheets to compile, analyze and present data for problem solving and decision making within organizations.
Aid Code: 10 - undefined.

Complete Course Listing

103-108 Introduction to Microsoft Outlook
Credits: 0.05-1

Aid Code: 10 - undefined.

Complete Course Listing

103-110 Introduction to Microsoft Windows
Credits: 0.5-1

In this course, the learner will become familiar with the basic features of the Microsoft Windows operating system. Competencies covered include: working with the Start button and taskbar, opening, closing, moving and resizing windows; and saving and managing files.
Aid Code: 10 - undefined.

Complete Course Listing

103-112 Introduction to Spreadsheets
Credits: 0.05-1

Using spreadsheets, students will utilize various elements contained in a spreadsheet worksheet. Students will use the basic worksheet functions and capabilities as well as engage in some basic sorting and graphing activities.
Aid Code: 10 - undefined.

Complete Course Listing

103-126 Introduction to QuickBooks
Credits: 0.5-1

This course is designed to provide the user with a basic level of proficiency in the popular Quickbooks software. Quickbooks is used to record business transactions and produce financial statements and various other reports for management. A working knowledge of Microsoft Windows and a basic knowledge of the accounting cycle are recommended.
Aid Code: 10 - undefined.

Complete Course Listing

103-128 Introduction to Microsoft Office Suites
Credits: 1-2

This course will introduce students to the Microsoft Office Suite software and overview many of the core competencies of Word, Excel, and PowerPoint. Students will use technology for both problem- solving and decision- making and will be expected to use the resources available to search for answers to problems. Knowledge of creating and saving a document to a specific drive, opening and closing multiple applications, locating a website using the URL and sending or receiving an e-mail with an attachment are expected.This course is taught using MS Office 2016. All assignments and assessments must be submitted using MS Office 2016.
Aid Code: 10 - undefined.

Complete Course Listing

103-129 Intro to MS Publisher & Desktop Publishing
Credits: 0.05-1

Intro to MS Publisher & Desktop Publishing introduces the learner to a desktop publishing program that can be used to create a variety of workplace publications. Using Publisher, you can easily create business cards, greeting cards, calendars, newsletters and much, much more.
Aid Code: 10 - undefined.

Complete Course Listing

103-132 Intro to Adobe Illustrator
Credits: 0.05-1

Intro to Adobe Illustrator prepares the learner to use Adobe's Illustrator software to create digital art. The course will cover the basics of computer illustration and its use in print and web media. Learners will work with objects, the pen, brushes, text, color, special effects, symbols, and gradients as they create portfolio-quality art.
Aid Code: 10 - undefined.

Complete Course Listing

103-133 Intro to Photoshop - Designing and Editing
Credits: 0.05-1

Intro to Adobe Photoshop - Designing and Editing introduces the learner to using Adobe Photoshop to edit, enhance, and combine digital images which are prepared for print and web media. Topics will include photo correction, masks, channels, page backgrounds, brushes and optimizes images for web use.
Aid Code: 10 - undefined.

Complete Course Listing

BLACKHAWK Technical College

103-134 Intro to InDesign & Layout
Credits: 0.05-1

Intro to InDesign & Layout prepares the learner to use a professional page layout program. Learners will develop brochures, mailers, business documents and newsletters by implementing text layout techniques, using multiple master pages, managing styles, using text adjustment tools, working with libraries, and managing long documents for print production.
Aid Code: 10 - undefined.

Complete Course Listing

103-138 Word Documents
Credits: 1-2

This course introduces the learner to the core competencies of MS Word and PowerPoint. Using Word, learn to enter, edit, and format text, save documents in various formats, move and copy data, create/ modify tables, insert and modify graphics, proof and print documents. Using PowerPoint, learn to create new presentation, format slides, use drawn objects, work with graphics, use tables and charts, modify presentation, work with the slide masters, and proof and deliver a presentation.
Aid Code: 10 - undefined.

Complete Course Listing

103-178 Advanced Microsoft Excel
Credits: 1-2

This course covers advanced features of Microsoft Excel such as what if analysis, input tables, spreadsheet consolidation, data tables and queries, object linking and embedding, filters and pivot tables, macros, Visual Basic for Applications, and charting features.
Aid Code: 10 - undefined.
Pre-requisites: (101-105 or 103-107)

Complete Course Listing

103-411 Intro Adobe Photoshop
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-412 Digital Photography-Photoshop
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-413 Scanning- Adobe Photoshop
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-418 Intro Adobe Indesign
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-419 Intro Adobe Premiere
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-420 Intro Adobe Illustrator
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-421 Adobe Creative Suite-Overview
Credits: 0.05-2.4

This class is for those new to design software and desktop publishing. No matter what background or industry you are from - this class will give you the practical skills you need to jumpstart your talents as a designer using Photoshop, Acrobat, and InDesign applications.
Aid Code: 47 - undefined.

Complete Course Listing

103-422 Intermediate PowerPoint
Credits: 0.05-2

This course is designed to improve participants' skills using Microsoft Office PowerPoint.
Aid Code: 47 - undefined.

Complete Course Listing

103-423 Advanced PowerPoint
Credits: 0.05-2

This course is designed to build advanced Microsoft PowerPoint skills for participants.
Aid Code: 47 - undefined.

Complete Course Listing

103-440 Introduction-Windows
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-444 Introduction-The Internet
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

103-450 Microsoft Word-3
Credits: 0.05-0.1

This 3-hour course explores some of the key features and customization options in Word. Learn how to customize Word with the quick access toolbar, ribbon, status bar and views. Find out how to select and edit text, format text and paragraphs with lists, borders, line spacing, and tabs. Learn how to format the page with headers and footers, columns, and page breaks.
Aid Code: 47 - undefined.

Complete Course Listing

103-451 Intermediate Word-3
Credits: 0.05-0.1

Enhance the visual appeal and readability of your documents by utilizing tables and graphics. Organize your documents with tables using styles, borders, and shading, merging and splitting cells, and sorting and filtering. Improve your documents with pictures, screenshots, and text boxes. Explore long documents utilizing styles, the navigation pane, sections, page breaks, and a table of contents. Experiment with these features to find the combination that best suits your document's layout and content.
Aid Code: 47 - undefined.

Complete Course Listing

103-457 Introduction to Excel-3
Credits: .3

This course will teach 3 hours of introductory excel features and functions.
Aid Code: 47 - undefined.

Complete Course Listing

103-458 Basic Excel - 3
Credits: .3

This course will teach 3 hours of basic Excel spreadsheets, tables, and charts.
Aid Code: 47 - undefined.

Complete Course Listing

103-459 Intermediate excel - 3
Credits: .3

This course will teach 3 hours of intermediate Excel working with multiple worksheets, VLookup function, and more.
Aid Code: 47 - undefined.

Complete Course Listing

103-460 Introduction-Microsoft Office
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-461 Introduction to MS Office - 3
Credits: .3

This course will teach 3 hours of introductory functions of Microsoft Office Suites.
Aid Code: 47 - undefined.

Complete Course Listing

103-462 Basic Excel - 4
Credits: .2

This course will teach 4 hours of basic Excel editing workbooks, basic formulas, formatting, inserting and managing worksheets.
Aid Code: 47 - undefined.

Complete Course Listing

103-463 Intermediate Excel-4
Credits: .4

This course will teach 4 hours of Intermediate Excel working with charts, intermediate formulas, tables, intermediate formatting, collaborating and more.
Aid Code: 47 - undefined.

Complete Course Listing

103-464 Introduction-Microsoft Word
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-465 Intermediate-Microsoft Word
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-466 Advanced Microsoft Word
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-467 Advanced Excel - 4
Credits: .2

This course will teach 4 hours of Advanced Excel working Pivot tables and charts, troubleshooting formulas, advanced formatting, data analysys and more.
Aid Code: 47 - undefined.

Complete Course Listing

103-468 Introduction-Microsoft Excel
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-469 Excel Intermediate
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-470 Advanced Excel
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

103-471 Advanced Excel-3
Credits: .3

This course will teach 3 hours of advanced excel functions.
Aid Code: 47 - undefined.

Complete Course Listing

103-472 Microsoft Word - 4
Credits: .4

This 4-hour course is designed to help users who are familiar with Word's basic features take their skills to the next level. This topics covered include using tools like styles, macros, templates , mail merge, and building blocks to automate tasks. Students will also learn how to create complex documents using tables, charts, and various types of illustrations.
Aid Code: 47 - undefined.

Complete Course Listing

103-473 Intermediate Microsoft Access
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-474 Advanced Microsoft Access
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-475 Introduction to Microsoft Outlook
Credits: 0.05-1.2

This course will introduce students to Microsoft Office Outlook software and overview many of the core components of Outlook.
Aid Code: 47 - undefined.

Complete Course Listing

103-476 Intro-Microsoft Powerpoint
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

103-477 Microsoft PowerPoint - 4
Credits: .4

This 4-hour course designed to teach intermediate and features of the interface; show users how to create and collaborate on a presentation; teach formatting; adding objects and multimedia to a presentation.
Aid Code: 47 - undefined.

Complete Course Listing

103-478 Quick Books Pro
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

103-479 Intro to Adobe Illustrator
Credits: .4

This 4-year course designed to teach the users the basic functions, parts and features of computers; downloading/uploading, software, file extensions , internet connections , installing/removing software.
Aid Code: 47 - undefined.

Complete Course Listing

103-481 Intro to Adobe Acrobat
Credits: .05

This course will teach basic computer skills including basic functions, internet browsing, internet safety, and email management.
Aid Code: 47 - undefined.

Complete Course Listing

103-482 Intro to QuickBooks Online-3
Credits: .3

This course will teach the basics of QuickBooks Online, including functions that involve customers, vendors, employees, and others.
Aid Code: 47 - undefined.

Complete Course Listing

Criminal Justice (504)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

504-145 Spanish for Emergency Personnel
Credits: 1-3

This course is designed to enable students with minimal or no Spanish language skills to communicate effectively with Spanish speaking individuals. Designed for Law Enforcement, Fire and EMS students and professionals, the course presents basic conversational Spanish to apply in the field. This course includes interpretation in basic field interview, traffic investigations, medical emergencies, identification of subjects, and preliminary investigations.
Aid Code: 10 - undefined.

Complete Course Listing

504-400 Federal Agent Recruit Training
Credits: 0.1-12

Aid Code: 47 - undefined.

Complete Course Listing

504-401 Marine Police Officer Training
Credits: 0.05-4

This course is designed to enhance the law enforcement skills of marine police officers.
Aid Code: 47 - undefined.

Complete Course Listing

504-402 Police Academy Reevaluation
Credits: 0.05-4

Aid Code: 47 - undefined.

Complete Course Listing

504-404 Workplace Safety
Credits: .8

This class is designed to teach strategies for keeping safe in workplace under varying threatening situations. Topics covered include : Access control; suspicious mail and packages; handling bomb threats; practicing situational awareness and responding to hostile situations; verbal de-escalation techniques; and, active shooter scenarios.
Aid Code: 47 - undefined.

Complete Course Listing

504-408 Concealed Carry Training
Credits: 0.1-1.2

This course is designed to assist civilians' understanding on the requirements and laws pertinent to the Wisconsin Concealed Carry Law.
Aid Code: 42 - undefined.

Complete Course Listing

504-409 Safety and Self Defense
Credits: 0.05-1.2

Aid Code: 42 - undefined.

Complete Course Listing

504-410 Emergency Telecommunicator Cou
Credits: 0.05-4

The ETC program produced by the National Academies of Emergency Dispatch (NAED). designed to train new employees unfamiliar with emergency communication operations.
Aid Code: 47 - undefined.

Complete Course Listing

504-412 Stress Awareness
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

504-414 Public Safety Comm-Dispatcher
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

504-415 Secure Detention InService
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

504-420 R.I.S.C. Supervisory
Credits: 0.05-0.3

Aid Code: 47 - undefined.

Complete Course Listing

504-421 Police Reserve Training
Credits: 0.05-1.15

Aid Code: 47 - undefined.

Complete Course Listing

504-423 Prof Police Development
Credits: 0.1-9.6

Aid Code: 47 - undefined.

Complete Course Listing

504-430 First Line Supv/Management Tng
Credits: 0.1-8

Aid Code: 47 - undefined.

Complete Course Listing

504-434 Advanced Training-Patrol
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

504-437 Advanced Training-ADM
Credits: 0.05-0.6

Aid Code: 47 - undefined.

Complete Course Listing

504-443 Basic Radar
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

504-444 Advanced Radar
Credits: 0.05-0.6

Aid Code: 47 - undefined.

Complete Course Listing

504-446 Jail Training
Credits: 0.1-20

Aid Code: 47 - undefined.

Complete Course Listing

504-448 Crime Scene Reconstruction
Credits: 0.05-0.6

Aid Code: 47 - undefined.

Complete Course Listing

504-449 Crime Analysis
Credits: 0.2-2.4

Aid Code: 47 - undefined.

Complete Course Listing

504-454 Team Supv For Law Enforcement
Credits: 0.05-0.4

Aid Code: 47 - undefined.

Complete Course Listing

504-456 Jailer's In-Service
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

504-458 RISC In-Service
Credits: 0.05-0.2

Aid Code: 47 - undefined.

Complete Course Listing

504-459 Legal Update In-Service
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

504-461 Horizontal Gaze Nystagmus
Credits: 0.05-0.4

Aid Code: 47 - undefined.

Complete Course Listing

504-462 Supv of Police Personnel
Credits: 0.05-1

Aid Code: 47 - undefined.

Complete Course Listing

504-464 Social Aspect-Police Behavior
Credits: 0.05-0.8

Aid Code: 47 - undefined.

Complete Course Listing

504-467 Field Training Officer
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

504-469 Supervisors FTO Training
Credits: 0.1-3.2

Aid Code: 47 - undefined.

Complete Course Listing

504-472 CAP-Stun Training
Credits: 0.05-0.2

Aid Code: 47 - undefined.

Complete Course Listing

504-473 Crime and Social Media
Credits: 0.05-0.8

Aid Code: 47 - undefined.

Complete Course Listing

504-474 The Professional Protector
Credits: 0.05-0.8

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Aid Code: 47 - undefined.

Complete Course Listing

504-475 West Coast Hispanic&White Supremacists
Credits: 0.05-0.8

Detailed study of the affects specific to Wisconsin by the Sureno and Norteno Mexican gangs along with White Supremacists gangs. The course examines recruitment tactics, propaganda and how these organizations have indgused their gang culture into the drug and himan trafficking trade.
Aid Code: 47 - undefined.

Complete Course Listing

504-476 Community Ourtreach and Engagement
Credits: 0.05-0.8

Course covers a variety of topics that examine the history of relationship issues between law enforcement and communities of color. It examines sucedess strategies and programs to build trust within challenged neighborhoods and how to get back to community policing. It will also demonstrate how active community engagement can assist in major case investigations.
Aid Code: 47 - undefined.

Complete Course Listing

504-477 Human Trafficking Basics for Law Enforcement
Credits: 0.05-0.8

Course covers how law enforcement can understand how human trafficking cases are investigated, presented in court and prosecuted. Emphasis is in place on trafficking methods, identifying victims and traffickers, and how cases are developed in the state and federal system.
Aid Code: 47 - undefined.

Complete Course Listing

504-478 Homicide in America
Credits: .8

Aid Code: 47 - undefined.

Complete Course Listing

504-479 Scenario Instructor
Credits: 0.05-1.6

The course is taught by a Scenario Master Instructor Trainer, who prepares instructor candidates for certification as a Law Enforcement Standards Board certified Scenario Instructor, which includes scenario training, testing and force-on-force safety and training techniques.
Aid Code: 47 - undefined.

Complete Course Listing

504-485 Secure Juvenile Detention Officer Academy
Credits: 16

Basic secure juvenile detention training will teach key concepts and requirements underlying secure juvenile detention facility operations in the role of the detention officer as a professional person.
Aid Code: 47 - undefined.

Complete Course Listing

504-493 Vehicle Contact Inst-HRVC Tran
Credits: .2

DOJ Transition course for Vehicle Contacts Instructors. Update for High Risk Stops.
Aid Code: 47 - undefined.

Complete Course Listing

504-500 Overview of Patrol Response
Credits: 0.5-2

Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises students will learn and apply skills addressed in the following WI Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. This course will also include the WI DOJ 720 Academy Integration Exercises.
Aid Code: 30 - undefined.

Complete Course Listing

504-501 Physical Fitness
Credits: 0.5-1

Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention.
Aid Code: 30 - undefined.

Complete Course Listing

504-502 Application of Investigations
Credits: 0.5-1

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase III topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, Crimes III and Physical Evidence.
Aid Code: 30 - undefined.

Complete Course Listing

504-503 Overview of Criminal Justice
Credits: 0.5-1

Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication.
Aid Code: 30 - undefined.

Complete Course Listing

504-504 Principles of Emergency Vehicle Response
Credits: 1-2

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II.
Aid Code: 30 - undefined.

Complete Course Listing

504-505 Sensitive Crimes
Credits: 1-2

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestics, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course.
Aid Code: 30 - undefined.

Complete Course Listing

504-506 Overview of Investigations
Credits: 1-2

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing. The DOJ Phase I Written Examination will be administered in this course.
Aid Code: 30 - undefined.

Complete Course Listing

504-507 Application of Traffic Response
Credits: 1-3

Through classroom lecture, and on-campus lab and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing.
Aid Code: 30 - undefined.

Complete Course Listing

504-508 Principles of Investigation
Credits: 0.5-1

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course.
Aid Code: 30 - undefined.

Complete Course Listing

504-509 Principles of Tactics
Credits: 1-5

Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care.
Aid Code: 30 - undefined.

Complete Course Listing

504-510 Overview of Tactics
Credits: 0.5-1

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and DAAT.
Aid Code: 30 - undefined.

Complete Course Listing

504-511 Scenario Assessment
Credits: 0.5-1

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Victims, Sexual Assault, Child Maltreatment, Interrogations, Testifying in Court, and Crimes III.
Aid Code: 30 - undefined.

Complete Course Listing

504-600 Paranormal Investigation
Credits: 0.05-0.25

This fun and informative course will cover the basic tools and equipment used during a paranormal investigation. The process of investigation from the initial phone call through the investigation to the resolution will be covered through case studies and examples. Expect an open discussion, instruction, and experience sharing. An optional field trip outside of class hours will be discussed. NOTE: A signed liability form will be required to participate in the optional field trip. The field trip will consist of a visit to a site in which the instructor has participated in a paranormal investigation previously.
Aid Code: 60 - undefined.

Complete Course Listing

504-800 Criminal Justice Instructor Development Course
Credits: 3.2

This 32-hour course prepares criminal justice instructor candidates to create a learning environment that supports learners. Competencies include planning and managing learning, training and evaluation methods and delivering teaching scenarios.
Aid Code: 47 - undefined.

Complete Course Listing

504-801 Defensive Tactics Instructor Training
Credits: 9.6

This 96+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Defensive Tactics instructor. This is the new course that combines DAAT and POSC disciplines.
Aid Code: 47 - undefined.

Complete Course Listing

504-802 Defensive Tactics Transition Training
Credits: .8

This is the 8-hour transition course to Defensive Tactics for either POSC or DAAT certified instructors.
Aid Code: 47 - undefined.

Complete Course Listing

504-803 Emergency Vehicle Operators Course Instructor Training
Credits: 4

40+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a EVOC instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-804 Handgun and Rifle Instructor Training
Credits: 5.6

56+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Handgun and Rifle instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-805 OWI SFST Instructor Training
Credits: 1.6

16+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as an OWI/SFST instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-806 Professional Communication Skills Instructor Training
Credits: 2.4

24+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Professional Communications Skills instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-807 Scenario Instructor Training
Credits: 1.6

This 16 hour course, taught by a Scenario Master Instructor Trainer, prepares instructor candidates for certification as an LESB Scenario Instructor, including scenario training, testing, and force-on-force safety and training techniques.
Aid Code: 47 - undefined.

Complete Course Listing

504-808 Tactical Response Instructor Training
Credits: 3.2

This 32+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Tactical Response instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-809 Vehicle Contacts Instructor Training
Credits: 2.4

24+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Vehicle Contacts instructor.
Aid Code: 47 - undefined.

Complete Course Listing

504-905 Report Writing
Credits: 1-3

In this course, the learner will explain the context of report writing, take effective field notes, organize information in reports, write narratives, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court.
Aid Code: 10 - undefined.
Pre-requisites: (504-900 or 504-100) and (504-903 or 504-118) and (504-902 or 504-121) and (504-901 or 504-136) and (801-195 or 801-136)

Complete Course Listing

BLACKHAWK Technical College

504-907 Community Policing Strategies
Credits: 1-3

In this course, the learner will identify community resources available in your area, describe the role of an advocacy group in the criminal justice community, explain the rewards and challenges that diversity brings to and causes in society, evaluate communication barriers in dealing with the public, respond to hate crimes, identify the types of situations and the characteristics of individuals that are likely to be encountered in crisis management situations, apply Wisconsin statutory requirements and general guidelines regarding emergency detentions and emergency protective placements of persons, identify key concepts and elements associated with law enforcement response to people in crisis, apply crisis intervention principles and techniques, articulate the decision-making process taken to manage persons in crisis, describe community-oriented policing, describe problem-oriented policing, describe other policing strategies, and apply principles of crime prevention.
Aid Code: 10 - undefined.

Complete Course Listing

504-910 Introduction to Corrections
Credits: 1-3

A multidisciplinary study of corrections from the early 1800's to the present. The course provides an overview of significant studies relating to the role of corrections and the methods of community treatment. The course also includes a thorough analysis of current model and practices in the correctional field. This course focuses on the roles of corrections of offenders and society. It starts with a historical and philosophical view of the development of corrections (post-adjudication processing of criminal offenders) focusing on adult offenders. Later topics include administrative and operational components of corrections, criminals in confinement, post-adjudication procedures and problems, and community corrections.
Aid Code: 10 - undefined.

Complete Course Listing

504-911 Peacekeeping in a Diverse Society
Credits: 1-3

This course examines current issues related to the administration of justice in a culturally diverse society. Special focus of this couse 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.
Aid Code: 10 - undefined.

Complete Course Listing

504-915 Issues in Criminal Justice
Credits: 1-3

This course is designed to review the various functions and current issues related to various components of the criminal justice system.
Aid Code: 10 - undefined.

Complete Course Listing

504-917 Course Title Internship 2
Credits: 1-3

This elective course involves criminal justice students providing basic security service on campus to assist in providing a safe campus environment.
Aid Code: 10 - undefined.
Pre-requisites: Need Dean Approval/Chair Apprv

Complete Course Listing

504-918 Career Explore Criminal Justic
Credits: 0.05-1

This one credit elective course focuses on the exploration of personal professional goal setting and exploring the many career paths available in criminal justice system. Students will develop a personal career development plan to help guide them in attaining their personal and professional goals.
Aid Code: 10 - undefined.

Complete Course Listing

504-919 Fitness,Nutrition Criminal Jus
Credits: 0.05-1

The course focuses on the importance of fitness and nutrition as it relates not only to the criminal justice profession but also to the individual's overall wellness. Also explored are the common physical agility testing requirements many departments use in the hiring process. Students will develop an overall wellness/fitness plan.
Aid Code: 10 - undefined.

Complete Course Listing

504-920 Emergency Dispatch
Credits: 1-3

This course covers the topics found in the Emergency Telecommunicator Course developed by National Academies of Emergency Dispatch (NAED). It is designed to train students in the following: Emergency telecommunication technologies, caller management, legal aspects of public safety, radio broadcast procedures, medical, police and fire call classification. The course also incorporates Basic and Mobile Certification Training (BMCT). This training provides telecommunications students the skills to interpret and explain TIME system reports. These reports are generated by the state Department of Transportation (DOT), Crime Information Bureau (CIB) and National Crime Information Center (NCIC). The training will explain and illustrate to students how to perform queries from these agencies, interpret the information and relay it back to the emergency responder. After completing this course the student will complete examinations in both NAED and BMCT for certification through both agencies.
Aid Code: 10 - undefined.

Complete Course Listing

504-921 Drugs, Society, Criminal Justice
Credits: 1-3

This course examines the social origins and consequences of the use and abuse of consciousness-altering substances (including alcohol). It considers how society defines and deals with drug use and assesses social harm, including such issues as addictions and health effects, drugs and crime, the legislation debate, and drug policy and enforcement.
Aid Code: 10 - undefined.
Pre-requisites: 504-922

Complete Course Listing

504-922 Criminal Justice - Introduction
Credits: 1-3

This first semester course is an in-depth exploration of each step of the criminal justice process from investigation through adjudication and into corrections, by introducing criminal investigation, diversity, professional communication skills, drugs in society, personal wellness strategies, and code of ethics, It serves as an overview for the entire Criminal Justice Studies program, preparing students for success here in college and beyond as criminal justice professionals in their future careers.
Aid Code: 10 - undefined.

Complete Course Listing

504-923 Criminal Procedure
Credits: 1-3

This course explores the history and development of criminal procedural law with the Bill of Rights as the foundation. Students will analyze constitutional procedures for detention/arrest, search & seizure, and legally obtained statements by examining related court decisions.
Aid Code: 10 - undefined.
Pre-requisites: 504-922

Complete Course Listing

504-924 Introductory Criminal Law
Credits: 1-3

This course discusses the creation and application of criminal law. Includes the nature and origins of criminal law, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against persons, habitation, property and public order.
Aid Code: 10 - undefined.

Complete Course Listing

504-925 Interview and Interrogation
Credits: 1-3

Students will become familar with the various components of everyday professional communication within the criminal justice profession. Focus will be on building a strong interviewing foundation, before moving on to special populations, interrogation, and de-escalation. Practical role-playing exercises will help you practice these skills in an academic setting, while ultimately preparing you for the criminal justice field.
Aid Code: 10 - undefined.

Complete Course Listing

504-926 Introduction to Juvenile Justice
Credits: 1-3

In this course, learners will describe ways in which the juvenile justice system fits into the criminal justice system (Law Enforcement, Court, Corrections) as a whole. Historical perspectives, theories of delinquency, application of best practices, and current trends will be discussed and applied throughout this course.
Aid Code: 10 - undefined.

Complete Course Listing

504-927 Introductory Report Writing
Credits: 1-3

This course is designed to supply the student with a working knowledge of the purposes and the acceptable principles of criminal justice report writing. Attention is given to the improvement of spelling, sentence structure, punctuation, and vocabulary. Emphasis is placed on the report narrative as a powerful investigative tool and its position in the criminal justice system.
Aid Code: 10 - undefined.
Pre-requisites: (801-136 or 801-195) and (504-922)

Complete Course Listing

504-928 Criminal Investigation
Credits: 1-3

This is the capstone course for the Criminal Justice Studies program, and must be taken in your final semester prior to graduation. Learners will apply cumulative knowledge from their academic careers to a variety of investigations, including society/victimless crimes, traffic crimes, property crimes, and person/violent crimes. A victim-centered approach will be emphasized throughout the course. Learners will be assessed on skills and concepts they have developed throughout the program and will need to be applied within their future employment in the Criminal Justice field.
Aid Code: 10 - undefined.
Pre-requisites: (504-922 or 504-924 or 504-925)
Co-requisites: 504-923 and 504-927

Complete Course Listing

504-929 Policing and Crime Prevention
Credits: 1-3

This course will examine the role and effectiveness of the police in controlling crime in our communities. We will explore the theoretical relationship between communities and crime and we will examine the relative effectiveness of community policing, problem-oriented policing, and various street-level approaches to crime prevention and crime control.
Aid Code: 10 - undefined.
Pre-requisites: 504-922

Complete Course Listing

504-939 Juvenile Offenders and Family
Credits: 1-3

In this course learners will understand and describe how juvenile offenders depend on their families and community resources in order to lead a crime free lifestyle. Historical perspectives, theories on delinquency, application of best practices, and current trends will be discussed and applied throughout this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: 504-922

Complete Course Listing

504-940 Juvenile Residential Services
Credits: 1-3

In this course, students will learn all aspects of voluntary and court ordered placements of juvenile offenders in residential, detention and correctional facilities. Staffing, operations and politics of both public and private agencies will be discussed, focusing on treatment versus punishment and detention issues.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: 504-922

Complete Course Listing

504-941 Community Corrections
Credits: 1-3

This course will provide an overview of the history and philosophy of probation and parole. Also included is the organization and operation of probation and parole agencies as particular segments of the criminal justice system. A review and evaluation of the state of our prisons and their relationship to probation and, particularly, parole is included. The various roles of probation and parole officers and a review of community corrections in managing offender treatment, rehabilitation and reintergration are covered in this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: 504-922 or 504-910

Complete Course Listing

504-942 Juvenile Justice Internship
Credits: 1-3

This course consists of field experience in one of several juvenile correctional environments that could involve group homes, juvenile diversion, secure detention or a combination thereof.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (504-931) and (504-932)
Co-requisites: (504-933) or (504-912) or (504-119)

Complete Course Listing

504-950 Forensic Criminology
Credits: 1-3

Students will explore the applications of science in the field of crime scene management from the crime scene to the courtroom and beyond. Hands-on learning focuses on the examination and reconstruction of various crime scenes with the emphasis on the identification, collection, documentation and preservation of physical evidence. Students will engage in the unique features of analyzing and formulating how particular crimes were committed and eventually solved.
Aid Code: 10 - undefined.
Pre-requisites: 504-922

Complete Course Listing

504-955 Criminal Justice Administration
Credits: 3

Learners will explore criminal justice administration principles with detailed analysis of organizational leadership such as budgeting, personnel management, implementation of programs toward fulfillment of objectives, decision making, emotional intelligence, and generational differences. This course will help those entering the criminal justice field understand the nuances of working in a public sector agency and become more well-rounded in their career field.
Aid Code: 10 - undefined.
Pre-requisites: 504-922

Complete Course Listing

504-956 Fundamentals of Dispatch
Credits: 3

This course provides the learner with an introduction to the field of emergency communications. The topics and material covered in this course will assist the learner to begin to develop the knowledge and understanding of emergency dispatching, which is valuable for both those wanting to work in an emergency communications center or in the field of law enforcement.
Aid Code: 10 - undefined.

Complete Course Listing

504-999S Scenerio Testing
Credits: 0

Complete Course Listing

Culinary Arts (316)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

316-103 Food Service Industry and Menu Design
Credits: 1-2

This course will provide an introduction to the Food Service industry, past and present, with an overview of all types of food service. Several facility tours are included. Menu terminology is stressed, and an actual working menu will be developed by each student. This course is restricted to students enrolled in Culinary Arts and/or Hospitality Management.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (316-147)

Complete Course Listing

316-104 Food Quantities and Measures
Credits: 0.5-1

This course provides a study of standardized recipes, equivalents, abbreviations, weights and measures, food presentations, and appropriate substitutions. The technical aspects extending and reducing recipes and menu costing will also be a component. This course is restricted to students enrolled in Culinary Arts and/or Hospitality Management.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

316-105 Culinary Externship Adv I
Credits: 1-2

BTC instructors will coordinate an advanced culinary lab experience with employers in approved culinary positions. Students will spend 144 hours further developing their culinary knowledge and skills by working at a selected site. Evaluation of a student's work will be influenced by the satisfaction expressed by employer who provides the externship experience.
Aid Code: 10 - undefined.

Complete Course Listing

316-106 Culinary Externship Adv II
Credits: 1-3

BTC instructors will coordinate an advanced culinary lab experience with employers in approved culinary positions. Students will spend 216 hours further developing their culinary knowledge and skills by working at a selected site. Evaluation of a student's work will be influenced by the satisfaction expressed by employer who provides the externship experience.
Aid Code: 10 - undefined.

Complete Course Listing

316-107 Culinary Internship
Credits: 0.05-1

BTC instructors will coordinate an extended culinary lab experience with employers in approved culinary positions. Students will spend 54 hours further developing their culinary knowledge and skills by working at a selected site. Evaluation of a student's work will be influenced by the satisfaction expressed by employer who provides the internship experience.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-108) and (316-147)
Co-requisites: (316-114)

Complete Course Listing

316-108 Food Science I
Credits: 3

An overview of the sciences involved in cooking and preparing food. The science involved with fruits, vegetables, eggs, cheese, meats, and meat cutting, fish, seafood, and baking will be discussed, demonstrated and experienced.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: 316-147

Complete Course Listing

316-109 Quantity Production of Soups, Salads ,and Dressings
Credits: 1-4

Included in this course is a study of the fundamentals and principles of preparing all types of soups, salads, and dressings and an understanding of the ingredients and terminology used in the quantity production of soups, salads, and salad dressings. The student will develop competence in production of soups, salads, garnishes, and salad dressings to meet industry standards.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (316-104) and (316-108) and (316-147)

Complete Course Listing

316-111 Culinary Externship Adv I
Credits: 1-4

Students will experience a coordinated, advanced culinary lab experience with employers in approved culinary positions. Students will spend 216 hours further developing their culinary knowledge and skills by working at a selected site. Evaluation of a student's work will be influenced by the satisfaction expressed by employer who provides the externship experience.
Aid Code: 10 - undefined.

Complete Course Listing

316-112 Culinary Externship Adv II
Credits: 1-5

Students will participate in an advanced culinary lab experience coordinated with employers in approved culinary positions. Students will spend 260 hours further developing their culinary knowledge and skills by working at a selected site. Evaluation of a student's work will be influenced by the satisfaction expressed by employer who provides the externship experience.
Aid Code: 10 - undefined.

Complete Course Listing

316-114 Quantity Production of Entrees, Sauces and Vegetables
Credits: 4

This course includes a study of the fundamentals and principles of preparing all types of entrees, sauces and vegetables. The student will gain a working knowledge of terminology and ingredients used in quantity production of these foods. The student will develop a competence in the production of entrees, sauces and vegetables to meet industry standards. Included in this class is a culinary related community involvement project termed "Go Serve, Go Green, Go Lead".
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-104) and (316-147) and (316-108)

Complete Course Listing

316-115 Nutrition
Credits: 1-2

This course is geared for the culinary field. Students will study and practice nutritional principals while evaluating and modifying menus and recipes. Students will also learn the importance of nutritive elements and the affect to the human body.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-147)

Complete Course Listing

316-119 Baking For Chefs
Credits: 1-3

Baking production from simple to artistic and complex will be taught, demonstrated to, and later produced by culinary students. Fundamentals and principals of baking are included with the production of yeast products, cakes, pies, cookies, and quick breads. Also included is the proper use and care of baking equipment. Competence in bakery production must meet industry standards.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-108) and (316-147) and (316-104)

Complete Course Listing

316-125 Beverage Management
Credits: 0.5-1

This course will provide an overview of beverage management which includes history, geography, and marketing as well as responsible beverage service, cost control, and the study of bar set-up and management. A review of equipment use and care, current products available, production standards, and merchandising principles is also included. This course is restricted to students enrolled in the Culinary Arts and/or Hospitality Management programs.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

316-131 Advanced Cuisine
Credits: 1-2

This course includes the analysis and study of franchising, specialty breakfast and lunch items, sandwich preparation, marketing of food and increased sales. Students will prepare Tapas and "quick food courses" utilizing "a la minute" cooking techniques.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: 316-114

Complete Course Listing

316-136 Catering, Special Events and Contract Food Service
Credits: 1-2

This course includes a study of all special facets of Food Service, analysis of challenges special to each one, organizing and managing the catering process, needs of specific segments of the population (i.e., elderly, children), government regulations for funded/reimbursed food service, satellite food service for central production area and banquet production.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-104) and (316-114) and (316-147) and (316-103)

Complete Course Listing

316-142 Ice Sculpturing and Decorative Food Display
Credits: 1-2

This course allows students to develop competence in ice sculpturing, designing and producing decorative items for food service and special events, applying aspic, and creating, arranging, and preserving food displays.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-114) and (316-119)
Co-requisites: (316-160) and (316-165)

Complete Course Listing

BLACKHAWK Technical College

316-147 Food Service Sanitation
Credits: 1-2

This course includes a complete study of food service sanitation, safe food handling practices, high standards of personal health and hygiene and sanitation regulations and enforcement. ServSafe certification is a nationally recognized credential offered at the completion of the course and is required for program advancement. This course is limited to students enrolled in the Culinary Arts Program and/or Hospitality Management.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

316-149 Culinary Supervision
Credits: 1-3

This course is designed to give the student an overview of supervision in a culinary setting. Included are leadership and supervision skills, interpersonal skills, motivation, communication, decision-making and training at the first-line supervision level. The duties and responsibilities of supervisors and the role of supervision in a culinary setting and making the transition to supervision are also included. This course is limited to students enrolled in the Culinary Arts Program and/or Hospitality Management.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

316-159 Food Purchasing , Inventory and Cost Control
Credits: 1-2

This course examines the basic principles of food purchasing and purchasing procedures, including all foods and marketing forms. Students engage in procedures for inventory control, including the use of the computer, guidelines for selecting orders, procedures for receiving orders, basic storage principles, and accurate cost computations on a per order basis as well as a per serving basis.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-104
Co-requisites: 102-148)

Complete Course Listing

316-160 Contemporary Stocks and Sauces
Credits: 1-3

A concise study of mother sauces and their derivatives along with sauce history, making stocks for the specialty kitchen, and dessert sauces are covered.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-107) and (316-114) and (316-119) and (316-164)
Co-requisites: (316-142) and (316-165)

Complete Course Listing

316-164 Global Cuisine
Credits: 1-2

Global Cuisine is a study of Regional, International, and Contemporary cuisine. The learner will gain and demonstrate working industry knowledge of terminology and specialized ingredients used in contemporary cuisine.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-108) and (316-114) and (316-147)
Co-requisites: (316-107)

Complete Course Listing

316-165 Contemporary Cuisine
Credits: 1-3

Gourmet Foods are foods at their finest. Students will learn food terminology, the specialized methods of preparation and serving techniques associated with gourmet dining. A variety of gourmet appetizers, soups, salads, entrees, desserts, and beverages are prepared and served.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (316-107) and (316-114) and (316-119) and (316-164)
Co-requisites: (316-142) and (316-160)

Complete Course Listing

316-409 Food Sanitation-Initial Cert
Credits: 0.05-1

Food Sanitation-Initial Qualifier prepares students to be safe food handlers and to take the Serve Safe exam to receive the credential to work in the industry.
Aid Code: 47 - undefined.

Complete Course Listing

316-410 Restaurant Sanitation Recert
Credits: 0.05-0.4

Aid Code: 47 - undefined.

Complete Course Listing

Dental (508)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

508-101 Dental Health Safety
Credits: 0.5-1

Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA Standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is a prerequisite; students will be required to show proof of certification before the beginning the course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)

Complete Course Listing

508-102 Oral Anatomy, Embry, Histology
Credits: 1-4

Prepares Dental Hygienist students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption. and health.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177)

Complete Course Listing

508-103 Dental Radiography
Credits: 1-2

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against xray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bite wing radiographs on a peer, role-play patient.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101)

Complete Course Listing

508-105 Dental Hygiene Process I
Credits: 1-4

Introduces Dental Hygiene students to the basic technical/clinical skills required of practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. The course also reinforces the application of Dental Health Safety skills.
Aid Code: 10 - undefined.

Complete Course Listing

508-106 Dental Hygiene Process 2
Credits: 1-4

This clinical course builds on and expands the technical/clinical skills student dental hygienists began developing in Dental Hygiene Process 1. Under the direct supervision of an instructor, students apply patient care assessment, planning, implementation, and evaluation skills to provide comprehensive care for calculus case type 1 and 2 patients and perio case patients. Dental Hygiene Process 2 introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, they gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (508-102) and (508-103)
Co-requisites: (508-109)

Complete Course Listing

508-107 Dental Hygiene Ethics and Professionalism
Credits: 1

Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team and the community. Emphasis is placed on maintaining professionalism which includes confidentiality and informed consent.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

508-108 Periodontology
Credits: 1-3

This course prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatments modalities that minimize risk and restore periodontal health.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (508-102)
Co-requisites: (806-197)

Complete Course Listing

508-109 Cariology
Credits: 0.5-1

This course focuses on the characteristics and contributing factors of dental decay. Dental Hygiene students help patients minimize caries risk by developing treatment plans, communicating methods to patients, and evaluating treatment results.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-186 or 806-199) and (806-197)

Complete Course Listing

508-110 Nutrition & Dental Health
Credits: 1-2

Prepares student dental hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/oral health. Students also learn to counsel patients about the effect of eating disorders on dental health.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-186 or 806-199) and (806-177)

Complete Course Listing

508-111 General & Oral Pathology
Credits: 1-3

This course prepares the student dental hygienist to determine when to consult, treat or refer clients with various disease, infection or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

508-112 Dental Hygiene Process 3
Credits: 1-5

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process II. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case type 1, 2, and 3 patients and perio case type 0, I, II, and III patients. Dental Hygiene Process III introduces root detoxification using hand and ultra-sonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxis treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (508-106)

Complete Course Listing

508-113 Dental Materials
Credits: 2

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101)

Complete Course Listing

508-114 Dental Pharmacology
Credits: 1-2

Prepares student dental hygienists to select safe and effective patient premedication and within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-186) and (806-197)
Co-requisites: (508-106 or 508-112)

Complete Course Listing

508-115 Community Dental Health
Credits: 1-2

This course prepares the Dental Hygienist student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

508-117 Dental Hygiene Process 4
Credits: 1-4

This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process 3. With feedback from the instructor, students manage all aspects of cases in the course of providing comprehensive care for calculus case type 0, 1, 2, and 3 patients and for case type 0 I, II, and III patients. Emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

508-118 Dental Anxiety and Pain Management
Credits: 1-2

This course prepares the student dental hygienist to work within the scope of dental hygiene practice to manage anxiety and pain for dental patients. Students learn to prepare and administer local anesthesia and nitrous oxide safely. The course also addresses the recommendation of alternative pain control measures.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (508-102)

Complete Course Listing

508-120 Dental Office Management
Credits: 1-2

Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collections and third party reimbursements.
Aid Code: 10 - undefined.
Pre-requisites: (508-307)
Co-requisites: (508-308) and (508-309) and (508-310) and (508-311)

Complete Course Listing

508-302 Dental Chairside
Credits: 5

Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pain control, amalgam restoration and cosmetic restoration. Students will also develop the ability to educate patients about preventive dentistry, brushing and fl ossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101) and (508-103) and (508-113) and (508-304) and (508-306) and (508-307)

Complete Course Listing

508-304 Dental & General Anatomy
Credits: 1-2

Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101) and (508-103) and (508-113) and (508-302) and (508-306) and (508-307)

Complete Course Listing

508-306 Dental Assistant Clinical
Credits: 3

Students apply skills developed in Dental and General Anatomy, Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills. Assignments at Dental Clinic begin on 11/19/24.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101) and (508-103) and (508-113) and (508-302) and (508-304) and (508-307)

Complete Course Listing

508-307 Dental Assistant Professionalism
Credits: 0.5-1

Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the work force, dental assistants customize or develop their portfolios and lay out an on-going professional development plan.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (508-101) and (508-103) and (508-113) and (508-302) and (508-304) and (508-306)

Complete Course Listing

508-308 Dental Chairside Advanced
Credits: 5

Prepares dental assistant students to adapt chairside skills to assisting with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral maxillofacial surgery, endodontics, periodontic, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics.
Aid Code: 31 - undefined.
Pre-requisites: (508-307)
Co-requisites: (508-120) and (508-309) and (508-310) and (508-311)

Complete Course Listing

508-309 Dental Laboratory Procedures
Credits: 4

Prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances.
Aid Code: 31 - undefined.
Pre-requisites: (508-307)
Co-requisites: (508-120) and (508-308) and (508-310) and (508-311)

Complete Course Listing

508-310 Dental Radiography - Advanced
Credits: 1

Builds on principles and skills developed in Dental Radiography. Dental Assisting students expose full mouth series, and specialized radiographs on adult and child patients. Emphasis is placed on protection against x-ray hazards. Students will also process, mount, and evaluate radiographs for diagnostic value. In addition, they will use radiographs to explain dental health and treatment plans to patients.
Aid Code: 31 - undefined.
Pre-requisites: (508-307)
Co-requisites: (508-120) and (508-308) and (508-309) and (508-311)

Complete Course Listing

508-311 Dental Assistant Clinical Advanced
Credits: 1-2

Dental Assisting students apply skills developed in Dental Chairside-Advanced, Dental Lab Procedures, Dental Radiography-Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills.
Aid Code: 31 - undefined.
Pre-requisites: (508-307)
Co-requisites: (508-120) and (508-308) and (508-309) and (508-310)

Complete Course Listing

Diesel Heavy Equipment I (070)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

070-321 Heating, Cooling and Air Conditioning
Credits: 1-3

This course focuses on the theory, operation, and troubleshooting of heating, cooling, and air conditioning systems in the diesel trucking industry. Learners examine system identification, diagnostic testing, and maintenance required per OEM/NATEF/EPA standards. Knowledge gained in this course will give the learner the ability to safely test and repair heating and air conditioning systems per OEM/EPA requirements within the diesel industry.
Aid Code: 32 - undefined.

Complete Course Listing

070-341 Electrical Fundamentals
Credits: 1-4

This course introduces the learner to the theory, operation, and function of electricity as it applies to the diesel industry. Learners will read schematics, wiring diagrams, basic functions of a DVOM as well as test batteries, charging systems and learn basic voltage drop theory. Within lab settings, learners will be able to use their knowledge to test electrical circuit boards, starting and charging systems, and lighting circuits.
Aid Code: 32 - undefined.
Co-requisites: (412-342) and (806-315)

Complete Course Listing

070-403 Agriculture Safety-28
Credits: .7

This course will teach about the safe operation of agricultural equipment.
Aid Code: 47 - undefined.

Complete Course Listing

Diesel Heavy Equipment II (412)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

412-411 Forklift Trainer - 6
Credits: .6

This course will teach adult learning styles, the OSHA regulations for Powered Industrial Trucks,sample training programs,sample forms as well as other effective trainer insight for experienced forklift operators.
Aid Code: 47 - undefined.

Complete Course Listing

412-412 Forklift Trainer - 8
Credits: .8

This 8-hour course will teach adult learning styles, the OSHA regulations for Powered Industrial trucks, sample training programs, sample forms as well as other effective trainer insight for experienced forklift operators.
Aid Code: 47 - undefined.

Complete Course Listing

412-413 Life Truck Train the Trainer
Credits: 0.05-4.8

Course will include the basics of the learning cycle along with adult learning methods for trainers. Participants will learn how to develop a training program for employees using OSHA standards, and specific to safe operation of lift trucks in manufacturing settings.
Aid Code: 47 - undefined.

Complete Course Listing

412-450 Introduction to Heavy Diesel
Credits: 0.5-1

In this course students will be introduced to the heavy duty diesel field. Students will explore the definition, purpose, and function of heavy duty vehicles. Students will identify career paths within the diesel technician field. Students will identify and practice shop safety procedures. Lecture times/dates will be announced in the program orientation.
Aid Code: 32 - undefined.

Complete Course Listing

412-451 Brake Service 1
Credits: 0.05-1

In this course students will explore the fundamental concepts of braking, including friction, heat, and pressure. Students will practice inspecting, testing, servicing, and repairing air brake circuits.
Aid Code: 32 - undefined.
Co-requisites: (412-100 or 412-450)

Complete Course Listing

412-452 Brake Service 2
Credits: 1-2

In this course students will practice inspection, diagnosis, service, and repair of heavy duty vehicle s-cam and air disc brake systems.
Aid Code: 32 - undefined.

Complete Course Listing

412-453 Brake Service 3
Credits: 0.05-1

In this course students will identify the purpose and function of anti-lock braking systems, stability control, and collision avoidance systems. Students will identify, test, diagnose, and repair these systems to manufacturer specifications.
Aid Code: 32 - undefined.
Co-requisites: (412-102 or 412-452)

Complete Course Listing

412-454 Steering & Suspension 1
Credits: 0.5-1

In this course students will define the purpose and function of wheel end components. Students will identify, inspect, test, adjust, and repair tires, wheels, rims and hubs to manufacturer specifications.
Aid Code: 32 - undefined.
Co-requisites: (412-100 or 412-450)

Complete Course Listing

412-455 Steering & Suspension 2
Credits: 0.5-1

In this course students will explore front-end, alignment factors, and frames as they pertain to heavy diesel vehicles. Students will inspect, test, and repair front axles, frames, and attaching hardware. Students will identify electronic alignment and alignment factors that contribute to heavy duty vehicle instability.
Aid Code: 32 - undefined.
Co-requisites: (412-105 or 412-454)

Complete Course Listing

412-456 Steering & Suspension 3
Credits: 0.5-1

In this course students will identify the purpose and function of heavy duty vehicle suspension systems and their components. Student will explore and identify air suspension, leaf spring suspension, aligning devices, equalizer systems, and all attaching hardware. Students will inspect, adjust, test and repair heavy duty vehicle suspension systems.
Aid Code: 32 - undefined.
Co-requisites: (412-106 or 412-455)

Complete Course Listing

412-457 Steering & Suspension 4
Credits: 0.5-1

In this course students will identify the purpose and function of steering systems and components. Students will practice diagnostic, inspection and repair procedures of heavy duty vehicle steering systems.
Aid Code: 32 - undefined.
Co-requisites: (412-107 or 412-456)

Complete Course Listing

412-458 Drivetrain 1
Credits: 0.5-1

In this course students will identify the purpose and function of heavy duty vehicle clutches and their components. Students will practice servicing, inspection, and replacement of several different types of heavy duty clutches.
Aid Code: 32 - undefined.
Co-requisites: (412-100 or 412-450)

Complete Course Listing

412-459 Drivetrain 2
Credits: 0.5-1

In this course students will identify supporting principles and functions of manual transmission and gear concepts. Students will explore different gearing concepts, and how these concepts apply to standard transmissions used in the heavy diesel industry. Students will inspect, diagnose, service and repair standard transmission auxiliary assemblies to manufacturer specification.
Aid Code: 32 - undefined.
Co-requisites: (412-109 or 412-458)

Complete Course Listing

412-460 Drivetrain 3
Credits: 0.5-1

In this course students identify the purpose and function of automated transmissions within the heavy duty industry. Students will explore controls associated with various types of modern automated transmissions.
Aid Code: 32 - undefined.
Co-requisites: (412-110 or 412-451)

Complete Course Listing

412-461 Drivetrain 4
Credits: 0.5-1

In this course students will identify the purpose and function of drive shafts and driven axles. Students will practice inspection, service, and repair of diesel and heavy duty vehicle drive shafts and drive axles.
Aid Code: 32 - undefined.
Co-requisites: (412-111 or 412-460)

Complete Course Listing

412-462 Electrical Fundamentals 1
Credits: 0.5-1

In this course students will explore applications of fundamental principles and theories of electricity within the heavy duty vehicle industry.
Aid Code: 32 - undefined.
Co-requisites: (412-450)

Complete Course Listing

412-463 Electrical Fundamentals 2
Credits: 0.5-1

In this course students identify the purpose and function of electrical circuits, circuit control devices, and electrical instrumentation. Students will practice testing individual and system circuits using a multimeter.
Aid Code: 32 - undefined.
Co-requisites: (412-113 or 412-462)

Complete Course Listing

412-464 Electrical Fundamentals 3
Credits: 0.5-1

In this course students will identify the purpose and function of commercial vehicle batteries, as well as advanced battery technology and placement. Students will inspect, test, charge, and replace heavy duty commercial batteries to manufacturer specifications.
Aid Code: 32 - undefined.
Co-requisites: (412-114 or 412-463)

Complete Course Listing

412-465 Electrical Fundamentals 4
Credits: 0.5-1

In this course students will identify the purpose and function of heavy duty vehicle starting and charging systems and their components. Students will practice testing, repairing, and replacing heavy duty vehicle starters, alternators and other electrical system components.
Aid Code: 32 - undefined.
Co-requisites: (412-115 or 412-464)

Complete Course Listing

412-466 Electrical Troubleshooting 1
Credits: 0.5-1

In this course, students will explore heavy duty vehicle electrical wiring. Students will practice reading and interpreting electrical wiring schematics.
Aid Code: 32 - undefined.
Co-requisites: (412-116 or 070-341 or 412-465)

Complete Course Listing

412-467 Electrical Troubleshooting 2
Credits: 0.5-1

In this course students practice inspecting, testing and repairing electrical lighting circuits and instrumentation on vehicles.
Aid Code: 32 - undefined.
Co-requisites: (412-117 or 412-466)

Complete Course Listing

412-468 Electrical Troubleshooting 3
Credits: 0.5-1

In this course students will explore heavy duty vehicle electrical signal processing. Students will identify the purpose and function of sensors and sensor information, as well as control module processing of related information. Students will practice the use of electrical signal testing equipment.
Aid Code: 32 - undefined.
Co-requisites: (412-118 or 412-467)

Complete Course Listing

412-469 Electrical Troubleshooting 4
Credits: 0.5-1

In this course students will identify the purpose and function of on-board vehicle diagnostic systems. Students will inspect, test diagnose, and repair multiple different systems to manufacturer specifications using information from control modules.
Aid Code: 32 - undefined.
Co-requisites: (412-119 or 412-468)

Complete Course Listing

412-470 Diesel HVAC 1
Credits: 0.5-1

In this course students will explore basic principles of diesel vehicle heating and air conditioning, as well as heating and air conditioning controls and operation.
Aid Code: 32 - undefined.
Co-requisites: (412-120 or 412-342 or 412-469)

Complete Course Listing

412-471 Diesel HVAC 2
Credits: 0.5-1

In this course students practice inspecting, diagnosing, and servicing diesel vehicle heating and air conditioning systems per manufacturer, EPA, and MVAC standards. This course will prepare students to become MVAC 609 certified.
Aid Code: 32 - undefined.
Co-requisites: (412-121 or 412-470)

Complete Course Listing

412-472 Diesel HVAC 3
Credits: 0.5-1

In this course students identify the purpose and function of trailer refrigeration systems and their components.
Aid Code: 32 - undefined.
Co-requisites: (412-122 or 412-471)

Complete Course Listing

412-473 Advanced Safety Procedures
Credits: 0.5-1

In this course students will identify and perform safe work practices in accordance with OSHA requirements. These practices will be applicable to diesel shops, as well as other environments in the diesel industry.
Aid Code: 32 - undefined.

Complete Course Listing

412-474 Engine Fundamentals 1
Credits: 0.5-1

In this course students will describe the development of diesel technology, Students will identify the various applications of diesel engines and identify how major technologies and strategies are used to reduce diesel engine emissions.
Aid Code: 32 - undefined.
Co-requisites: (412-124 or 412-305 or 412-473)

Complete Course Listing

412-475 Engine Fundamentals 2
Credits: 0.5-1

In this course students will identify the purpose and function of various diesel engines and their components. Students will practice calculating horsepower and torque, as well as identifying and describing unique features and characteristics of diesel engines.
Aid Code: 32 - undefined.
Co-requisites: (412-125 or 412-474)

Complete Course Listing

412-476 Engine Fundamentals 3
Credits: 0.5-1

In this course students will identify and describe the categories of noxious emissions from diesel engines, as well as the operations that produce them. Students will identify emissions standards for diesel vehicles and the various monitoring and controls systems used to manage emissions.
Aid Code: 32 - undefined.
Co-requisites: (412-126 or 412-475)

Complete Course Listing

412-477 Engine Fundamentals 4
Credits: 0.5-1

In this course students will explore and identify characteristics and components of diesel compression ignition systems. Students will identify and explain the effects of fuel system properties on diesel combustion as well as practice inspecting and repairing these systems.
Aid Code: 32 - undefined.
Co-requisites: (412-127 or 412-476)

Complete Course Listing

412-478 Engine Service Repair 1
Credits: 0.5-1

In this course students will practice diesel engine service and troubleshooting, including cleaning, inspecting, and determining corrective action for a variety of components. Students will explore the repairing of diesel engine cylinder block and crankshaft assemblies.
Aid Code: 32 - undefined.
Co-requisites: (070-308 or 412-128 or 412-477)

Complete Course Listing

412-479 Engine Service Repair 2
Credits: 0.5-1

In this course students will identify the purpose and function of cylinder heads and valve train mechanisms. Students will practice inspecting, troubleshooting, diagnosing, and repairing diesel engine cylinder heads.
Aid Code: 32 - undefined.
Co-requisites: (412-129 or 412-478)

Complete Course Listing

412-480 Engine Service Repair 3
Credits: 0.5-1

In this course students will identify characteristics and components of diesel lubrication and cooling systems. Students will practice inspecting and repairing these systems.
Aid Code: 32 - undefined.
Co-requisites: (412-130 or 412-479)

Complete Course Listing

412-481 Engine Service Repair 4
Credits: 0.5-1

In this course students will identify the purpose and function of air intake and crankcase ventilation systems and their components. Students will practice performing inspections, diagnostic, maintenance procedures for these systems.
Aid Code: 32 - undefined.
Co-requisites: (412-480)

Complete Course Listing

412-482 Engine Service Repair 5
Credits: 0.5-1

In this course students will identify the purpose and function of turbochargers and their components. Students will practice inspection, testing, and diagnostic procedures for fixed and variable turbocharger systems.
Aid Code: 32 - undefined.
Co-requisites: (412-132 or 412-481)

Complete Course Listing

412-483 Engine Service Repair 6
Credits: 0.05-1

In this course students will identify the purpose and function of diesel engine exhaust gas re-circulation and after-treatment systems and their components. Students will practice performing inspection and diagnostic procedures on these systems.
Aid Code: 32 - undefined.
Co-requisites: (412-133 or 412-482)

Complete Course Listing

412-484 Hydraulics 1
Credits: 0.5-1

In the course students will identify the purpose and function of hydraulic systems, as well as everyday applications of those systems. Students will read and interpret hydraulic system diagrams and schematics and students will perform temperature, pressure, flow, and cycle time tests on hydraulic systems.
Aid Code: 32 - undefined.
Co-requisites: (412-450)

Complete Course Listing

412-485 Hydraulics 2
Credits: 0.05-1

In this course students will practice the inspection, tear down, and reassembly of major hydraulic components. Students will identify the purpose and function of hydraulic braking systems used in on and off highway equipment.
Aid Code: 32 - undefined.
Co-requisites: (412-135 or 412-484)

Complete Course Listing

412-486 Hydraulics 3
Credits: 0.5-1

In this course students will identify the purpose and function of automatic transmission systems and their components. Students will identify the purpose and function of torque converters and the planetary gear concept.
Aid Code: 32 - undefined.
Co-requisites: (412-486)

Complete Course Listing

412-487 Hydraulics 4
Credits: 0.05-1

In this course students will identify the purpose and function of hydraulic and electronic controlled automatic transmission systems and their components. Students will practice maintenance and servicing the automatic transmission system.
Aid Code: 32 - undefined.
Co-requisites: (412-137 or 412-486)

Complete Course Listing

412-488 Diesel Fuel Systems 1
Credits: 0.5-1

In this course students will identify and describe the properties and characteristics of diesel fuel, fuel additives, and fuel systems. Students will practice inspection and servicing problems associated with low-pressure fuel systems.
Aid Code: 32 - undefined.
Co-requisites: (412-450)

Complete Course Listing

412-489 Diesel Fuel Systems 2
Credits: 0.05-1

In this course students will identify the purpose and function of high-pressure fuel injection systems in diesel applications. Students will practice inspection and diagnostic procedures for these mechanical fuel injection systems.
Aid Code: 32 - undefined.
Co-requisites: (412-139 or 412-488)

Complete Course Listing

412-490 Diesel Fuel Systems 3
Credits: 0.05-1

In this course students will identify the purpose and function of various electronic fuel injection systems. Students will practice maintenance and repair of various electronic fuel injection systems.
Aid Code: 32 - undefined.
Co-requisites: (412-140 or 412-489)

Complete Course Listing

412-491 Diesel Fuel Systems 4
Credits: 0.05-1

In this course students will identify the function and construction of common rail fuel systems. Students will practice maintenance, reconditioning, and repairs of common rail fuel systems.
Aid Code: 32 - undefined.
Co-requisites: (412-141 or 412-490)

Complete Course Listing

412-492 Inspection & Maintenance Procedures 1
Credits: 0.5-1

In this course students will define preventative maintenance practices. Students will identify regulations related to the maintenance and operation of commercial vehicles, and identify best practices for establishing preventative maintenance and inspection schedules.
Aid Code: 32 - undefined.
Co-requisites: (412-491 or 412-142 or 412-304) and (412-469 or 412-120 or 412-342) and (412-453 or 412-104 or 412-310) and (412-457 or 412-108 or 412-311) and (412-472 or 412-123) and (412-461 or 412-112) and (412-483)

Complete Course Listing

412-493 Inspection & Maintenance Procedures 2
Credits: 0.05-1

In this course students will define the importance of preventative maintenance and practice following a preventative maintenance schedule, including reviewing inspection requirements and performing inspections and maintenance.
Aid Code: 32 - undefined.
Co-requisites: (412-143 or 412-492)

Complete Course Listing

412-494 Inspection & Maintenance Procedures 3
Credits: 0.05-1

In this course students will identify the requirements of preventative maintenance and inspection plans and programs. Students will practice preventative maintenance record keeping. Students will identify the qualifications for vehicle inspectors and brake inspectors.
Aid Code: 32 - undefined.
Co-requisites: (412-144 or 412-493)

Complete Course Listing

412-495 Inspection & Maintenance Procedures 4
Credits: 0.05-1

In this course students will practices activities that make up the preventative maintenance inspection process, such as locating information about recalls, distinguishing between shop and vehicle rules, and identifying specialty tools.
Aid Code: 32 - undefined.
Co-requisites: (412-145 or 412-494)

Complete Course Listing

412-496 ASE Certification Review
Credits: 0.5-1

In this course students will apply standards practiced throughout the program in preparation for ASE certification and the diesel technician career field.
Aid Code: 32 - undefined.
Co-requisites: (412-146 or 412-495)

Complete Course Listing

412-497 Alternate Fuels
Credits: 0.5-1

In this course students will discover alternate fuel technology and systems within the Medium/Heavy duty vehicle industry. This includes compressed natural gas and hydrogen fuel cell technologies.
Aid Code: 32 - undefined.
Co-requisites: 412-491

Complete Course Listing

Early Childhood Education (307)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

307-108 ECE: Early Language & Literacy
Credits: 1-3

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age.
Aid Code: 10 - undefined.

Complete Course Listing

307-110 ECE: Social Studies, Art & Music
Credits: 1-3

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM) in children birth to age 8.
Aid Code: 10 - undefined.

Complete Course Listing

307-112 ECE: STEM
Credits: 1-3

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics (STEM) in children birth to age 8.
Aid Code: 10 - undefined.

Complete Course Listing

307-148 ECE: Foundations of Early Childhood Education
Credits: 1-3

This 3-credit course introduces the early childhood profession through a historical overview of the field. The course will explore program trends, quality indicators, and developmentally appropriate practices for children birth to age 8.
Aid Code: 10 - undefined.

Complete Course Listing

307-151 ECE: Infant & Toddler Development
Credits: 1-3

This 3-credit course explores infant and toddler development as it applies to an early childhood education setting. This course focuses on children conception through thirty-six months. This course includes training for Wisconsin Breastfeeding Friendly Child Care certification.
Aid Code: 10 - undefined.

Complete Course Listing

307-160 ECE: Field Experience 1
Credits: 3

This 3-credit introductory field experience course introduces the foundations of early childhood education under guided supervision of a mentor teacher in an early childhood setting, working with children birth through age 8. This course meets the requirements of the Wisconsin Model Early Learning Standards 18-hour training.
Aid Code: 10 - undefined.
Co-requisites: (307-167) and (307-151) and (307-148)

Complete Course Listing

307-167 ECE: Health, Safety, and Nutrition
Credits: 1-3

This 3-credit course examines the topics of health, safety, and nutrition in children birth to age 8 within the context of the early childhood educational setting. This course includes training for Abusive Head Trauma, SIDS, and Mandated Reporter certifications.
Aid Code: 10 - undefined.

Complete Course Listing

307-170 ECE: Field Experience 2
Credits: 3

This 3-credit intermediate field experience course includes assisting the mentor teacher in carrying out classroom routines and implementing developmentally appropriate learning experiences that promote child development and learning through play for children birth to age 8.
Aid Code: 10 - undefined.
Pre-requisites: (307-160)
Co-requisites: (307-188) and (307-179) and (307-108) and (307-110)

Complete Course Listing

307-174 ECE: Introductory Practicum
Credits: 1-3

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards.
Aid Code: 10 - undefined.
Co-requisites: (307-148) and (307-151) and (307-167)

Complete Course Listing

307-175 ECE: Preschool Practicum
Credits: 1-3

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers.
Aid Code: 10 - undefined.
Pre-requisites: (307-177)
Co-requisites: (307-187) and (307-112)

Complete Course Listing

307-177 ECE: Intermediate Practicum
Credits: 1-3

In this 3-credit course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. Note: Before receiving a practicum placement students must be able to pass the DCF fingerprint background check process, have a current DCF Staff Health Report with a negative Tuberculosis Test result and complete CPR and First Aid.
Aid Code: 10 - undefined.
Pre-requisites: (307-174)
Co-requisites: (307-179) and (307-188) and (307-108) and (307-110)

Complete Course Listing

307-179 ECE: Child Development
Credits: 1-3

The 3-credit course examines child development within the context of the early childhood education setting. This course focuses on ages 3-8 years.
Aid Code: 10 - undefined.

Complete Course Listing

307-187 ECE: Children with Differing Abilities
Credits: 1-3

This 3-credit course focuses on the child with differing abilities in an inclusive early childhood education setting for children birth to age 8 while examining strategies for cultivating partnerships with families and community supports.
Aid Code: 10 - undefined.

Complete Course Listing

307-188 ECE: Guiding Children's Behavior
Credits: 1-3

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting for children birth to age 8. This course meets the requirements of the Wisconsin Pyramid Model Training.
Aid Code: 10 - undefined.

Complete Course Listing

307-190 ECE: Field Experience 3
Credits: 1-3

This 3-credit advanced field experience course focuses on supporting young children's development birth to age 8 through observation, assessment, and implementation of developmentally appropriate teaching strategies.
Aid Code: 10 - undefined.
Pre-requisites: 307-170
Co-requisites: 307-187 and 307-112

Complete Course Listing

307-195 ECE: Family and Community Relationships
Credits: 1-3

This 3-credit course will examine the role of relationships with family and community in early childhood education for children birth to age 8. In this course, students will complete the Strengthening Families Training.
Aid Code: 10 - undefined.

Complete Course Listing

307-198 ECE: Administering an ECE Program
Credits: 1-3

This 3-credit course focuses on the administration of an early childhood education program. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze the components of an ECE facility; design an ECE program; analyze the aspects of personnel supervision; outline financial components of an ECE program; apply laws and regulations related to an ECE facility; advocate for the early childhood profession.
Aid Code: 10 - undefined.

Complete Course Listing

307-210 ECE: Field Experience 4
Credits: 3

This final 3-credit pre-professional field experience course focuses on demonstrating a comprehensive understanding of children birth to age 8 and families. An emphasis is on practicing the lead teacher role to design, implement, and evaluate a connected unit of learning experiences.
Aid Code: 10 - undefined.
Pre-requisites: 307-190
Co-requisites: 307-195

Complete Course Listing

307-404 WKSHP-Early Childhood Admn
Credits: 0.2-2.4

Aid Code: 47 - undefined.

Complete Course Listing

307-405 Pers Wkshp-Early Childhood Adn
Credits: 0.2-0.8

Aid Code: 47 - undefined.

Complete Course Listing

307-406 Fin & Budget Wkshop-E.C. Admn
Credits: 0.2-0.8

Aid Code: 47 - undefined.

Complete Course Listing

307-407 Prog Wkshp-Early Child Admn
Credits: 0.2-0.8

Aid Code: 47 - undefined.

Complete Course Listing

307-408 Primary Child Care Worker
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

307-409 Early Childhood Edu Workshop
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

307-414 Early Childhood I
Credits: 0.2-5.4

Aid Code: 47 - undefined.

Complete Course Listing

307-415 Early Childhood II
Credits: 0.2-5.4

Aid Code: 47 - undefined.

Complete Course Listing

307-416 Program Director
Credits: 0.2-8.5

Aid Code: 47 - undefined.

Complete Course Listing

307-417 Day Care Administrator
Credits: 0.2-4.2

Aid Code: 47 - undefined.

Complete Course Listing

307-424 Celebrating Wthout Stereotypng
Credits: 0.1-0.3

Aid Code: 47 - undefined.

Complete Course Listing

307-425 Intro To Infant/Toddler Care
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

307-426 Child Maltreatment At All Ages
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

307-432 Children With Disabilities
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

307-435 School Age Children
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

307-436 CDA Resouce Unit
Credits: 0.2-4.8

Aid Code: 47 - undefined.

Complete Course Listing

307-437 CDA Practicum
Credits: 0.2-6

Aid Code: 47 - undefined.

Complete Course Listing

307-438 Family Day Care
Credits: 0.2-4.2

Aid Code: 47 - undefined.

Complete Course Listing

307-440 Adv Competencies In ECE
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

307-441 Intro-Child Care Profession
Credits: 0.1-4.5

Aid Code: 47 - undefined.

Complete Course Listing

307-442 Fund of Family Day Care
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

307-443 Fund of Infant/Toddler Care
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

307-444 Skills/Strategies-Child Care
Credits: 0.1-4.5

Aid Code: 47 - undefined.

Complete Course Listing

307-447 Anti-Bias Curriculum
Credits: 0.1-2.5

Aid Code: 47 - undefined.

Complete Course Listing

307-448 Child Care Food Provider
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

307-449 Certification
Credits: 0.1-2.5

Aid Code: 47 - undefined.

Complete Course Listing

307-450 Family Day Care-Licensing
Credits: 0.1-2.1

Aid Code: 47 - undefined.

Complete Course Listing

307-600 Intro to Babysitting -2
Credits: .2

This course will teach safe babysitting techniques, including behavior management, tips for students on how to manage their own emotions, and basic infant and toddler care.
Aid Code: 60 - undefined.

Complete Course Listing

Electric Power Distribution (413)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

413-303 Industrial Electricity for Line Technicians
Credits: 2

Through this course, students gain basic knowledge of the fundamentals of electricity. Topics introduced in this course include magnetism, DC and AC fundamentals, principals of electricity, as well as an overview of transformer operation. Students will be able to apply theories learned in the maintenance and repair of electrical equipment as it applies to the electric utility industry.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

413-304 Safety Procedures I-Line Technicians
Credits: 0.5-1

This course introduces the student to safety in the electric utility industry. Students interpret safety precautions in multiple work situations, adhering to OSHA regulations. Students will be able to apply safety rules and procedures in simulated work situations.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (413-303)

Complete Course Listing

413-305 Safety Procedures II-Line Technicians
Credits: 0.5-1

This course continues and expands on topics introduced in Safety Procedures I. Students will increase their knowledge in safe handling of energized conductors and underground lines through the analysis of safe work practices and accident investigations. Students will understand a line technician's responsibility in protecting work areas and the public in everyday work and emergency situations.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (413-315)
Co-requisites: (413-307) and (413-320) and (413-325)

Complete Course Listing

413-307 EPD Mapping and Automation
Credits: 0.05-1

This course introduces students to the basics of smart grids. Students will examine GPS mapping, utility system automation, and metering. Students will be able to identify different aspects of the smart grid and how it is used in the distribution of electricity to various consumers.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (413-315)
Co-requisites: (413-305) and (413-320) and (413-325)

Complete Course Listing

413-310 Electric Power Distribution 1A
Credits: 1-5

This course introduces students to the generation, transmission, and distribution systems used to supply power to consumers. Students will operate digger-derrick trucks, set and climb power poles, as well as engage in preparing ropes and knots for lifting and hoisting materials into the air. This course also strengthens the students' knowledge of the types and functions of basic materials used on the job as well as following the procedures for proper use of these materials in the field.
Aid Code: 31 - undefined.
Co-requisites: (413-304)

Complete Course Listing

413-315 Electric Power Distribution 1B
Credits: 1-5

This course is a continuation of Electric Power Distribution 1A where students will use their knowledge to construct overhead single and three-phase power lines. Emphasis will be placed on the student's ability to follow safety rules and construction standards in order to build power lines to specifications provided. In preparation for coursework in the second semester of this program, students examine the basics of transformer operation.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (413-310)

Complete Course Listing

413-320 Electric Power Distribution 2A
Credits: 1-5

This course is a continuation of Electric Power Distribution 1B. Students apply the theory of three-phase electrical power systems, including wye and delta systems, in order to maintain and construct transformer installations. Students engage in simulated troubleshooting situations and investigate problems which lead them to actively participate in solving the problem.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (413-315)
Co-requisites: (413-305) and (413-325) and (413-307)

Complete Course Listing

413-325 Electric Power Distribution 2B
Credits: 1-5

This course is a continuation of Electric Power Distribution 2A. Students apply the principles of construction and maintenance of an underground residential distribution (URD). Students will engage in the installation underground wire and related equipment of a URD system. They will also operate trenching equipment as well as perform the removal of overhead lines and structures. At the conclusion of this course, students will have the necessary knowledge and skills to begin work in the electric utility industry.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (413-315)
Co-requisites: (413-305) and (413-320) and (413-307)

Complete Course Listing

413-401 Arc Flash-8
Credits: .8

This course will teach fundamental electrical concepts, hazard control measures, and electrical industry safety standards. It will help students identify circumstance that can create arc flashes to reduce the risk of electrical injuries.
Aid Code: 47 - undefined.

Complete Course Listing

413-402 Transformer
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

413-403 Arc Flash-8
Credits: .8

Aid Code: 47 - undefined.

Complete Course Listing

413-426 Electric Controls
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

413-481 National Electrical Code
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

413-482 National Electrical Code-Adv
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

413-485 Industry Electrical 12
Credits: 1.2

This course will teach basic fundamentals of AC/DC and electric motors.
Aid Code: 47 - undefined.

Complete Course Listing

413-486 Industrial Electricity I
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

413-489 Industry Electrical-36
Credits: 3.6

This training teaches AC/DC circuits, electric motors, VFD's, sensors, relay logic, and Programmable Logic Controllers (PLC's).
Aid Code: 47 - undefined.

Complete Course Listing

413-490 Servo-Mechanisms/Robotics
Credits: 0.2-3.6

Aid Code: 47 - undefined.

Complete Course Listing

413-491 Residential Wireman Training
Credits: 0.2-5

Aid Code: 47 - undefined.

Complete Course Listing

413-493 Prog Controllers W/NC Progrmng
Credits: 0.2-4.2

Aid Code: 47 - undefined.

Complete Course Listing

413-510 JAC Electrician I
Credits: 1-2

This course follows the first semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-511 JAC Electrician II
Credits: 1-2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-512 JAC Electrician III
Credits: 1-2

This course follows the third semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-513 JAC Electrician IV
Credits: 1-2

This course follows the fourth semester of the National Joint Apprenticeship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-514 JAC Electrician V
Credits: 1-2

This course follows the fifth semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-515 JAC Electrician VI
Credits: 1-2

This course follows the sixth semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-516 JAC Electrician VII
Credits: 1-2

This course follows the seventh semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-517 JAC Electrician VIII
Credits: 1-2

This course follows the eighth semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-518 JAC Electrician IX
Credits: 1-2

This course follows the ninth semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-519 JAC Electrician X
Credits: 1-2

This course follows the tenth semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-530 ABC Electrician I
Credits: 2

This course follows the first semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-531 ABC Electrician II
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-532 ABC Electrician III
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-533 ABC Electrician IV
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-534 ABC Electrician V
Credits: 1.25-2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-535 ABC Electrician VI
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-536 ABC Electrician VII
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-537 ABC Electrician VIII
Credits: 2

This course follows the second semester of the National Joint Apprentice ship and Training Committee (NJATC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-750 DC Electricity for Industrial Electricians
Credits: 1-1.75

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-751 AC Electricity for Industrial Electricians
Credits: 1-2

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-752 Codes for Industrial Electricians 1: Introduction to the NEC
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-753 Codes for Industrial Electricians 2: OCPD and Electrical Device Installations
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-754 Codes for Industrial Electricians 3: Article 250 Part A
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-755 Codes for Industrial Electricans 4: Article 250 Part B
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-756 Codes for Industrial Electricians 5: Article 300 Cords/Cables, and Hazardous Installations
Credits: 0.1-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-757 Codes for Industrial Electricians 6: Conductors, Raceways and Data/Communication Cables
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-758 Codes for Industrial Electricians 7: Motors and Generators
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-759 Codes for Industrial Electricians 8: Transformers
Credits: 0.05-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-760 Industrial Electrician Transformers
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-761 Industrial Electrician Motors & Generators
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-762 Industrial Electrician Motor Controls 1
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-763 Industrial Electrician Motor Controls 2
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-764 Industrial Electician Motor Controls 3
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-765 Power Systems & Variable Speed Drives for Industrial Electricians
Credits: 1-2

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-766 Fluid Power Systems for Industrial Electricians - Pneumatics
Credits: 0.05-0.5

The hydraulics course is customized for Industrial Electricians and relates the basics of hydraulic theory and hydraulic components. Safety and the interrelationship between hydraulic power with electrical control is emphasized.
Aid Code: 50 - undefined.

Complete Course Listing

413-767 Fluid Power Systems for Industrial Electricians-Hydraulics
Credits: 0.05-0.5

The hydraulics course is customized for Industrial Electricians and relates the basics of hydraulic theory and hydraulic components. Safety and the interrelationship between hydraulic power with electrical control is emphasized.
Aid Code: 50 - undefined.

Complete Course Listing

413-768 Industrial Electrician Solid State Electronics
Credits: 1-1.75

This course provides the apprentice with the skills and knowledge for troubleshooting basic solid-state devices and circuits. The construction, identification, and operating characteristics of solid-state devices is investigated. The apprentice builds test circuits, gathers and analyzes data, and follows safety procedures. Methods for locating defective components are applied. The replacement of printed circuit board components is performed. Also examined is the effect of temperature on the operation of solid-state devices.
Aid Code: 50 - undefined.

Complete Course Listing

413-769 Industrial Electrician Programmable Logic Controllers: 1
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-770 Industrial Electrician Programmable Logic Controllers: 2
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-771 Industrial Electrician Programmable Logic Controllers: 3
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-772 Green Awareness for the E & I Trades
Credits: 0.5-1

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-773 Safety & Print Reading for Industrial Electricians
Credits: 0.25-0.5

This is the new aligned curriculum model for related instruction that is effective for the 2013-2014 school year. This program configuration adds the new green awareness module in 2012, and aligns related instruction with employer competencies which were prioritized in 2010. This model illustrates best practices from the WTCS colleges to deliver 720 hours of related instruction to apprentices in 4 years, accelerates the first year coursework, assumes a 16-week semester, and maintains 4 hours per week in class (or the equivalent). The colleges and employers will have flexibility to schedule each of the terms based on local needs.
Aid Code: 50 - undefined.

Complete Course Listing

413-781 Introduction to the Trade, Electrical Theory DC, and Safety for ABC Electricians
Credits: 0.5-2

Course competencies include an introduction to the electrical codes and safety. In addition, DC theory is applied to electrical circuits, devices, and components. DC circuit calculations help develop trade math skills. This course follows the first semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-782 Basic Wiring, Blueprint Reading, Electrical Theory AC, and Introduction to the NEC
Credits: 0.5-2

Course explores electrical codes, safety, and AC theory. In addition, basic wiring principles and print reading are introduced to help build trade skills for ABC electrician apprentices. The use of test equipment used by the trade is included. This course follows the second semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-783 Applied Electrical Theory/AC, Motor Basics, Conduit and Lighting systems for ABC Electricians
Credits: 0.5-2

Course competencies include a review of AC electrical theory, circuits, and devices. Apprentices will also examine basic lighting systems, and develop skills bending and fabricating conduit. Course include introduction to motors and motor installations. Electrical safety work practices and codes are reinforced. This course follows the third semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.
Pre-requisites: 413-782

Complete Course Listing

413-784 Grounding, Terminations, and Introduction to Renewable Energy
Credits: 0.5-2

Course competencies include conductor terminations and splices, methods and practices for installing electrical devices, and applying NEC requirements to various installations. Apprentices will also be introduced to grounding and bonding, overcurrent protective devices, and cable trays. Electrical safety work practices and applicable electrical codes will be reinforced. An introduction to photovoltaic, wind, water, geothermal, and other renewable energy applications will be explored. This course follows the fourth semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.
Pre-requisites: 413-783

Complete Course Listing

413-785 Intermediate Applications, Motor Controls, and Commercial Installations for ABC Electricians
Credits: 0.5-2

Course competencies address load calculations, conductor selection and sizing, lighting systems, intermediate wiring applications, and the NEC requirements and installation procedures for various types of electrical equipment, Electrical safety work practices and codes will be reinforced in this course. Equipment requirements for hazards locations are discussed. This course follows the fifth semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.
Pre-requisites: 413-784

Complete Course Listing

413-786 Motor Applications, Motor Controls, and Commercial Installations for ABC Electricians
Credits: 0.5-2

Course competencies examine selecting and wiring transformers, applying NEC requirements for commercial electrical services, and motor controls. Apprentices will also explore low voltage systems and components. Electrical safety work practices and codes are reinforced in this course. This course follows the sixth semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.
Pre-requisites: 413-785

Complete Course Listing

413-787 Emergency and Security Systems for ABC Construction Electricians
Credits: 0.5-2

Course examines back-up power equipment, special communications systems, wiring devices, and installation requirements for emergency and security systems. Apprentices will explore electric generators and energy storage, fire alarms, DACS systems and related equipment. Electrical safety work practices and codes will be reinforced in this course. This course follows the seventh semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.
Pre-requisites: 413-786

Complete Course Listing

413-788 Systems Controls for ABC Construction Electricians
Credits: 0.05-2

Course examines advanced controls, including solid stats, PLC hardware, starters, variable frequency drives, and electrical equipment associated with system control. NEC requirements for HVAC, heat tracing, medium voltage equipment, and special occupancies are included. Apprentices will also relate motor operations to maintenance and replacement job tasks. This course follows the eighth semester of the Associated Builders and Contractors of Wisconsin (ABC) approved curriculum.
Aid Code: 50 - undefined.

Complete Course Listing

413-999E EPD CDL-A EXAM
Credits: 0

Complete Course Listing

Electromechanical Technology (620)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

620-100 Hydraulics
Credits: 1-3

This is a course in fundamental principles in the operation of fl uid power, as it is used in the transmission of power through various components such as cylinders, motors, pumps, and valves.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: 804 110
Co-requisites: (834-110 or 804-113)

Complete Course Listing

620-101 Fundamentals of DC Circuits 1
Credits: 0.5-1

This course is a study of the basic theories, concepts, elements, and principles of DC circuits. The student investigates voltage, current, resistance and power, and will measure these values. Topics covered include Ohm's Law, meter use and basic series circuits.
Aid Code: 10 - undefined.

Complete Course Listing

620-102 Fundamentals of DC Circuits 2
Credits: 0.5-1

This course is a continuation of DC circuits 1. Students advance their knowledge and skill using series to parallel circuits and complex (series-parallel and parallel-series) circuits.
Aid Code: 10 - undefined.
Co-requisites: (620-101)

Complete Course Listing

620-105 Pneumatics
Credits: 1-2

This course uses fundamental principles of compressed gasses that operate and power industrial equipment. Principles are applied in transmission of power through the various components such as cylinders, motors, compressors, distribution systems and valves. It also includes the analysis of pneumatic circuits.
Aid Code: 10 - undefined.
Co-requisites: 620-100

Complete Course Listing

620-106 Electric Motors 1
Credits: 0.5-1

The students perform the basics of electric motor function examining DC and AC motors. The student will connect and operate DC Series, Shunt and Compound motors and compare with AC single phase motors. Students will also be introduced to polyphase AC motors.
Aid Code: 10 - undefined.

Complete Course Listing

620-107 Variable Speed Drives 1
Credits: 0.5-1

This course introduces students to the application of variable speed drives (VSD's). Students examine traditional and current methods of motor control in DC and AC drive installations. Students engage in power and control circuitry, troubleshooting principles, and programming of Variable Frequency Drives (VFDs) to control AC motors.
Aid Code: 10 - undefined.
Pre-requisites: 620-106 and 620-113

Complete Course Listing

620-108 Motors and Drives 3
Credits: 0.5-1

This course is a continuation of Motors & Drives 2. Students analyze poly-phase motors and troubleshooting control circuits. Students will engage in hands on activities which include Variable Frequency Drives and Shaft Coupling Alignment.
Aid Code: 10 - undefined.
Pre-requisites: (620-123)

Complete Course Listing

620-109 Relay Logic
Credits: 0.5-1

Students analyze relay theory and operation and apply this to hardwired AND & OR circuits, as well as start/stop circuits using relays. Relay ladder diagrams and motor starter circuits are defined.
Aid Code: 10 - undefined.
Co-requisites: (620-101)

Complete Course Listing

620-110 Introduction to Programmable Logic Controllers (PLC)
Credits: 4

The student will study components that make up a programmable or microprocessor system and the various applications and operations used for digital and process controls in industry. The further use of programming is expanded to include ladder logic and diagrams. Diagnostic troubleshooting is applied along with analysis of interfacing microprocessors and programmable controllers to other control systems.
Aid Code: 10 - undefined.
Co-requisites: 605-102

Complete Course Listing

620-111 Programming Fundamentals 1
Credits: 0.5-1

This course introduces students to the basics of programming fundamentals. Students analyze the fundamentals of computer operations, programming and logic principles, and empirical program design. Students will employ programming language to program microprocessors and other devices.
Aid Code: 10 - undefined.
Pre-requisites: (620-101)

Complete Course Listing

620-112 Programming Fundamentals 2
Credits: 0.5-1

This is a continuation of Programming Fundamentals 1. Students advance their knowledge and skill with instructions and data manipulation. In a hands-on laboratory environment, language and instruction sets will be defined and used to control devices with a special emphasis on industrial applications.
Aid Code: 10 - undefined.
Co-requisites: (620-111)

Complete Course Listing

620-113 Fundamentals of AC Circuits 1
Credits: 0.5-1

Students explore the theory of alternating voltage and current, the sine wave and transformers. Students measure these values with meters and oscilloscopes in relation to reactance, impedance and phase differences.
Aid Code: 10 - undefined.
Pre-requisites: (620-101)

Complete Course Listing

620-114 Fundamentals of AC Circuits 2
Credits: 0.5-1

This course is a continuation of AC circuits 1. Students analyze capacitive and inductive reactance, impedance and phase properties of AC waveforms. Students will examine basic RL, RC and RLC circuits, as well as basic 3 phase voltage measurement.
Aid Code: 10 - undefined.
Co-requisites: (620-113)

Complete Course Listing

620-115 Computer and Robotic Programming
Credits: 1-4

This course is primarily for students with little or no programming background. The course includes the fundamentals of computer operations. Students will be exposed to programming and logic principles that apply to industrial programming applications. The programming language will be employed to program microprocessors and robotic controls. The language and instruction sets will be studied and used to control devices with a special emphasis on industrial applications. The course includes hands-on laboratory sessions.
Aid Code: 10 - undefined.
Pre-requisites: 620-110

Complete Course Listing

620-116 Fluid Power 1: Basic Pneumatics
Credits: 0.5-1

This course will introduce the student to pneumatics. Students will define the differences between hydraulics and pneumatics through observation of various circuit behavior. Hands-on learning will emphasize control theory of linear and rotary actuators and Vacuum technology will be examined.
Aid Code: 10 - undefined.

Complete Course Listing

620-117 Fluid Power 2: Basic Hydraulics
Credits: 0.5-1

This course is an introduction to Hydraulics. Students will examine the physical principles of confined fluids under pressure in both static and dynamic states. Hands-on learning will allow the student an opportunity to put together all of the components that comprise a hydraulic system.
Aid Code: 10 - undefined.

Complete Course Listing

620-118 Fluid Power Applications
Credits: 0.5-1

This course continues the study of pneumatics. Emphasis is placed on the electrical controls of pneumatic circuits while students analyze the operation of sequencing circuits and apply troubleshooting principles to identify faulted components.
Aid Code: 10 - undefined.
Co-requisites: (620-117)

Complete Course Listing

620-121 Programmable Automation Controllers (PACs) 1
Credits: 0.5-1

This course is a continuation of the Programmable Logic Controllers course. Introduction to PACs is defined, including Creating Tags & Bit Level Instructions, PAC operation of Timers & Counters, Program Control, Project Organization & Documentation Arrays. Students engage in hands on activities to apply the aforementioned concepts.
Aid Code: 10 - undefined.
Pre-requisites: (620-101)

Complete Course Listing

620-122 Programmable Automation Controllers (PACs) 2
Credits: 0.5-1

This course is a continuation of PACs 1 with further exploration into Analog Inputs/Outputs, connecting Math theories, comparisons, move instructions and data manipulation. Students engage in hands-on lab activities with the aforementioned concepts as well as Interface Wiring.
Aid Code: 10 - undefined.
Co-requisites: (620-121)

Complete Course Listing

620-124 Programmable Logic Controllers - PLCs
Credits: 0.5-1

This course is an introduction to PLCs. Students will learn the parts and operation of a Programmable Logic Controller. They will apply basic ladder logic programming and transfer programs from the PC to the PLC. Students explore tart stop circuits, timers and counters as they relate to the aforementioned concepts.
Aid Code: 10 - undefined.
Co-requisites: (620-109)

Complete Course Listing

620-125 Servos and Process Controls
Credits: 1-2

Servomechanisms are used in various automated systems. Students will study principles and theories of servomechanisms and apply them in the laboratory. Process controls and instrumentation are applied to control loops systems in the laboratory. Electrical and electronic diagrams are studied to understand control loop systems. Some experiments are conducted on: hydraulic servo controls systems, DC motors, AC motors, stepper motors, and other controls systems.
Aid Code: 10 - undefined.
Pre-requisites: (605-106)
Co-requisites: (620-135)

Complete Course Listing

620-126 Robotics 1
Credits: 0.5-1

The students are introduced to the basics of robotics in this course. This includes defining specific terminology, types, configurations, specifications and application characteristics of robots. The student examines the basic parts of the robot and demonstrates their knowledge through the operation of these systems in laboratory exercises.
Aid Code: 10 - undefined.
Pre-requisites: (620-112)
Co-requisites: (620-121)

Complete Course Listing

620-127 Robotics 2
Credits: 0.5-1

This course is a continuation of Robotics 1. Student engage in more advanced programming, using subroutines, Inputs and outputs, as well as data manipulation. Students are exposed to and use schematics as well as examine robotic troubleshooting.
Aid Code: 10 - undefined.
Co-requisites: (620-126)

Complete Course Listing

620-129 Servo Motion Programming
Credits: 0.5-1

This course is a continuation of Servo Systems Introduction in which students learn programming motion control using servo systems. The student will create a motion profile, incorporating Registration and Camming techniques.
Aid Code: 10 - undefined.
Co-requisites: (620-141)

Complete Course Listing

620-131 Solid State Devices 1
Credits: 0.5-1

This course introduces the student to semiconductor materials, the operation of diodes, Zener diodes and the construction of rectifier and filter circuits. Students perform laboratory experiments that include fundamental transistor construction and switching operation in order to verify the theory.
Aid Code: 10 - undefined.
Co-requisites: (620-114)

Complete Course Listing

620-132 Solid State Devices 2
Credits: 0.5-1

This course is a continuation of Solid State Devices 1. Students examine BJT amplifier circuits. JFETs and MOSFETs as well as their uses application in industry. Specifications and schematics of all devices are analyzed.
Aid Code: 10 - undefined.
Co-requisites: (620-131)

Complete Course Listing

620-134 Sensors
Credits: 0.5-1

Covers various types of sensors used in industrial operations such as inductive and capacitive proximity detectors, Hall-effect devices and various optical sensing modes. Applications are explored, and connection modes are verified with hands- on activities.
Aid Code: 10 - undefined.

Complete Course Listing

620-136 Automation 1
Credits: 0.5-1

This course expands the student's knowledge from program courses by exploring Thermocouple and RTD I/O functions in a processor format. Students engage in formatting and using trend charts and high speed counters.
Aid Code: 10 - undefined.
Co-requisites: (620-148)

Complete Course Listing

620-137 Automation 2
Credits: 0.05-1

This course is a continuation of Automation 1, expanding the student's knowledge base by introducing DNET (device net) ENET (EtherNET) communication and Configuring Devices in RSNetworx. Through the use of RSNetworx, students perform these concepts through barcode scanning and RFID functioning.
Aid Code: 10 - undefined.
Pre-requisites: (620-139)

Complete Course Listing

620-138 Automation 3
Credits: 0.05-1

This course is a continuation of Automation 2 and further explores processing functions of locating and editing I/O Tags and Devices, and forcing bits. Students engage in hands on activities which include troubleshooting PAC Systems through analyzing digital, analog and distributed I/O.
Aid Code: 10 - undefined.
Co-requisites: (620-142)

Complete Course Listing

620-139 Machine Vision Systems
Credits: 0.05-1

This course gives students an introduction to vision systems. Students perform activities which include camera setup, lighting parameters, lenses and study their applications. Students program vision systems and integrate them into PAC systems.
Aid Code: 10 - undefined.
Co-requisites: (620-133)

Complete Course Listing

620-141 Process Control 1
Credits: 0.5-1

This course introduces students to process control concepts through Open Loop Discrete Control, PID function, and Temperature Control activities performed in the lab.
Aid Code: 10 - undefined.
Co-requisites: (620-122 and 620-134)

Complete Course Listing

620-142 Process Control 2
Credits: 0.5-1

This course is a continuation of Process Control 1, and analyzes more concepts through lab experiments in Process Level Control, Flow Control, and Pressure Control.
Aid Code: 10 - undefined.
Co-requisites: (620-141)

Complete Course Listing

620-143 Process Control 3
Credits: 0.5-1

This class is a continuation of Process Control 2. The student explores more indepth concepts in the process field by analyzing Weight Control and Loop Calibrations. Hands-on lab activities engage the student in Function Block programming of PID instructions.
Aid Code: 10 - undefined.
Co-requisites: (620-142)

Complete Course Listing

620-144 Human Machine Interfaces (HMI)
Credits: 0.5-1

This course analyzes the configuring and programming of Human Machine Interface (HMI) devices such as panel view touch screens. Students will work with the Allen Bradley FactoryTalk View Application to display and manipulate graphic objects as well as run-time files in a lab environment.
Aid Code: 10 - undefined.
Pre-requisites: (620-121)

Complete Course Listing

620-146 Basic Mechanics
Credits: 0.5-1

This course will examine the proper use of basic hand and power tools. Drilling, tapping, saw use, and semi-precision measurement are demonstrated and performed by the student. Fastener types and specifications are explored.
Aid Code: 10 - undefined.

Complete Course Listing

620-147 Basic Principles of Preventive Maintenance
Credits: 0.5-1

This course introduces students to various types of principles and practices used within industry for predictive and preventative maintenance of equipment from the operators perspective. Topics will include: safety, housekeeping, inspection tools, oil analysis, and lubrication principles.
Aid Code: 10 - undefined.
Co-requisites: 620-903

Complete Course Listing

620-148 Industrial Integration
Credits: 0.5-1

Students analyze the interconnection and communication of industrial devices in this course. Discrete and network I/O communication is examined using Robots and PLCs. Students create a basic system comprised of various industrial devices.
Aid Code: 10 - undefined.
Pre-requisites: (620-122) and (620-127) and (620-911)
Co-requisites: (664-011)

Complete Course Listing

620-149 Project Planning
Credits: 0.05-1

The student examines the parameters and scope under which a project must function and be constructed. Students will engage in planning and the use of control tools such as: a Statement of Work (SOW), a Work Breakdown Schedule (WBS) and Gantt charts. These tools assist the student as they design, plan, and perform the execution of a work cell.
Aid Code: 10 - undefined.
Co-requisites: (620-137) and (809-196)

Complete Course Listing

620-151 Automation Capstone
Credits: 1-4

This course focuses on the integration of a complete automated robotic cell with the many component parts interconnected in order for the cell to operate properly. Student will interface PLC's, robots, personal computers, vision systems, sensors, motor drives, conveyors, fluid power devices, and other programmable or hard automation.
Aid Code: 10 - undefined.
Co-requisites: (620-149) and (809-198)

Complete Course Listing

620-152 Circuit Connection Techniques
Credits: 0.05-1

The basic construction of circuit boards is examined, as well as the acceptability of soldered components. Through hole and surface mount soldering activities, students fuse parts together with tin lead solder and lead free solder techniques.
Aid Code: 10 - undefined.
Co-requisites: (620-119)

Complete Course Listing

620-166 Conveyor Systems
Credits: 0.5-1

In this course, students examine multiple facets of different conveyor systems, components and operation. Students analyze the different aspects of a conveyor system and demonstrate proper fittings for components and operational procedures.
Aid Code: 10 - undefined.
Pre-requisites: (620-146)

Complete Course Listing

620-167 Conveyor Systems 2
Credits: 0.05-1

In this course, students examine multiple facets of different conveyor systems, including the screw, flat belt, and roller conveyors. While incorporating conveyors safety procedures, students will analyze the different systems used to make up an effective belt conveyor and be able to apply standard applications, preventive maintenance, and repair principles when working with various types of conveyors.
Aid Code: 10 - undefined.

Complete Course Listing

620-168 Lathe Operations for Industrial Technicians
Credits: 0.5-1

This course examines the basics of lathe fabrication processes that are common to the Electro Mechanical and Industrial Maintenance field. Students will demonstrate the basics of metal turning techniques.
Aid Code: 10 - undefined.
Co-requisites: (620-146)

Complete Course Listing

620-169 Milling Operations for Industrial Technicians
Credits: 0.5-1

This course is designed to outline for students the basics of milling fabrication processes that are common to the Electro-Mechanical and Industrial Maintenance field. Through demonstration and practice, students will be able to identify machine parts, analyze their function, and perform simple milling operations. Students will be able to demonstrate the basic use of mills, related safety, maintenance, metal cutting theory, cutting tools, and work holding for the mill.
Aid Code: 10 - undefined.
Co-requisites: (620-146)

Complete Course Listing

620-170 Valves, Gaskets and Seals
Credits: 0.5-1

Students will examine and demonstrate standard procedures related to installing, maintaining, and replacing valves, gaskets, and seals in industrial applications.
Aid Code: 10 - undefined.
Pre-requisites: (620-146)

Complete Course Listing

620-171 Human Relations in the Industrial Setting Internship
Credits: 1-2

This course is designed to give students insight into how an individual's behaviors and abilities affect their relationships with others at work and with customers. Areas stressed include presenting a professional image in seeking employment, developing a positive work attitude, reliability on the job and an awareness of personal adjustments required for gainful employment.
Aid Code: 10 - undefined.

Complete Course Listing

620-172 Machine Setup & Installation
Credits: 0.5-1

This course examines standard applications of rigging, machine leveling, and alignment of shafts, couplings, and bearings. Students will be able to identify types of rigging equipment, estimate loads, and demonstrate proper construction of ropes and slings while practicing standard safety procedures.
Aid Code: 10 - undefined.
Pre-requisites: (620-146)

Complete Course Listing

620-173 Blueprint Reading for Machine Prints
Credits: 0.05-1

This course is designed to demonstrate the basics of machine print reading. Students will be able to analyze and recognize unique features of machining assembly prints. The student will interpret orthographic projection drawings including sectional, auxiliary views, threads, surface finishes, geometric dimensions, and tolerances.
Aid Code: 10 - undefined.

Complete Course Listing

620-174 Mechanical Power Transmission
Credits: 0.5-1

This course engages students in the application of gears, belts, bearings, chain drives, and lubrication processes used in industry. Students will interpret and apply the basic industry standard principles of operation, installation, preventative maintenance, and repair procedures.
Aid Code: 10 - undefined.
Pre-requisites: (620-146)

Complete Course Listing

620-175 Servomechanisms 1
Credits: 0.5-1

Servomechanisms employ closed-loop feedback to improve control of various automated systems. In this course, students analyze principles of open and closed-loop systems, including the fundamental coverage of PID control modes. Feedback sensing devices such as encoders, tachometers, resolvers and LVDTs are examined, and the operation of position and velocity control systems is demonstrated in the lab. Experiments are conducted on DC motors, AC motors, stepper motors, and hydraulic servo control systems.
Aid Code: 10 - undefined.
Co-requisites: (620-121)

Complete Course Listing

620-177 Bearings and Shafts
Credits: 0.5-1

Introduction to four main classifications of bearings. Proper installation, lubrication and removal of bearings. Properties of bearings and estimation of life span. Proper bearing selection. Shaft inspection and repair.
Aid Code: 10 - undefined.
Pre-requisites: (620-146)

Complete Course Listing

620-178 Pump Repair and Maintenance
Credits: 0.5-1

This course focuses on inspection, testing, service, repair, and maintenance of pumps and pumping systems. Examination of pumps, pump types, operating specifications, and their applications as well as components such as packings, seals, gaskets, materials of construction, and related instrumentation are included.
Aid Code: 10 - undefined.
Pre-requisites: (620-147
Co-requisites: 620-170)

Complete Course Listing

620-435 Machine Electrical Systems -24
Credits: 2.4

This course will teach basic relay Logic ; sensors; Variable Frequency Drives; and, Programmable Logic Controller.
Aid Code: 47 - undefined.

Complete Course Listing

620-600 Robotics for Fun
Credits: 0.05-1

Aid Code: 60 - undefined.

Complete Course Listing

620-702 Mechatronic Principles
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-703 DC Electricity for Mechatronics
Credits: 0.5-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-704 AC Electricity for Mechatronics
Credits: 0.5-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-705 Motors & Motor Control for Mechatronics
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-706 Electrical Codes for Mechatronics
Credits: 0.05-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-707 Welding Basics for Mechatronics
Credits: 0.05-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-708 Fluid Power Systems for Mechatronic Apprentices
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-709 Servos and Drives for Mechatronics
Credits: 0.05-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-710 Power Transmission Systems for Mechatronics
Credits: 0.05-1

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-711 Machining Concepts for Mechatronics
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-712 Introduction to Programmable Logic Controllers
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-714 HMI Technologies & PLC Applications for Mechatronics
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-715 Introduction to Robotic Systems for Mechatronics
Credits: 1-2

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-716 Introduction to Robotic Integration
Credits: 1-3

This program configuration represents a statewide model for class cohorts in the related instruction portion of the mechatronics technician apprenticeship. The model outlines related instruction for 3 years and 6 semesters (terms). It reflects a total of 864 hours of combined on-campus lecture, demonstration, shop, and hands-on learning aligned with DWD-BAS apprenticeship training standards. This model is designed for class meetings one day per week, and every week during 2 semesters per year. This model provides foundational skills apprentices will need in on-the-job learning during the final 2 years of their apprenticeship. The model provides 288 hours of learning in each of the following disciplines: mechanical, electrical, and automation. This model aligns WTCS learning outcomes with relevant industry/manufacturing standards as identified by an industry validated DACUM and Exhibit A work processes approved by the state trade committee. Supporting documentation may be found in the BAS Mechatronics Technician Job Book pending in 2016-7. The model also aligns common and consistent course numbers that colleges may use across the WTCS (along with recommended hours, credits and pre-requisites). This curriculum model may be interpreted and implemented by the colleges as required to meet local needs and in support of local work processes approved by the trade and DWD-BAS.
Aid Code: 50 - undefined.

Complete Course Listing

620-900 Safety 1
Credits: 0.05-1

This course focuses on workplace safety, health and inspections. OSHA standards are introduced, how to prepare for and conduct inspections, how to become acutely aware of various hazards and ways in which to effectively communicate to others that they exist. Students will demonstrate the proper use of personal protective equipment (PPE), and fire and safety emergency responsiveness.
Aid Code: 10 - undefined.

Complete Course Listing

620-902 Mechanics of Learning for Industrial Technologies
Credits: 0.5-1

This course is designed for students enrolled in industrial maintenance, electro-mechanical technology, automation technology, and manufacturing engineering technology programs at BTC. Students explore strategies to develop study skills for success in their programs. Through hands-on experience, learners apply study skills, learn how to think critically, and use information resources and technology. Focus will be on the use of college resources, goal setting, time management, flexible learning success strategies, and Flex Lab processes and procedures at the Advanced Manufacturing Training Center. Students will complete this course prior to starting other courses in their program. NOTE: Class taught in both Summer and Fall semesters.
Aid Code: 10 - undefined.

Complete Course Listing

620-903 Troubleshooting Integrated Manufacturing Systems 1
Credits: 0.5-1

This course is an introduction to Integrated Manufacturing Systems, providing context for future coursework in maintenance and automation programs. Students analyze the sequence of operations in a manufacturing system, explore HMI navigation, and apply a troubleshooting methodology that is used in sequencing machines.
Aid Code: 10 - undefined.

Complete Course Listing

620-904 Fluid Power 3: Intermediate Pneumatics
Credits: 0.5-1

This course continues the study of pneumatics. Emphasis is placed on the electrical controls of pneumatic circuits while students analyze the operation of sequencing circuits and apply troubleshooting principles to identify faulted components.
Aid Code: 10 - undefined.
Co-requisites: 620-116 and 620-101

Complete Course Listing

620-905 Machine Setup & Installation 2
Credits: 0.5-1

This course is a continuation of Machine Setup & Installation 1. By the end of this course, students will be able to move a load with a crane, level and align equipment, and set anchoring devices. Emphasis is placed on standard safety procedures for all machine setup operations.
Aid Code: 10 - undefined.
Co-requisites: (620-172)

Complete Course Listing

620-906 Fluid Power 4: Intermediate Hydraulics
Credits: 0.5-1

This course continues the study of hydraulics. Students will analyze the design and function of hydraulic pumps, flow control valves, and actuators.
Aid Code: 10 - undefined.
Co-requisites: (620-117) and (620-101)

Complete Course Listing

620-907 Fluid Power 5: Advanced Hydraulics
Credits: 0.5-1

In this course, students examine characteristics of fluid conductors, selection of hydraulic fluids, troubleshooting of hydraulic systems, and repair of hydraulic components.
Aid Code: 10 - undefined.
Pre-requisites: (620-906)

Complete Course Listing

620-908 Maintenance Management
Credits: 0.5-1

This course explores basic principles of maintenance management, including preventive maintenance, predictive maintenance, work order management, and project management. Students perform the duties of scheduling, purchasing, inventory management, and stakeholder communication with internal and external customers.
Aid Code: 10 - undefined.
Pre-requisites: (620-147)

Complete Course Listing

620-910 Electric Motors 2
Credits: 0.5-1

In this course, students examine motor contactors and starters, industry wiring best practices, and how to design and wire control circuits.
Aid Code: 10 - undefined.
Co-requisites: (620-106) and (620-113)

Complete Course Listing

620-911 Variable Speed Drives 2
Credits: 0.5-1

In this course, students build on skills obtained in Variable Speed Drives 1 to program and troubleshoot AC drives.
Aid Code: 10 - undefined.
Pre-requisites: (620-910)
Co-requisites: (620-107)

Complete Course Listing

620-913 Servomechanisms 2
Credits: 0.5-1

This course is a continuation of Servomechanisms 1. Students build servo systems from schematics, demonstrate calibration and span procedures for instrumentation, and program servo motion systems to complete basic motion tasks.
Aid Code: 10 - undefined.
Co-requisites: (620-175)

Complete Course Listing

620-914 Supervisory Control and Data Acquisition (SCADA) Systems
Credits: 0.5-1

Students identify the basic components of Supervisory Control and Data Acquisition (SCADA). Current manufacturer specific software is used to monitor and operate servo controllers and PID controllers from an HMI screen. In addition, students create and configure data trending tools and run-time files.
Aid Code: 10 - undefined.
Co-requisites: (620-144)

Complete Course Listing

620-915 Troubleshooting Integrated Manufacturing Systems 2
Credits: 1-2

This capstone course challenges students to apply the full range of their Automation Engineering Technology skills in order to perform advanced troubleshooting and repair of various faults in a fully integrated manufacturing system. Students combine and apply their knowledge and skill in electrical, hydraulic and pneumatic systems, as well as PLC programming and robot control.
Aid Code: 10 - undefined.
Co-requisites: (620-148 or 620-172)

Complete Course Listing

Electronic Technology (605)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

605-102 Fundamentals of DC Circuits
Credits: 1-3

This course is a study of the basic theories, concepts, elements, and principles of DC circuits. The student advances from simple to complex circuits. Topics covered include Ohm's Law, series and parallel circuits, circuit theorems and circuit analysis. The course combines both lecture and laboratory work.
Aid Code: 10 - undefined.
Co-requisites: 804-113

Complete Course Listing

605-106 Analog Circuits
Credits: 1-3

This course provides the student with the concepts and fundamental circuit design material to create several types of analog circuits. This course also explores the principles and concepts needed for solid-state devices to operate correctly. Course study includes: the use of solid-state devices such as diodes, transistors field-effect devices, and op-amps. Areas covered include: amplification, comparing, summing, wave shaping, regulating, and oscillation circuits. Analog to digital conversion and several types of integrated circuits are investigated and applied. Characteristics and application of each device type is verified in laboratory experiments.
Aid Code: 10 - undefined.
Pre-requisites: (605-102)
Co-requisites: (605-104)

Complete Course Listing

605-106E Analog Circuits ChalExam
Credits: 1-3

Complete Course Listing

605-405 Principles of Electronics
Credits: 0.2-12.8

Aid Code: 47 - undefined.

Complete Course Listing

605-406 Introduction to Soldering
Credits: 0.05-2.4

This course is designed to provide participants with foundational skills in soldering.
Aid Code: 47 - undefined.

Complete Course Listing

605-419 Introduction to Programmable Logic Controllers
Credits: 0.05-10

Participants will study components that make up a programmable or microprocessor system and the various applications and operations used for digital and process controls in industry.
Aid Code: 47 - undefined.

Complete Course Listing

605-420 PLC Applications
Credits: 0.1-9.6

Aid Code: 47 - undefined.

Complete Course Listing

605-440 Motors & Servo Mechanisms
Credits: 0.2-10

Aid Code: 47 - undefined.

Complete Course Listing

Emergency Medical Service (531)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

531-102 Emergency Procedure-Work Place
Credits: 0.5-1

This course prepares the individual for common emergencies in the work place. It includes the American Heart Association Adult, Child and Infant CPR, First Aid and Fire Prevention and Safety.
Aid Code: 10 - undefined.

Complete Course Listing

531-104 EMT Basic/FPT
Credits: 1-4

The course is for Fire Protection Technician program students only. This course prepares individuals to care for patients at accident scenes and transport by ambulance to the hospital under medical direction. The course emphasizes emergency skills such as managing respiratory and cardiac emergencies, medical emergencies, trauma emergencies and patient assessment, and teaches these skills in a job-related context. The National Registry of EMT's test is required at the completion of the course for licensure in the State of Wisconsin.
Aid Code: 10 - undefined.
Pre-requisites: 531-434

Complete Course Listing

531-105 EMT Intermediate Technician
Credits: 1-3

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. The class includes a combination of classroom and practical skills training that includes clininical time in a hospital setting. Demonstrated skill competencies are required to successfully complete this class in order to be eligible to take the Wisconsin State licensure examination. EMT-Basic and a current EMT-B license are pre-requisites for this class.
Aid Code: 10 - undefined.

Complete Course Listing

531-110 Emerg Med Tech/EMT-B
Credits: 1-5

Prepares students for the National Registry of EMTs Emergency Medical Technician level test which leads to licensure as an EMT in Wisconsin. The course emphasizes emergency medical skills needed to stabilize both trauma and medical patients in a prehospital setting within the guidelines of Medical Control. The course covers basic anatomy and physiology, patient and scene assessment, patient stabilization and intervention techniques, medical-legal aspects, and patient packaging and transportation to the hospital. This course is a prerequisite for Advanced EMT and includes 180 hours of instruction that includes lecture, practical skill development, simulation learning, and clinical time. The course includes the American Heart Association Healthcare Provider CPR as a course introduction. Failure to successfully complete this portion of the course disqualifies students from continuing. There is an additional course fee that covers required class materials with the exception of books. This course fee is non refundable after the first day of class.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Writing Skills, 44 or COMPASS Writing Skills, 070 or ACT English, 18 or AccuPlacer Sentence Skills, 083 or Next Gen AccuPlacer Writng, 255 or SAT Writing, 330 or Test Waived-College Degree or 831-103 or 831-103 or 801-136 or 801-195) and (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or Next Gen AccuPlacer Reading, 251 or SAT Reading, 251 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree or 838-104 or 838-104 or 801-196 or 801-198 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

531-111 Advanced EMT/Int-Tech
Credits: 1-4

Prepares students for the National Registry of EMTs Advanced Emergency Medical Technician level test which leads to licensure as an AEMT in Wisconsin. The course emphasizes more advanced emergency medical skills needed to stabilize both trauma and medical patients in a prehospital setting within the guidelines of Medical Control. The course covers additional anatomy and physiology needed for more advanced patient assessment and treatment skills. Patient stabilization and intervention techniques at this more advanced level are also covered. This course includes 180 hours of instruction that includes lecture, practical skill development, simulation learning, and clinical time. Prerequisite: Wisconsin licensed EMT.
Aid Code: 10 - undefined.
Pre-requisites: (531-110)

Complete Course Listing

531-302 Emergency Medical Technician Part 2
Credits: 1-3

Advances on the foundation concepts of Part 1 to include pharmacology, pathophysiology, operating an ambulance, and medication administration. Students will also complete a clinical rotation in a hospital Emergency Department. Upon successful completion, candidates will be eligible to participate in the National Registry of EMTs Emergency Medical Technician exams for Wisconsin EMT licensure.
Aid Code: 30 - undefined.
Pre-requisites: (531-301)

Complete Course Listing

531-304 EMT - Intermediate 99 I
Credits: 1-5

Students learn advanced patient assessment, communication skills and advanced life support interventions through lecture and in class practical application. This course is the first of two class needed to meet the requirements for certification with the National Registry of Emergency Medical Technicians and educational requirements for licensure in Wisconsin.
Aid Code: 30 - undefined.

Complete Course Listing

531-305 EMT - Intermediate 99 II
Credits: 1-5

Students learn advanced patient assessment, communication skills and advanced life support interventions through lecture and clinical and field experience. This course is the second of two classes needed to meet the requirements for certification with the National Registry of Emergency Medical Technicians and educational requirements for licensure in Wisconsin.
Aid Code: 30 - undefined.

Complete Course Listing

531-400 First Aid
Credits: .8

Aid Code: 42 - undefined.

Complete Course Listing

531-402 Pediatric CPR & Health
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

531-405 American Heart Assoc-CPR Instr
Credits: 0.1-0.6

Aid Code: 47 - undefined.

Complete Course Listing

531-406 Heartsaver First Aid
Credits: 0.1-0.7

A First Aid and Adult CPR course for the general public. this course is divided into several modules to fi t the needs of both business settings and the general population. It is based on the American Heart Association standards.
Aid Code: 47 - undefined.

Complete Course Listing

531-409 EMT-B Flex Refresher
Credits: 0.05-0.6

This course is the terminal module for the Flexible refresher option for renewal of the Wisconsin First Responder license through the Wisconsin Department of Health Services. The course includes discussion of selected topics that are required by the state and local Medical Direction, and includes mandatory skills check-off and a written examination.
Aid Code: 47 - undefined.

Complete Course Listing

531-410 Emergency Care-Day Care Center
Credits: 0.1-1

Aid Code: 47 - undefined.

Complete Course Listing

531-411 Pediatric BLS-CPR
Credits: 0.1-0.9

The course consists of air way obstruction and CPR for infants and children under 8-10 years old, based on the newest American Heart Association techniques. Target audiences - daycare centers (OSHA approved).
Aid Code: 47 - undefined.

Complete Course Listing

531-412 First Responder-EMR Refresher
Credits: 0.1-1.6

CPC Prep Course.
Aid Code: 47 - undefined.

Complete Course Listing

531-413 First Responder Awareness
Credits: 0.1-0.4

Aid Code: 47 - undefined.

Complete Course Listing

531-415 Emerg Vehicle Oper Course
Credits: 0.2-0.8

This course is for EMTs and drivers of ambulances consisting of classroom work, on-road and track emergency driving maneuvers.
Aid Code: 47 - undefined.

Complete Course Listing

531-417 Extraction for EMS
Credits: 0.05-0.8

Aid Code: 47 - undefined.

Complete Course Listing

531-418 Emergency Med Tech-Basic
Credits: 0.2-12

Aid Code: 47 - undefined.

Complete Course Listing

531-420 Emergency Med Trng-Refresher
Credits: 0.2-1

CPC Prep Course.
Aid Code: 47 - undefined.

Complete Course Listing

531-421 EMT Intermediate
Credits: 0.2-10

Aid Code: 47 - undefined.

Complete Course Listing

531-423 EMT Intermediate Tech Refresh
Credits: 0.1-1.2

Biennial refresher course required for license renewal for E.M.T.'s with I.V. Tech Skills.
Aid Code: 47 - undefined.

Complete Course Listing

531-426 Amer Heart Heartsavr-First Aid
Credits: 0.1-0.8

Basic First Aid and Adult CPR with Automated Enhanced Defibrillation for the general public, business and industrial personnel. The course consists of the principles and techniques for aiding a victim until more qualified help arrives.
Aid Code: 47 - undefined.

Complete Course Listing

531-427 EMT Basic Mini Refresher
Credits: 0.05-0.6

This is the required course for those individuals doing continuing education for their State of Wisconsin Licensure renewal. The class consists of 3 hours of "Hot Topic Updates" and three station practical skills test. This class alone will not fulfill the requirements for renewal for the State of Wisconsin or National Registry.
Aid Code: 47 - undefined.

Complete Course Listing

531-428 CPR Instructor Renewal
Credits: .4

Aid Code: 47 - undefined.

Complete Course Listing

531-431 Heartsaver-Plus CPR
Credits: .9

For the general public. The course consists of airway obstruction and CPR for infants, children, and adults based on the newest American Heart Association techniques (OSHA approved)
Aid Code: 47 - undefined.

Complete Course Listing

531-432 CPR On The Move
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

531-433 Basic Trauma Life Support
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

531-434 Healthcare Provider-CPR
Credits: 0.1-0.6

For any medical staff personnel, medical type students, EMTs, nursing students, and nursing personnel. The course consists of airway obstruction and CPR, two person CPR, using adjunct equipment for infants, children, and adults based on the newest American Heart Association techniques (OSHA approved).
Aid Code: 47 - undefined.

Complete Course Listing

531-435 Death & Dying
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

531-436 CPR Refresher
Credits: .3

Biennial update for those already certified in CPR.
Aid Code: 47 - undefined.

Complete Course Listing

531-437 EMT Intermediate Technician
Credits: 1-9

Aid Code: 47 - undefined.

Complete Course Listing

531-438 Heartsaver-CPR
Credits: 0.1-0.4

Aid Code: 47 - undefined.

Complete Course Listing

531-439 Emergency Med Dispatch-Fire
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

531-441 Pediatric Emergencies
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

531-443 ConEd-Sudden Inf Death&The EMT
Credits: 0.1-0.3

Aid Code: 47 - undefined.

Complete Course Listing

531-444 ConEd-Poisons, Drugs & The EMT
Credits: 0.1-0.3

Aid Code: 47 - undefined.

Complete Course Listing

531-445 Con ED-Medical Emergencies
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

531-446 ConEd-Patient Ass & The EMT
Credits: 0.1-0.6

Aid Code: 47 - undefined.

Complete Course Listing

531-447 Con Ed-Burn Outreach
Credits: 0.1-0.3

Aid Code: 47 - undefined.

Complete Course Listing

531-448 Con Ed-M.A.S.T.
Credits: 0.1-0.4

Aid Code: 47 - undefined.

Complete Course Listing

531-449 Con Ed-Hypo-Hyperthermia
Credits: 0.1-0.3

Aid Code: 47 - undefined.

Complete Course Listing

531-451 Con Ed-Trauma
Credits: 0.1-0.7

Aid Code: 47 - undefined.

Complete Course Listing

531-452 Con Ed-Farm Extrication
Credits: 0.1-0.7

Aid Code: 47 - undefined.

Complete Course Listing

531-453 Con Ed-Disater Management
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

531-454 EMT-Intermediate Refresher
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

531-455 Heartsaver-AED
Credits: 0.1-0.4

This course consists of automatic electronic defibrillation during heart attacks. The course is for the general public who have access to an AED.
Aid Code: 47 - undefined.

Complete Course Listing

531-460 First Responder Adv Skills Mod
Credits: 0.05-0.9

Aid Code: 47 - undefined.

Complete Course Listing

531-462 Intermediate Clinical Lab
Credits: 0.05-4

Aid Code: 47 - undefined.

Complete Course Listing

531-463 Int. Tech to AEMT Transition
Credits: 0.05-4.2

Course is designed for transitioning existing EMT-Intermediate Technician to the Advanced EMT level for State of Wisconsin Licensure.
Aid Code: 47 - undefined.

Complete Course Listing

531-464 EMT-B to EMT Transition
Credits: 0.05-3

Course is designed for transitioning existing EMT-Basics to the new EMT level for State of Wisconsin Licensure.
Aid Code: 47 - undefined.

Complete Course Listing

531-465 EMT I-99 Refresher
Credits: 0.05-4.8

This 48 hour refresher covers the Intermediate Technician competencies of pharmacology principles, IV therapy, care of cardiac patients, interventions for diabetic cases, narcotic patients, pediatric patients, and all clinical competencies.
Aid Code: 47 - undefined.

Complete Course Listing

531-467 CPR Skills Evaluation/Test
Credits: 0

This course is a skills evaluation/ test that is taken after successful completion of the AHA online CPR course. Once completed with the online course, student s can contact BTC to set up an evaluation testing time. Qualifying students must present a verified certificate stating they completed the AHA online CPR course at the time of evaluation testing.
Aid Code: 47 - undefined.

Complete Course Listing

531-468 Paramedic Refresher
Credits: 0.05-6

No Description.
Aid Code: 47 - undefined.

Complete Course Listing

531-470 ACLS
Credits: 1.6

ACLS is geared towards healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies or personnel in emergency response. Upon successful completion of the course, students receive a course completion card, valid for two years. **Please purchase the current provider manual at the BTC bookstore, complete the pretest and bring it with you to class.
Aid Code: 47 - undefined.

Complete Course Listing

531-471 PALS
Credits: 1.6

PALS is geared towards healthcare providers who respond to emergencies in infants and children and for personnel in emergency response, emergency medicine, intensive care and critical care units. Upon successful completion of the course, students receive a course completion card, valid for two years. **Please purchase the current provider manual at the BTC bookstore, complete the pretest and bring it with you to class.
Aid Code: 47 - undefined.

Complete Course Listing

531-535 ACLS Refresher
Credits: .8

ACLS is geared towards healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies or personnel in emergency response. Upon successful completion of the course, students receive a course completion card, valid for two years. this is a refresher course. **Please purchase the current provider manual at the BTC bookstore, complete the pretest and bring it with you to class.
Aid Code: 47 - undefined.

Complete Course Listing

531-536 PALS Refresher
Credits: .8

PALS is geared towards healthcare providers who respond to emergencies in infants and children and for personnel in emergency response, emergency medicine, intensive care and critical care units. Upon successful completion of the course, students receive a course completion card, valid for two years. This is a refresher class. **Please purchase the current provider manual at the BTC bookstore, complete the pretest and bring it with you to class.
Aid Code: 47 - undefined.

Complete Course Listing

531-911 EMS Fundamentals
Credits: 1-2

This course provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. The students will obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introducing students to comprehensive anatomical and medical terminology and abbreviations will foster the development of effective written and oral communications with colleagues and other health care professionals.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

531-912 Paramedic Medical Principles
Credits: 1-4

This course addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing the paramedic students to the topics of shock, immunology, and bleeding.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-911)

Complete Course Listing

531-913 Advanced Patient Assessment Principles
Credits: 1-3

This course teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. By utilizing a structured and organized assessment process with knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time, the students will learn to develop a list of differential diagnoses through clinical reasoning, along with the ability to modify the assessment as necessary to formulate a treatment plan for their patients.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-912)

Complete Course Listing

531-914 Advanced Pre-Hospital Pharmacology
Credits: 1-3

This course provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-913)

Complete Course Listing

531-915 Paramedic Respiratory Management
Credits: 1-2

This course teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Specific knowledge pertaining to the respiratory system is also provided to ensure the student is prepared to formulate afield impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-914)

Complete Course Listing

531-916 Paramedic Cardiology
Credits: 1-4

This course teaches the paramedic student to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a cardiovascular complaint.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-915)

Complete Course Listing

531-917 Paramedic Clinical/Field 1
Credits: 1-3

This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-916)

Complete Course Listing

531-918 Advanced Emergency Resuscitation
Credits: 0.05-1

By teaching Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) methodologies and protocols, this course prepares the paramedic student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states with an emphasis on early intervention to prevent respiratory and/or cardiac arrest if possible.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-917)

Complete Course Listing

531-919 Paramedic Medical Emergencies
Credits: 1-4

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-918)

Complete Course Listing

531-920 Paramedic Trauma
Credits: 1-3

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-919)

Complete Course Listing

531-921 Special Patient Populations
Credits: 1-3

This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Gynecological emergencies, along with special considerations in trauma are also included within this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-920)

Complete Course Listing

531-922 EMS Operations
Credits: 0.05-1

This course provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-921)

Complete Course Listing

531-923 Paramedic Capstone
Credits: 0.05-1

This course provides the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical Skills Attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-922)

Complete Course Listing

531-924 Paramedic Clinical/Field 2
Credits: 1-4

This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in the field and health care environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (531-923)

Complete Course Listing

531-999E EMT Testing
Credits: 0

Complete Course Listing

English (851)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

851-713 BSE Communications I
Credits: 1-3

Introductory course includes basics of punctuation, spelling, capitalization as needed for written expression in everyday situations. Basic sentence and paragraph construction will be included.
Aid Code: 73 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-755 BSE Communication Skills Workplace Learning Center
Credits: 1-2

Participants in this course will learn how to increase their reading comprehension; use punctuation, spelling and capitalization rules as needed for written expression in everyday situations; write complete sentences and paragraphs; and demonstrate the ability to use listening and speaking skills. Participants will also learn problem solving, critical thinking and conflict resolution skills using work related materials when appropriate. Emphasis will be placed on skill enhancement that is immediately transferable to professional or personal use by the participants. Course work may also be used in preparation for the GED test.
Aid Code: 77 - undefined.

Complete Course Listing

851-764 Communication 2 GED Review
Credits: 1-3

This course develops conventions of English structure, usage, mechanics, and spelling in order to write and expand ideas. It includes practice in writing, correcting and revising for the GED test at the pre-GED level. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-772 Communication 3 GED Review
Credits: 1-3

This course further develops conventions of English structure, usage, mechanics, and spelling in order to write and expand ideas. It includes practice in writing, correcting, and revising for the Reasoning Through Language Arts GED test. This course may also develop communication skills as needed for the Mathematical Reasoning, Social Studies, and Science GED tests. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-798 Writing Foundations
Credits: 1

A small group and individualized instruction course that helps students develop precollege writing skills. Emphasizes writing conventions (grammar, punctuation, capitalization, spelling) and sentence and paragraph skills. Must be taken concurrently with Intro to College Writing.
Aid Code: 77 - undefined.
Co-requisites: 831-103

Complete Course Listing

English Language Learners (861)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

861-400 English Language Learner College Transition Course
Credits: 0.05-3.6

This 36-hour course will assist English Language Learners (ELL) in bridging the gap between ELL program completion and readiness for success in a postsecondary program. Students will develop basic computer and academic skills, as well as identify and explore career interests. Students must have instructor recommendation to enroll.
Aid Code: 75 - undefined.

Complete Course Listing

861-701 English Language Learner, Grammar/Writing, Level 6
Credits: 1-3

Learners will discriminate common stress patterns, reductions, intonation, pitch patterns, and thought groups. Learners will utilize rules of grammar to form affirmative and negative statements and questions using simple, continuous, perfect and perfect continuous tenses. The use of conditional sentences and active/passive voice will be explored. Learners will be expected to use sustained speech to participate in discussions about unfamiliar topics, share experiential stories, and present oral reports of various types. UPDATED DESCRIPTION: Instruction to deepen writing and grammar skills. Students use the writing process to compose complex essays and utilize rules of grammar. The use of conditional sentences and active/passive voice will be explored. Word processing is refined, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-705 English Language Learner, Oral Communication, Level 6
Credits: 3

Learners in this course will analyze the systems in the world of work in the U.S. including chain of command, steps to filing a grievance, resolution of discriminatory practices, insurance options, and networking. All learners will develop resumes and practice writing cover letters as well as participate in mock interviews. Career options will be explored using a variety of materials and techniques. UPDATED DESCRIPTION: Instruction to deepen the use of formal and informal conversational language. Students differentiate common stress patterns, reductions, intonation, pitch patterns, and thought groups. Students use sustained speech to participate in discussions about unfamiliar topics, share experiential stories, and present oral reports of various types. Students share their points of view related to current events and topics.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-708 English Language Learner, Reading/Vocabulary, Level 6
Credits: 1-3

Learners will demonstrate comprehension of a variety of written work including short stories, consumer warnings, software instructions, newspapers, magazines, and college catalogues. Activities include identification of main idea and details, making inferences, identification of author's bias, and the identification of characters, setting, and plot. The writing process will be used to construct multiple-paragraph compositions. Learners will use reference tools including the dictionary, thesaurus, atlas, encyclopedia, software and the Internet. UPDATED DESCRIPTION: Instruction to deepen reading skills and vocabulary. Students demonstrate comprehension of various written materials, including short stories, consumer warnings, technical resources, newspapers, magazines, and web-based resources. Activities include identification of main idea and details, making inferences, identification of author's bias, and the identification of characters, setting, and plot.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-711 English Language Learner, Grammar/Writing, Level 1
Credits: 1-3

Instruction and practice in the use of formal and informal conversational language. Students build vocabulary and learn to use numbers, emergency and health language, identify types of jobs and classroom objects. Basic pronunciation, speaking, and listening strategies are developed. Basic grammar and writing skills are introduced and practiced. Programs are infused with and enhanced by technology. UPDATED DESCIRPTION: Instruction to introduce basic writing and grammar skills. Students learn to write numbers, emergency and health information, types of jobs, and classroom objects. Basic grammar and writing skills are introduced and practiced. Programs are infused with and enhanced by technology.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-715 English Language Learner, Oral Communication, Level 1
Credits: 1-3

Students develop basic language skills in the area of speaking, listening, reading and writing in the context of real-life survival skills. It is aimed at developing the listening comprehension and oral skills of beginning level learners of English. Students at this level function minimally, if at all, in English. UPDATED DESCRIPTION: Instruction to introduce the use of formal and informal conversational language. Basic pronunciation, speaking, and listening strategies are introduced. Students develop basic language in the context of real-life survival skills. It is aimed at developing the listening comprehension and oral skills of beginning level learners of English.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-718 English Language Learner, Reading/Vocabulary, Level 1
Credits: 1-3

Instruction to teach discrimination and correct orientation of the English alphabet, to introduce symbol/sound relationships, and the meaning of common signs and symbols. Students learn to recognize personal information print, use maps, calendars, and picture dictionaries. Students also begin to develop basic comprehension strategies at this level. UPDATED DESCRIPTION: Instruction to introduce discrimination and correct orientation of the English alphabet, symbol/sound relationships, and the meaning of common signs and symbols. Students learn to recognize personal information, use maps, and calendars. Students also begin to develop basic comprehension strategies at this level.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-731 English Language Learner, Grammar/Writing, Level 2
Credits: 1-3

Instruction to improve basic communication skills including: speaking, listening, pronunciation, writing, and grammar. Students learn to write and speak using simple past, present and future verb forms, generate simple affirmative and negative statements and questions, discriminate sounds, and respond to simple imperatives. Computer technology will assist students. UPDATED DESCRIPTION: Instruction to improve writing and grammar skills. Students learn to write sentences using simple past, present and future verb forms, generate simple affirmative and negative statements and questions, discriminate sounds, and respond to simple imperatives. Computer technology will assist students.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-735 English Language Learner, Oral Communication, Level 2
Credits: 1-3

Classes at this level provide relevant language in real-life contexts. This class uses an experience centered approach to give student survival skills as quickly as possible. This program provides plenty of opportunity to use language, while developing grammatical skills. Students at this level will begin to form simple sentences and be able to communicate with others. Students learn about standard social norms in the United States, the work ethic in the Unites States, and how to apply basic study skills. UPDATED DESCRIPTION: Instruction to improve the use of formal and informal conversational language. Basic pronunciation, speaking, and listening strategies are developed. Students expand their use of relevant language in real-life contexts.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-738 English Language Learner, Reading/Vocabulary, Level 2
Credits: 1-3

Instruction to improve basic reading skills and expand vocabulary. Students learn to comprehend and respond to a range of printed material, employ a variety of comprehension strategies, recognize formal and informal language, and develop fluency. UPDATED DESCRIPTION: Instruction to improve basic reading skills and vocabulary. Students learn to comprehend and respond to a range of printed material, employ a variety of comprehension strategies, recognize formal and informal language, and develop fluency. Employability vocabulary and the use of workplace terminology are introduced.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-751 English Language Learner, Grammar/Writing, Level 3
Credits: 1-3

Instruction to improve speaking, listening, pronunciation, writing, and grammar skills. Students learn to use the writing process to compose short paragraphs and workplace reports, develop an awareness of language patterns, utilize rules of grammar, use formal and informal conversational language and respond to multi-step process directions. Computer technology is used to enhance the learning experience. Students will learn to use word processing tools. UPDATED DESCRIPTION: Instruction to develop writing and grammar skills. Students learn to use the writing process to compose short paragraphs, write essential real-life documents, and utilize rules of grammar. Word processing is introduced, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-755 English Language Learner, Oral Communication, Level 3
Credits: 1-3

Students learn about school services and how to access them. They will participate in formal and informal conversations about legal and basic human rights. Students learn to write cover letters, resumes, and to complete job applications. Development of study skills is stressed, and students will learn to apply learning and test taking skills and strategies and actively participate in the learning process. UPDATED DESCRIPTION: Instruction to develop the use of formal and informal conversational language. Students learn about school services and how to access them. They will participate in formal and informal conversations about standard U. S. social norms.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-758 English Language Learner, Reading/Vocabulary, Level 3
Credits: 1-3

Instruction to improve reading skills and expand vocabulary. Students improve comprehension skills and learn to respond critically to a range of printed material. Employability vocabulary and the use of workplace terminology are expanded. Students develop greater fluency and increase their reading rate. UPDATED DESCRIPTION: Instruction to develop reading skills and vocabulary. Students improve comprehension skills and learn to respond critically to a range of printed material. Employability vocabulary and the use of workplace terminology are expanded. Students develop greater fluency and increase their reading rate. Comprehension strategies include main ideas and details.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-771 English Language Learner, Grammar/Writing, Level 4
Credits: 1-3

Learners will identify sounds of English, use basic pronunciation strategies, and discriminate speech. Formal and informal conversational language skills will be developed through participation in a variety of activities. Learners will use sustained speech to give short explanations, descriptions, and process directions. UPDATED DESCRIPTION: Instruction to expand writing and grammar skills. Students use the writing process to compose multiple paragraphs and utilize rules of grammar. Peer review strategies are introduced. Word processing is developed, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-775 English Language Learner, Oral Communication, Level 4
Credits: 1-3

Learners will use pre-employment resources such as classified ads, employment agencies, web sites and the Rock County Job Center to complete a variety of assignments and tasks. Employer expectations such as punctuality, attitude, team work, and appreciation for diversity will be discussed. Learners will participate in activities to prepare for interviews. UPDATED DESCRIPTION: Instruction to expand the use of formal and informal conversational language. Students use sustained speech to give short explanations, descriptions, and process directions. Students participate in activities to prepare for interviews. Employment etiquette will be discussed.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-778 English Language Learner, Reading/Vocabulary, Level 4
Credits: 1-3

Learners will demonstrate comprehension of a range of printed materials including road signs, safety signs, newspaper articles, rhythm chants, short narratives, and fairy tales. Comprehension strategies studies will include recognition of compound words, homonyms, prefixes, and suffixes. Learners will demonstrate an awareness of a variety of language patterns and utilize rules of grammar to form statements and questions in simple and continuous tenses. UPDATED DESCRIPTION: Instruction to expand reading skills and vocabulary. Students demonstrate comprehension of printed materials including newspaper articles and short narratives. Comprehension strategies include recognition of compound words, homonyms, prefixes, and suffixes. Students utilize pre-employment resources to complete a variety of assignments and tasks.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-795 English Language Learner, Oral Communication, Level 5
Credits: 1-3

Learners will identify the raise-promotion process, discuss the purpose of personnel files, discuss employer expectations, and identify discriminatory practices. Interview etiquette will be discussed and practiced. Activities will lead to greater understanding of American cultural practices such as volunteerism, competitiveness, parenting, and neighborhood interaction. UPDATED DESCRIPTION: Instruction to enhance the use of formal and informal conversational language. Students differentiate speech patterns and display active listening skills. Students use sustained speech to generate two-person dialogues about familiar topics and share experiential stories. Class discussion leads to a greater understanding of American cultural practices, such as volunteerism, competitiveness, parenting, and neighborhood interaction.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-798 English Language Learner, Reading/Vocabulary, Level 5
Credits: 1-3

Learners will analyze a variety of printed material and identify main ideas, supporting details, predict outcomes, make inferences, and draw conclusions. Sources will include textbooks, newspapers, magazines, school notices, schedules, nutrition labels, and consumer instructions. Learners will use the writing process to compose organized paragraphs. UPDATED DESCRIPTION: Instruction to enhance reading skills and vocabulary. Students analyze a variety of printed material and identify main ideas, supporting details, predict outcomes, make inferences, and draw conclusions. Comprehension strategies include recognition of idioms, regional dialects, and slang.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Environmental (506)

Information provided includes course descriptions by subject only.

For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

506-102 Intermediate Laboratory Skills
Credits: 1-3

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 develop the necessary methodology to deal with chemical and bio-hazardous materials.
Aid Code: 10 - undefined.
Pre-requisites: (506-110 or 513-113 or 513-110)

Complete Course Listing

506-105 Quality Concepts in Laboratories
Credits: 1-3

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.
Aid Code: 10 - undefined.

Complete Course Listing

506-108 Laboratory Safety and Hazardous Materials
Credits: 0.05-1

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.
Aid Code: 10 - undefined.

Complete Course Listing

506-109 Data Management for Laboratory Assistants
Credits: 0.5-1

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.
Aid Code: 10 - undefined.

Complete Course Listing

506-111 Food Microbiology
Credits: 1-4

This course focuses on interactions of microorganisms and our food supply as it pertains to food processing and packaging in order to control food-borne disease, infections and toxins. Students will analyze what conditions affect the growth, death and survival of microorganisms in food. Students isolate and identify the primary food pathogens. Students will experience both positive interactions with microbes (such as fermentation) and negative interactions (such as spoilage and disease).
Aid Code: 10 - undefined.
Pre-requisites: (806-199) and (806-197)

Complete Course Listing

506-112 Food and Nutritional Science
Credits: 1-3

This course examines the biochemical processes of digestion and absorption as it pertains to the macromolecules, carbohydrates, lipids, and amino acids. Learners will analyze enzymes, vitamins, and co-factors. Learners will define the most common sources and functions of nutrients and nutritional needs by examining such items as caloric contents in food. Contemporary and emerging issues in nutrition will be examined.
Aid Code: 10 - undefined.
Pre-requisites: 806-199

Complete Course Listing

506-113 Excel and Statistics in the Laboratory
Credits: 1-3

In this course students learn data entry options for Excel, as well as analyze data using the software and its specific features. Students will learn how to control and share the data they have created. Students research different types of labs that utilize this software, and how data from these programs is and can be incorporated into a Laboratory Information Management System (LIMS). Excel plug-ins that support statistical calculations, and the mathematical reasoning for those calculations will be discussed, as well as practical applications of that data in the laboratory.
Aid Code: 10 - undefined.
Pre-requisites: (103-128 or 103-112)

Complete Course Listing

506-114 Introduction to the USDA and FDA
Credits: 1-2

The United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) are the major governing bodies involved in regulating our food supply. In this course, students will study the establishment of these government entities and analyze how they coexist. Students will define which areas of our food supply are governed by each entity. Learners will study the types of documents each facility must maintain in accordance with these governing bodies' regulations. Students will have the opportunity to participate in mock audits of a variety of production facilities during the course.
Aid Code: 10 - undefined.

Complete Course Listing

506-115 Food Production Regulations / HACCP, GFSI, FSMA
Credits: 1-2

The regulations governing food production are a necessary part of ensuring safety of our food supply. The primary focus of this course will be for students to learn and apply the Hazard Analysis Critical Control Point (HACCP) system. Students will explore the relevant elements and the application of both the Global Food Safety Initiative (GFSI) and the Food Safety Modernization Act (FSMA). Students will evaluate how each regulation can influence the development of a strong quality assurance program within a food production facility. Upon completion of the course, students will be prepared to become HACCP- certified. (The certification is taken outside of the course).
Aid Code: 10 - undefined.

Complete Course Listing

506-117 Food Laboratory Occupational Experience
Credits: 1-2

Students will be placed in a field experience where they will participate in the day to day operations of a food lab or food production facility. Students will be matched with an employee mentor at the facility and demonstrate skills in both the technical side of the industry as well as professional work behaviors.
Aid Code: 10 - undefined.
Pre-requisites: (806-199) and (806-197)

Complete Course Listing

506-120 ServSafe Certification Preparation
Credits: 0.5-1

This course will introduce the learners to food preparation and storage conditions that promote safety to the consumer. Learners will prepare for and take a practice test of the ServSafe Certification. Upon successful completion of the course, students may elect to take the ServSafe Certification exam.
Aid Code: 10 - undefined.

Complete Course Listing

Farm Business Management (090)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

090-303 Agricultural Commodity Marketing for Farm Operators
Credits: 0.5-1

Learners will develop an understanding of the principles of marketing relative to basic economic theory. Learners will analyze a variety of topics, including product differentiation, direct marketing, and competitive advantage. Learners will examine the marketing process from production through delivery and ultimately to the consumer.
Aid Code: 30 - undefined.

Complete Course Listing

090-305 Nutrient Management Planning for Farm Operators
Credits: 1-3

Students focus on profitable crop production methods using commercial products, nutrient credits, and rotational practices. Students learn how to interpret soil test reports, balance soil pH, meet nutrient requirements, and make product recommendations based upon economic, environmental, and legal criteria. Students will study field mapping based on global positioning systems and variable rate technology.
Aid Code: 30 - undefined.

Complete Course Listing

090-381 Operating the Farm Business
Credits: 1-3

Emphasizes the management skills and concepts necessary for the first year student to continue farming with today's changing technology and farm business financing. Special emphasis is given to establishing and recording farm business and family goals. The student will organize and maintain the farm business records, as well as interpret and analyze the records to assist in making sound farm business management decisions. Each student's farming operation is assessed and plans are developed based on needs, goals, and objectives. Students will evaluate their goals and objectives upon completion of the course.
Aid Code: 30 - undefined.

Complete Course Listing

090-382 Soils Management for Farm Operators
Credits: 1-3

Instruction is provided on preparation and implementation of a land-use plan, and soil testing procedures and reports. Students will receive instruction on fertilizer recommendations and budgets. Included are instruction on the application of farm manures, chemicals, soil conservation practices, and the management and safe use of farm machinery and equipment. Soil management emphasizes the analysis of the farm business and planning cropping strategies to meet the student's needs.
Aid Code: 30 - undefined.

Complete Course Listing

090-383 Crop Management for Farm Operators
Credits: 1-3

Instruction is provided on all phases of crop production, management and economics. Specific topics relate to variety, selection, planning, pest control, harvesting, storage, and marketing. In addition, the cropping program is related to the total farm enterprise on a short-term and long-term basis. Crop management emphasizes the analysis of the farming business and planning of cropping practices and strategies to meet student's needs.
Aid Code: 30 - undefined.

Complete Course Listing

090-384 Livestock Nutrition for Farm Operators
Credits: 1-3

This course emphasizes the skills, techniques and concepts necessary for sound feeding management. Feed values, pricing, terminology, requirements, and consumption are covered. Evaluation of feed tag labels, base feeds and feeding programs are also covered. Attention is given to the metabolic diseases of lactating animals. Livestock feeding efficiency is measured by use of the farm business analysis.
Aid Code: 30 - undefined.

Complete Course Listing

090-385 Livestock Management for Farm Operators
Credits: 1-3

Livestock management provides instruction on the various aspects of selection, breeding, herd health, raising of replacement stock, and marketing of livestock and livestock products. It includes the selection, operation, and maintenance of farm buildings and milking, feeding, ventilation and manure handling equipment. Efficiency of the livestock program will be measured through use of the farm business analysis.
Aid Code: 30 - undefined.

Complete Course Listing

090-386 Records & Business Management for Farm Operators
Credits: 1-3

Instruction emphasizes the practical use of a farm record system in managing the farm through farm and financial analysis. It includes the establishment of farm business goals, selection, and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Instruction is provided on the use of computers and/or computer records and farm financial analysis of the farm business. Production and financial decisions will be based on the student's farm business analysis.
Aid Code: 30 - undefined.

Complete Course Listing

090-400 Conservation Plan & Practices
Credits: 0.2-3.6

Aid Code: 47 - undefined.

Complete Course Listing

Fire Technology (503)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

503-101 Firefighter Health and Fitness I
Credits: 1

Overview of fitness as it pertains to prospective firefighters. Includes endurance training, flexibility training, and strength conditioning. An overview of the nutritional values as it to prospective firefighters. An overview of mental and emotional well being of prospective firefighters.
Aid Code: 10 - undefined.

Complete Course Listing

503-102 Firefighter Health and Fitness II
Credits: 1

Overview of fitness as it pertains to prospective firefighters. Includes endurance training, flexibility training, and strength conditioning. An overview of the nutritional values as it to prospective firefighters. An overview of mental and emotional well-being of prospective firefighters.
Aid Code: 10 - undefined.

Complete Course Listing

503-103 Firefighter Health and FItness III
Credits: 1

Overview of fitness as it pertains to prospective firefighters. Includes endurance training, flexibility training, and strength conditioning. An overview of the nutritional values as it to prospective firefighters. An overview of mental and emotional well-being of prospective firefighters.
Aid Code: 10 - undefined.

Complete Course Listing

503-104 Firefighter Health and Fitness IV
Credits: 1

Overview of fitness as it pertains to prospective firefighters. Includes endurance training, flexibility training, and strength conditioning. An overview of the nutritional values as it to prospective firefighters. An overview of mental and emotional well-being of prospective firefighters.
Aid Code: 10 - undefined.

Complete Course Listing

503-109 Intro to Hazardous Materials
Credits: 1-3

This course provides an introduction to the Hazardous materials problem by presenting the foundation needed to go further in the study of hazardous materials, such as "hands on" courses and incident-command courses. The chemistry presented in this course is designed to be the minimum a firefighter will need to understand and recognize in each hazard class. In general, each hazard class shows what a firefighter can expect in fire and non-fire situations.
Aid Code: 10 - undefined.

Complete Course Listing

503-128 Emergency Medical Technician Applications
Credits: 1-3

This course is an extension of, and completion of, the EMT Fundamental course. This course covers the bulk of the Emergency Medical Technician-Basic certification course to include the handling of cervical and spine injuries, burn injuries, heart and breathing related problems, shock, and other trauma injuries. This course includes several lab days to practice and perfect skills, clinical time, and extensive hands-on activites. This course prepares students for national certification testing for EMT-Basic. Admittance into this course must be within 2 years of completing Course # 503-125, EMT Fundamentals.
Aid Code: 10 - undefined.
Pre-requisites: (503-125)

Complete Course Listing

503-139 Principles of Emergency Svcs
Credits: 1-3

Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; and fire service nomenclature.
Aid Code: 10 - undefined.

Complete Course Listing

503-142 Fire Fighting Principles
Credits: 1-4

Describes basic fire behavior, techniques used to control structural and related fire emergencies, and life safety practices. Students perform all practical evolutions necessary to control and extinguish fires and otherwise meet all requirements for Firefighter I certification with the State of Wisconsin.
Aid Code: 10 - undefined.
Co-requisites: (503-153)

Complete Course Listing

503-143 Building Construction for Fire Protection
Credits: 1-3

Provides the components of building construction that relate to fire and life safety.
Aid Code: 10 - undefined.

Complete Course Listing

503-151 Fire Prevention
Credits: 1-4

Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, and identification and correction of fire hazards. Meets all requirements for Fire Inspector I certification with the State of Wisconsin.
Aid Code: 10 - undefined.
Pre-requisites: (503-142) and (503-153) and (503-159) or (Need Dean Approval/Chair Apprv)

Complete Course Listing

503-153 Hazardous Materials Awareness & Operations
Credits: 0.05-1

In this course, students will learn characteristics relating to hazardous materials including problems of recognition and defensive operations. The course in designed to prepare students for the Hazardous Materials Awareness and Operations level of NFPA 472.
Aid Code: 10 - undefined.
Co-requisites: (503-142)

Complete Course Listing

503-154 Hazardous Materials Chemistry
Credits: 1-2

This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services.
Aid Code: 10 - undefined.
Pre-requisites: (503-153) and (503-195)

Complete Course Listing

503-156 Strategies, Tactics & Inc Mgmt
Credits: 1-4

Provides an in-depth analysis of the principles of emergency response through utilization of an incident management system. Prepares students to pursue current national ICS training requirements.
Aid Code: 10 - undefined.
Pre-requisites: 503-142

Complete Course Listing

503-157 Fire Investigation
Credits: 1-3

Provides learners with the fundamentals and technical knowledge needed for proper fire scene investigations.
Aid Code: 10 - undefined.
Pre-requisites: (503-142) and (503-153) and (503-159) or (Need Dean Approval/Chair Apprv)

Complete Course Listing

503-159 Fire Fighting Principles II
Credits: 1-2

Builds on the basic skills learned in Fire Fighting Principles with an emphasis on scene management, communication, and fire operations processes.
Aid Code: 10 - undefined.
Pre-requisites: (503-142) and (503-153) or (Need Dean Approval/Chair Apprv)

Complete Course Listing

503-160 Fire Protection Technician Internship
Credits: 1-3

The Fire Protection Technician Internship is designed for students who meet the required prerequisites in order to serve at district fire departments as a responder. This opportunity affords each intern with the learning and understanding of the day-to-day worklife and culture of fire service. Included in the student intern's responsibilities will be station duties of cleaning, maintenance of fire equipment and apparatus, response to EMS and fire emergencies and fire inspections under the supervision of a designated Fire Department supervisor. FPT interns may also be involved in public relations and fire prevention, responsibilities of a subordinate, chain of command, organizational requirements, and the formal and informal relationships, work climate, and complexities of fire service culture. The total time on the job as an intern is 216 hours and is designed to be served in the assigned fire station, under supervision. The shift schedule will be determined by the Fire Coordinator, student, and hosting fire department based on program outcomes and student needs but must be completed in one semester. Completion requires satisfactory reporting from assigned agency fire chief, Fire Coordinator, and a passing grade on the final portfolio submitted by the student for the internship.
Aid Code: 10 - undefined.
Pre-requisites: (503-142) and (503-153) and (503-128 or 531-110)

Complete Course Listing

503-191 Principles of Emergency Services
Credits: 1-2

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.
Aid Code: 10 - undefined.

Complete Course Listing

503-192 Principles of Emergency Services Safety & Survival
Credits: 1-3

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.
Aid Code: 10 - undefined.
Pre-requisites: (503-142) and (503-153)

Complete Course Listing

503-193 Fire Protection Systems
Credits: 1-3

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.
Aid Code: 10 - undefined.
Pre-requisites: (503-143) and (503-159)

Complete Course Listing

503-194 Fire Protection Hydraulics
Credits: 1-3

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.
Aid Code: 10 - undefined.
Pre-requisites: 503-142

Complete Course Listing

503-195 Fire Behavior and Combustion
Credits: 1-3

This 3 credit course provides an in-depth look at the combustion process and chemical reaction along with an analysis of fire behavior, principles, and theories. This course will also examine the physics of the combustion process, the products of combustion, and the effects of fire and combustion inside a structure, and the impact on the firefighter and victims who are involved in the fire environment. A key component to this course will be observations of fire and the products of combustion within scale models.
Aid Code: 10 - undefined.

Complete Course Listing

503-401 LP-Gas School
Credits: 0.05-0.4

Aid Code: 47 - undefined.

Complete Course Listing

503-404 Rural Water Supply
Credits: 0.05-0.8

Aid Code: 47 - undefined.

Complete Course Listing

503-407 Basic Pump Operation
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-408 Fire Incident Command
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-409 Fire Instructor I
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

503-410 MCTO- Decision Making
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

503-411 Fire Extinguisher Safety
Credits: 0.1-0.2

Aid Code: 47 - undefined.

Complete Course Listing

503-412 Incident Command
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-414 MCTO- Simulations
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

503-415 Emergency Rescue/Fire/Crash
Credits: 0.2-6

Aid Code: 47 - undefined.

Complete Course Listing

503-416 Entry DR/OP Non-Cert-Part 1
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

503-417 Entry DR/OP Non-Cert Part 2
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

503-418 DR/OP Aerial Non-Cert Part 3
Credits: 0.1-0.6

Aid Code: 47 - undefined.

Complete Course Listing

503-420 MCTO-Prepartion
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

BLACKHAWK Technical College

503-421 Natl Fire Incident Report Sys
Credits: 0.05-0.8

Aid Code: 47 - undefined.

Complete Course Listing

503-422 Agriculture-Hazards & Rescue
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

503-423 River Rescue
Credits: 0.2-2

Aid Code: 47 - undefined.

Complete Course Listing

503-424 Instrnl Technique-Fire Officer
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

503-425 Arson Investigation
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

503-426 MCTO- Tactics
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

503-430 Emergency Veh Operations Crse
Credits: 0.05-1

Aid Code: 47 - undefined.

Complete Course Listing

503-434 Driver/Pump Oper-Part III
Credits: 0.05-2.1

Aid Code: 47 - undefined.

Complete Course Listing

503-442 Technical Rescue
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-443 Basic SCBA
Credits: 0.1-0.8

Aid Code: 47 - undefined.

Complete Course Listing

503-444 Adv Fire Fighting Techniques
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-445 Incident Safety Officer
Credits: 0.1-1.3

This 2-day course examines the Safety Officer's role at emergency responses. A specific focus on operations within an Incident Command System (ICS) as a Safety Officer is a main theme. Response to all-hazards types of situations will be emphasized.
Aid Code: 47 - undefined.

Complete Course Listing

503-446 Emergency Response-Terrorism
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-447 Leadership Developmnt-Fire Sci
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-448 Advanced SCBA Search & Rescue
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-450 Trench Operations & Technician
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

503-451 Confined Space Rescue Operatio
Credits: 0.05-2.4

Aid Code: 47 - undefined.

Complete Course Listing

503-453 Fire Academy Skills Lab
Credits: 1-10.8

This course identifies examples of confined spaces, discusses OSHA permit requirements, defines Confined Space Entry, explains roles of the confined space entrant, attendant, supervisor, and responsible person, discusses entrance options and requirements based on permit or non-permit and private contractor entry requirements, discusses and uses portable gas monitor equipment, identifies confined spaces in a specific workplace, and provides practice in filling out a confined space entry form.
Aid Code: 47 - undefined.

Complete Course Listing

503-454 Health and Safety Officer
Credits: 0.5-1.8

This two-day course examines the Health and Safety Officer's role in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.
Aid Code: 47 - undefined.

Complete Course Listing

503-455 House Burning Techniques
Credits: 0.1-1.6

Aid Code: 47 - undefined.

Complete Course Listing

503-456 Industrial Fire Brigade Trng
Credits: 0.1-1

Provides an in-depth analysis of the principles of emergency response through utilization of an incident management system. Prepares students to pursue current national ICS training requirements.
Aid Code: 47 - undefined.

Complete Course Listing

503-457 Airport Emergency Mgt
Credits: 0.2-6.6

Aid Code: 47 - undefined.

Complete Course Listing

503-459 Rope Rescue Operations
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

503-460 Driver Operator Aerial
Credits: 1-3.6

Aid Code: 47 - undefined.

Complete Course Listing

503-461 Rope Rescue Technician
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

503-462 Haz Mat Technicial Level
Credits: 0.1-4

This 40 hour class is intended for those who are seeking NFPA 472 Hazardous Material Technician level training as part of an emergency response team. Students must have documented training at the Hazardous Materials Operations level to enroll in this class. Concurrent enrollment in an Operations level class may be allowed with instructor permission.
Aid Code: 47 - undefined.

Complete Course Listing

503-463 Int. Tech to AEMT Transition
Credits: 0.1-4.2

Aid Code: 47 - undefined.

Complete Course Listing

503-465 Fire Fighter Skills Review
Credits: 0.05-0.8

This course will review basic and advanced fire fighters in a lab setting. Review of basic and advanced skills are integral part of a fire fighters ongoing training, and this course will give the student the ability to maintain and improve proficiency of their skills.
Aid Code: 47 - undefined.

Complete Course Listing

503-466 Fire Fighter Skills Review
Credits: 0.05-0.4

This course will review basic and advanced fire fighters in a lab setting. Review of basic and advanced skills are integral part of a fire fighters ongoing training, and this course will give the student the ability to maintain and improve proficiency of their skills.
Aid Code: 47 - undefined.

Complete Course Listing

503-711 El FF I Part A
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

503-712 El FF I Part B
Credits: 0.05-3

Aid Code: 47 - undefined.
Pre-requisites: (503-400 or 503-711)

Complete Course Listing

503-721 Cert FFI Part C
Credits: 0.05-3.6

Aid Code: 47 - undefined.
Pre-requisites: (503-405 or 503-712)

Complete Course Listing

503-730 Cert FF II
Credits: 0.05-4.2

Aid Code: 47 - undefined.
Pre-requisites: (503-428 or 503-721)

Complete Course Listing

503-744 Cert D/O Pump Part I
Credits: 0.05-3.3

Aid Code: 47 - undefined.
Pre-requisites: 503-721

Complete Course Listing

503-745 Cert D/O Pum Part II
Credits: 0.05-3.3

Aid Code: 47 - undefined.
Pre-requisites: 503-744

Complete Course Listing

503-747 Cert D/O Aerial
Credits: 0.05-3.6

Aid Code: 47 - undefined.
Pre-requisites: 503-745

Complete Course Listing

503-751 Cert Fire Inspect Pt I
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

503-752 Cert Fire Inspect Pt II
Credits: 0.05-3

Aid Code: 47 - undefined.
Pre-requisites: 503-751

Complete Course Listing

503-763 Fire Officer 1
Credits: 0.05-4

Aid Code: 47 - undefined.
Pre-requisites: 503-730

Complete Course Listing

503-764 Fire Officer 2
Credits: 0.05-4

Aid Code: 47 - undefined.
Pre-requisites: 503-763

Complete Course Listing

503-780 Hazardous Materials Operations
Credits: 0.05-2

Aid Code: 47 - undefined.

Complete Course Listing

503-999F Fire Fighter Testing
Credits: 0

Complete Course Listing

Foods (303)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

303-331 Food Production & Service II
Credits: 1-4

A continuation of the lab training in 303-330 providing the student with the opportunity to expand skills in salad preparation, short-order cookery, bakery helper, ware handler, table service, and busing. An off-campus experience may be provided to develop individual student employment objectives.
Aid Code: 31 - undefined.
Pre-requisites: 303 330

Complete Course Listing

303-405 Baking
Credits: 0.2-1.8

Aid Code: 42 - undefined.

Complete Course Listing

303-409 Introduction To Food Prep
Credits: 0.2-3.6

Aid Code: 47 - undefined.

Complete Course Listing

303-413 Protein Preparation-2
Credits: .2

This course will teach the basics of preparing a protein for a meal.
Aid Code: 60 - undefined.

Complete Course Listing

303-414 Quality Food - 2
Credits: .2

This course will teach the basics of soups, breads, and or desserts making.
Aid Code: 60 - undefined.

Complete Course Listing

303-415 Alternative Baking-2
Credits: .2

This course will teach students the different swaps they can make while baking to make delicious desserts.
Aid Code: 60 - undefined.

Complete Course Listing

303-416 Nutritional Cooking
Credits: 0.2-1.5

Aid Code: 42 - undefined.

Complete Course Listing

303-424 Preparation of Family Meals
Credits: 0.1-2

Aid Code: 42 - undefined.

Complete Course Listing

303-428 School Food Service/Safety
Credits: 0.2-1.2

Aid Code: 47 - undefined.

Complete Course Listing

303-435 Appd Food Service Sanitation
Credits: 0.1-1.2

Aid Code: 47 - undefined.

Complete Course Listing

303-491 ServSafe Food Handler
Credits: .8

The Food Handling 8-hour course addresses safe food handling practices, standards of personal health and hygiene, and sanitation regulations and enforcement.
Aid Code: 47 - undefined.

Complete Course Listing

303-492 Food Manager's Certification
Credits: .8

The Food Manager's Certification-Serv safe course provides an instructor led exam prep and review of the most recent published version of the Serv Safe instructional guide and also includes the state-mandated Serv Safe exam.
Aid Code: 47 - undefined.

Complete Course Listing

303-603 Guide to Wine
Credits: .1

A 3-hour course that provides a beginner guide to choosing wine.
Aid Code: 60 - undefined.

Complete Course Listing

303-604 Wine Tasting
Credits: .1

A 3-hour course that focuses on the essentials of wine tasting.
Aid Code: 60 - undefined.

Complete Course Listing

303-606 Campfire Cooking
Credits: .1

This course will teach how to cook a full meal over an open fire using various methods.
Aid Code: 60 - undefined.

Complete Course Listing

303-607 Basic Home Beer Brewing-3
Credits: .3

This course will teach the history of home beer brewing, home beer brewing techniques, and how to start brewing beer at home.
Aid Code: 60 - undefined.

Complete Course Listing

303-620 Cake Decorating I
Credits: 0.05-0.65

Aid Code: 60 - undefined.

Complete Course Listing

303-621 Cake Decorating II
Credits: 0.05-0.5

Aid Code: 60 - undefined.

Complete Course Listing

303-625 Tea Time
Credits: 0.05-1

Aid Code: 60 - undefined.

Complete Course Listing

303-631 Cook Natural Foods
Credits: 0.05-0.4

Aid Code: 60 - undefined.

Complete Course Listing

303-635 Gourmet Cooking
Credits: 0.05-0.4

Aid Code: 60 - undefined.

Complete Course Listing

303-637 International Foods
Credits: 0.05-1

Aid Code: 60 - undefined.

Complete Course Listing

General College: Comm Skills (831)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

831-103 Introduction to College Writing
Credits: 1-3

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: Next Gen AccuPlacer Reading, 251 or ACT Reading, 16 or SAT Reading, 330 or 851-781 or Reading-Precollege Level Met
Co-requisites: 838-104 and 851-798

Complete Course Listing

General College: Mathematics (834)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

834-109 Pre-Algebra
Credits: 1-3

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: 854 781 or COMPASS Pre-Algebra Skills, 025 or ACT Math, 15 or AccuPlacer Arithmetic, 050 or Next Gen AccuPlacer Arithmetic, 243 or SAT Mathematics, 340
Co-requisites: 854-802

Complete Course Listing

834-110 Elementary Algebra with Applications
Credits: 1-3

This course offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.
Aid Code: 10 - undefined.
Pre-requisites: (834-109) or (ASSET Numerical Skills, 40 or COMPASS Pre-Algebra Skills, 044 or ACT Math, 17 or Test Waived-College Degree) or (AccuPlacer Arithmetic, 089) or (AccuPlacer Arithmetic, 065 and AccuPlacer Elem Algebra, 030) or (Next Gen AccuPlacer Arithmetic, 272) or (Next Gen AccuPlacer Arithmetic, 257 and Next Gen AccuPlacer QRAS, 210)

Complete Course Listing

General College - Reading (838)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

838-104 Introduction to College Reading
Credits: 1-2

Provides learners with opportunities to develop and expand reading skills including comprehension and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: COMPASS Reading Skills, 051 or ACT Reading, 12 or AccuPlacer Reading Comp, 055 or Next Gen AccuPlacer Reading, 236 or Reading-Precollege Level Met or SAT Reading, 270 or 858-790
Co-requisites: 858-795

Complete Course Listing

General Studies (890)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

890-400 ART Training
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

890-701 GED/HSED Orientation
Credits: 0.5-1

Wisconsin requires students to obtain counseling from an approved educational advisor in order to take the GED® tests. This GED/HSED Orientation course is designed to satisfy this counseling requirement. Learners will determine the options available to earn a GED or HSED in Wisconsin, complete activities necessary to work toward an identified goal, career , or occupation, and develop a plan for completion of one of the GED/HSED options.
Aid Code: 76 - undefined.

Complete Course Listing

890-705 College Connections
Credits: 0.5-1

College Connections is a course whereby Adult Basic Education students who possess a high school diploma, GED, HSED, or are in the process of completing their secondary credentials, will become informed of post-secondary training options and the processes necessary to access those options. Students will become more familiar with various services available to them such as career guidance and counseling, financial assistance, classroom shadowing, and academic counseling. They will identify and research various career options of interest and receive guidance in pursuing their career choices. Computer technology skills and college readiness skills such as note taking, critical thinking/reading, goal setting, and study skills/test taking strategies, will be emphasized to support student success.
Aid Code: 77 - undefined.

Complete Course Listing

890-780 BSE Study Skills - College & Vocational
Credits: 1-2

This class is designed to assist new and continuing students in the development of affective and coping skills, and study skills. The students develop a variety of learning strategies including test taking and note taking skills, study skills, computer skills, and organization/time management skills. The course will also include an orientation to campus, information about other support agencies, training in self-advocacy, and development of an individualized educational plan.
Aid Code: 78 - undefined.

Complete Course Listing

Global Education and Services (140)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

140-101 Spanish Language & Culture
Credits: 1-3

This elective course is an introduction to the basic concepts of the Spanish language and culture (This course should be taken by those with very little or no knowledge of the Spanish language and prior to taking 801-115 Intercultural Communications for Emergency Personnel).
Aid Code: 10 - undefined.

Complete Course Listing

140-102 Spanish Language & Culture II
Credits: 1-3

This is an intermediate level course for emergency services personnel to use the Spanish language in police-related and emergency situations. Also included is an introduction to aspects of Hispanic culture that will help effectiveness in police-related and emergency situations.
Aid Code: 10 - undefined.
Pre-requisites: 140-101

Complete Course Listing

140-103 Spanish Lang&Culture II:Occup
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

140-401 Begin Conversational Spanish
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-402 Cont Conversational Spanish
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-403 Spanish I
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-404 Spanish II
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-405 Spanish III
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-406 Spanish Language Workshop
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

140-407 Spanish for Translators
Credits: 0.1-3

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Aid Code: 47 - undefined.

Complete Course Listing

Health Education (857)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

857-771 BSE Health, HSED
Credits: 1-2

Overview of general health practices needed for healthy adult and family living. Allows students seeking a Wisconsin state HSED to meet the requirements of that diploma.
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

857-781 BSE Health
Credits: 0.5-1

This course teaches the basics of health for the individual, family, and community. Mental and emotional health will be discussed as well as first aid, substance abuse, consumer health, environmental health, and death and dying. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Human Resources (116)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

116-102 Training and Development
Credits: 1-3

This course explains the fundamentals of training and development coordination. It includes terminology, levels of learning, matching training providers with organizational needs, organizing materials and environments to maximize learning, measuring completion of objectives, and communication with employees. Through a simulation, teams will assess learning needs, develop training plans and objectives, create a training plan, use the plan to train the class on a new skill or process and then assess the transfer of knowledge afterwards. This course is a pre-requisite for Human Resource Practicum 116-138.
Aid Code: 10 - undefined.

Complete Course Listing

116-115 Compensation and Benefits
Credits: 1-3

This course focuses on the compensation and benefit elements that make up a total rewards system and how an organization utilizes these elements to be competitive in their market. Learners will create a compensation structure and propose benefit programs. Focus will be on the major categories of benefits, including planning and administration, regulation compliance, insurance, retirement plans, paid time off, etc. This course is a pre-requisite for Payroll Administration 116-137 and Human Resource Practicum 116-138.
Aid Code: 10 - undefined.

Complete Course Listing

116-119 Labor Relations
Credits: 1-3

Learners are introduced to the history of the American Labor force and explore specific laws concerning the regulation of employment. Through discussions and case analyses, students interpret the legal requirements and restrictions for labor and management. Topics explored include the legalities of union certification and de-certification, negotiation and administration of labor agreements, strikes, lockouts, mediation, and arbitration. Learners will author contract proposals, negotiate changes to an existing labor agreement, and learn to administer specific labor contract language.
Aid Code: 10 - undefined.

Complete Course Listing

116-138 Human Resource Practium
Credits: 1-3

Learners further develop their HR knowledge and skills by working with HR professionals to complete human resource projects for area organizations. The students are provided actual HR related projects from local organizations. Project management tools are applied to the project for effective results. This course is the HR program capstone and requires the following pre-requisite courses: 116-193, 116-116, 116-102, 116-115.
Aid Code: 10 - undefined.
Pre-requisites: (116-102 or 196-102) and (116-115 or 196-115) and (116-116 or 196-116) and (116-193 or 196-193)

Complete Course Listing

BLACKHAWK Technical College

Human Services (520)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

520-100 Introduction to Human Services
Credits: 1-3

This course examines the scope, values, and principles of the Human Service profession. Students are introduced to the typical roles and duties of various human service workers and will analyze the role they play within organizations, as well as with the people and communities they serve.
Aid Code: 10 - undefined.

Complete Course Listing

520-101 Community Resources and Services
Credits: 1-3

This course will introduce the learner to a wide variety of community agencies, resources, and programs. The functions, funding, clients served, eligibility requirements, and referral procedures of the agency will be explored. Learners will have a chance to participate in site visits and learn about various agencies through guest speakers.
Aid Code: 10 - undefined.

Complete Course Listing

520-102 Introduction to Gerontology
Credits: 1-3

The learner will identify basic theories and facts about the aging process and will analyze the psychological and sociological experience of the older adult population. Learners will be able to apply this knowledge towards methods and techniques for serving the aged.
Aid Code: 10 - undefined.

Complete Course Listing

520-103 Interviewing Principles & Documentation
Credits: 1-3

The learner develops techniques for interviewing and applies record-keeping skills as practiced in human services agencies. Skills to be practiced include social history and summary recording, case assessment and management, as well as intervention plan development.
Aid Code: 10 - undefined.

Complete Course Listing

520-104 Racial and Cultural Diversity in Human Services
Credits: 1-3

This course examines the importance of understanding diversity in mental health careers and the helping professions. The learner analyzes culturally-based, help-seeking behaviors among racial, ethnic, and other sub-populations. General diversity issues are also presented in order to aid students in developing cultural competence in the helping professions.
Aid Code: 10 - undefined.

Complete Course Listing

520-105 Intro to Addiction and Substance Abuse Disorders
Credits: 1-3

The learner examines the history of drug use along with the changing historical trends of abuse. The learner will explore various types of addictions and how they are similar and dissimilar to chemical addictions. Learners will analyze the biology of psychoactive drugs and how they can cause addiction.
Aid Code: 10 - undefined.

Complete Course Listing

520-106 Professional Practices in Human Services
Credits: 1-3

This course prepares learners to enter the human services profession and abide by a working knowledge of professional codes of ethics. Learners will explore social/ethical issues that impact the profession. Professional credentialing, continuing education, and maintaining vitality within the field will be analyzed.
Aid Code: 10 - undefined.

Complete Course Listing

520-107 Field Experience / Human Services 1
Credits: 1-3

Learners develop skills as human services workers by working directly or indirectly with clients through placement in a local social services agency under professional supervision. Students will gain experience through on-the-job training by integrating human services theories and professional skills. Students will explore job responsibilities that relate to a human services agency including client/staff interaction and employee accountability.
Aid Code: 10 - undefined.
Pre-requisites: (520-100) and (520-106)

Complete Course Listing

520-108 Children and Family Services
Credits: 1-3

This course introduces the learner to the human service professional's role when working with children, families and groups. Issues impacting the family system will be analyzed, including child abuse, divorce, mental health, juvenile delinquency, bereavement and physical health problems.
Aid Code: 10 - undefined.

Complete Course Listing

520-109 Group Facilitation
Credits: 1-3

An introduction to theory and practice of group dynamics and processes are covered in this course. Knowledge areas include ethical considerations, effective group leadership, stages of group development, reflective practitioner techniques, and group formation. Learners will critique practice group facilitation sessions, function as group members and demonstrate effective group facilitation skills.
Aid Code: 10 - undefined.

Complete Course Listing

520-110 People with Disabilities
Credits: 1-3

This course prepares students to work with individuals and families impacted by disabilities. The learner explores a variety of disabilities and issues common to persons with disabilities. Students apply methods and techniques to work with this sub-population.
Aid Code: 10 - undefined.

Complete Course Listing

520-111 Field Experience / Human Services 2
Credits: 1-3

The learner is given the opportunity to demonstrate understanding of more advanced social work skills and techniques used in the field. Learners examine the operations of a human services agency including client/staff interaction and employee responsibilities. Learners will be able to apply the experience gained in this course with what they have learned in the program to enter the profession as an entry-level human services worker.
Aid Code: 10 - undefined.
Pre-requisites: (520-107)

Complete Course Listing

520-112 Human Services Organizational Operations
Credits: 1-3

This course focuses on characteristics and functions of human services organizations and the roles of human service workers in those organizations. Learners apply their skill in organizational assessment methods, planning, budgeting, grant writing, evaluation and consulting -- all part of the Human Service Profession.
Aid Code: 10 - undefined.
Pre-requisites: (520-100) and (520-107)

Complete Course Listing

520-113 Rehabilitation Services
Credits: 1-3

This course gives the learner a fundamental knowledge base in the drug and alcohol addiction field. Learners examine information about pharmacology, self-help groups, levels of care, symptom identification and assessments. Through the use of case studies the student applies knowledge and skills towards serving those in need of rehabilitation services.
Aid Code: 10 - undefined.

Complete Course Listing

520-114 Victimology
Credits: 1-3

This course will provide the student with an analysis of how human services and criminal justice professionals, regardless of their role, come in contact with victims of crime. It will examine criminal victimization in the United States via an overview of current theory, research, and trends of victimization. It will analyze specific crimes types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services. It will explore victimization with a context of current events and local models of crime victim services.
Aid Code: 10 - undefined.

Complete Course Listing

Industrial Engineering Tech (623)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

623-121 Engineering Drawing and Measurement
Credits: 1-3

This self-paced course provides the foundation skills needed to interpret industrial blueprints and perform basic metrological measurements. Orthographic projection, pictorial drawings, sections, auxiliary views, dimensions and tolerances, title blocks, revisions, basic GD&T symbols, and similar topics are covered. Students will also examine measurement concepts as they apply to the manufacturing environment, and perform hands-on activities using precision measuring tools.
Aid Code: 10 - undefined.

Complete Course Listing

623-122 Ergonomics and Workplace Safety
Credits: 1-2

The health and safety of employees within Industrial and Manufacturing facilities has been a major concern for industry across the country. How the physical tasks within a job duty are performed can impact the health of an employee. The setup of a manufacturing line, the process of material handling or the procedures to follow when working within a facility must be considered for safety and health. In Ergonomics and Workplace Safety you will identify factors that can lead to musculoskeletal disorders (MSDs), analyze and suggest improvements to job hazards on an employee's workstation, look at costs and benefits of ergonomic improvements and investigate accident reports for causes and problems related to work safety.
Aid Code: 10 - undefined.

Complete Course Listing

623-123 Quality Improvement
Credits: 1-3

This course investigates how to improve process and product quality through the design of experiments to find the adverse factors within a process and correct them. Students will also learn about the 7 basic quality tools, 8D problem solving and failure mode effect analysis (FMEA).
Aid Code: 10 - undefined.
Co-requisites: (623-169)

Complete Course Listing

623-147 Manufacturing System Design
Credits: 1-3

In this course students will learn and experiment with different designs of manufacturing systems. Simulation tools will be used to analyse the performance of these different systems and imrove their efficiency.
Aid Code: 10 - undefined.
Pre-requisites: (606-176)

Complete Course Listing

623-155 Statistical Process Control (SPC)
Credits: 1-3

This course offers an in-depth exploration of the principles and applications of statistical process control. Specific subject areas covered include background, basic principles, variation, histograms, probability, variable and attribute control charts, and machine and process capability. Lectures will be supplemented with in-class exercises designed to make the concepts and their application more easily understandable. These individual and group activities will be drawn from the student workbooks and from additional materials to be distributed by the instructor.
Aid Code: 10 - undefined.

Complete Course Listing

623-160 Manufacturng Materials and Processes
Credits: 1-3

A study is made of the various materials used in industry today and how those materials can be altered or worked to create a specifi c product. Various areas such as forming, casting, forging and machining are discussed.
Aid Code: 10 - undefined.

Complete Course Listing

623-165 Facilities Planning
Credits: 1-3

This course covers the essential elements of plant layout and materials handling. Flow patterns, material handling requirements, equipment, and storage and retrieval methods are explored. The many factors affecting an effi cient facility lay outare examined, as are the decision-making tools for dealing with them. The course concludes with a group project, in which learners design an actual facility to satisfy given criteria. Each group will then present its design to the rest of the class for analysis and discussion.
Aid Code: 10 - undefined.

Complete Course Listing

623-166 Industry and Quality Control
Credits: 1-3

This self-paced course is an overview of quality issues in the modern industrial environment. Topics include basic quality concepts, sampling and inspection, fundamentals of measurement, statistical tools, quality policies and costs, improvement projects, and comparisons of popular quality philosophies.
Aid Code: 10 - undefined.

Complete Course Listing

623-169 Lean Manufacturing Systems
Credits: 1-3

In this course, learners will examine the lean tools available to identify and eliminate wastes from a process. Learners will examine the benefits and challenges of conducting a 5S implementation strategy, A3 Storyboard strategy, and root cause analysis. Learners will utilize process mapping to evaluate and develop plans to reduce and/or eliminate waste and evaluate the various approaches to continuous improvement.
Aid Code: 10 - undefined.
Pre-requisites: (623-622)

Complete Course Listing

623-170 Industrial Organization and Structure
Credits: 1-3

This course examines the structure of the modern manufacturing organization, and provides an overview of the interrelationship between the various functional departments and their activities. Historical background, management philosophy, planning and control requirements, labor, and human aspects of the organization are discussed.
Aid Code: 10 - undefined.

Complete Course Listing

623-180 Manufacturing Engineering Technology Capstone
Credits: 1-3

In this course students will demonstrate the use of all the skills they have learned in the program to complete an all-inclusive project.
Aid Code: 10 - undefined.
Pre-requisites: (623-169)
Co-requisites: (664-189 or 623-123 or 606-152)

Complete Course Listing

623-192 Process Planning
Credits: 1-3

A study is made of the principles, practices, and techniques of process planning. Using the part drawing, the student learns through systematic analysis to select the most practical and economical processes and to determine the properly sequenced series of operations to transform materials into useful products. The students also select the type of tooling and equipment needed in terms of materials, quantity, tolerances, and surface quality requirements.
Aid Code: 10 - undefined.
Pre-requisites: 623-121

Complete Course Listing

623-196 Standards and+C1126 Regulations
Credits: 0.5-1

This self-paced course provides an overview of state and federal standards and regulations governing workplace safety and the environment. Students will learn to recognize hazards and identify applicable regulations. Emphasis is on locating standards in the code of federal regulations (CFR), applying safety and environmental standards in the workplace, and interpreting material safety data sheets (MSDS).
Aid Code: 10 - undefined.

Complete Course Listing

623-410 Manufacturing Issues
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-412 Strength of Materials
Credits: 0.1-2.5

Aid Code: 47 - undefined.

Complete Course Listing

623-413 Failure Mode Effects Analysis
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-414 Quality Function Deployment
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-415 SPC for R & M
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-416 Machine Qualification Testing
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-417 R & M Analysis
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-418 R & M Data Collection
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-419 FRACAS
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-420 Life Cycle Costing
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-421 R & M Control Plans
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-422 Mach Oper & Diagnostics-QC
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-423 Design of Experiments
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

623-424 Basics of Supply Chain Mgt
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

623-425 Visual Workplace-5 S's
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

623-426 Master Planning of Resources
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

623-465 Manufacturing Engineering Technology Internship
Credits: 0.5-1

In this course students will demonstrate the use of all the skills they have learned in the program to complete an internship at a local business, or complete the internship at the college.
Aid Code: 10 - undefined.
Pre-requisites: (623-622)

Complete Course Listing

623-482 Estimating-Engineering
Credits: 0.05-0.65

Aid Code: 47 - undefined.

Complete Course Listing

623-814 Reliability Engineering
Credits: 1-3

In this course reliability and availability modeling and analysis methods are used to perform cost-effectiveness analysis during development of manufacturing systems, processes, and products. Preventative maintenance is also explored.
Aid Code: 10 - undefined.
Co-requisites: (623-169)

Complete Course Listing

Industrial Equipment Mechanic (462)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

462-301 Electrical Fundamentals
Credits: 1-3

This course is designed to introduce students to the basic concepts of DC electricity, single phase AC electricity, and three phase AC electricity. Students demonstrate proper safety procedures while examining basic electrical components such as resistors, capacitors, inductors, switches, indicators, relays, and basic test equipment. Students will be able to analyze and construct circuits, measure voltage, current, resistance, capacitance, and inductance as they apply to circuits.
Aid Code: 32 - undefined.

Complete Course Listing

462-302 Electrical Control System
Credits: 1-3

In this course, students apply the basic principles related to electro-mechanical systems, as well as motors, transformers, frequency drives, and various electro-mechanical devices in order to enhance control systems. Students will be able to construct and troubleshoot starter and control circuits, utilizing both line and low voltage circuits. This course covers the fundamentals of National Electrical Code wiring, soldering, relay ladder logic, and lock-out-tag-out procedures.
Aid Code: 32 - undefined.

Complete Course Listing

462-303 Programmable Logic Controllers
Credits: 1-4

This course is designed to introduce students to the basics of Programmable Logic Controllers (PLC's) used in industry. PLC's in both the online and offline modes, as well as ladder logic, logic gates, Boolean equations and truth tables will be explained and utilized in course demonstrations. While practicing proper safety procedures, students will examine discrete and analog input and outputs, hardwire sensor interfacing and troubleshooting techniques, so they can program PLC's using timer, counter, latch, data movement, sequencing, and other instructions.
Aid Code: 32 - undefined.

Complete Course Listing

462-304 Electro-Mechnical Prints
Credits: 1-2

This course illustrates for students the basic symbols related to electro-mechanical prints. Students will analyze and interpret electro-mechanical prints and line diagrams to understand the sequence of operations and troubleshoot systems.
Aid Code: 32 - undefined.

Complete Course Listing

462-306 Machining Prints
Credits: 1-2

This course is designed to illustrate the basics of machining prints. Students will be able to breakdown machining prints and model isometric sketches as well as interpret orthographic projection drawings which include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerances, and assembly points.
Aid Code: 32 - undefined.

Complete Course Listing

462-307 Maintenance Milling
Credits: 1-3

This course is designed to outline for students the basics of milling fabrication processes that are common to the industrial maintenance field. Through demonstration and practice, emphasis will be placed on knowing the machine parts, their function, and performing simple milling operations for the student. Students will be able to demonstrate the basic use of mills, related safety, maintenance, metal cutting theory, cutting tools, and work holding for the mill.
Aid Code: 32 - undefined.

Complete Course Listing

462-308 Industrial Maintenance Metallurgy & Metrology
Credits: 1-2

This course emphasizes the basics of metallurgy and metrology. The properties of iron and metals, testing and heat treating of metals, steel designations, and cast iron as well as non-ferrous metals are examined. Through the integration of mathematic skills, students will demonstrate the use of semi-precision measuring tools such as steel rules and screw thread gauges, as well as precision measuring instruments such as micrometers, go/no go plug gauges, go/no go thread gauges and assorted calipers.
Aid Code: 32 - undefined.

Complete Course Listing

462-309 Lathe Fabrication Processes
Credits: 1-3

This course emphasizes the basics of lathe fabrication processes that are common to the industrial maintenance field. Students will practice the basics of metal turning techniques. Students will engage in the basic use of lathes, associated processes, while adhering to related safety standards as well as demonstrating the ability to work with lathe tools, and addressing maintenance issues.
Aid Code: 32 - undefined.

Complete Course Listing

462-311 Fluid Systems
Credits: 1-4

Students in this course will investigate the theory of fluid power. Common fluid principles will be analyzed and the basic system of the hydraulic unit will be the focus. Students will explore the theory of fluid pumping applications common in industry. While incorporating troubleshooting techniques, maintenance, filtration and safety procedures, students will be able to perform the construction of fluid systems including the basic plumbing, layout, cutting, threading, and installation of systems.
Aid Code: 32 - undefined.

Complete Course Listing

462-312 Pneumatic Systems
Credits: 1-3

This course is designed to inform students of the basics of pneumatics, while analyzing the advantages, disadvantages and inherent problems of this system. While incorporating safety principles, students will analyze the various parts of a pneumatic circuit for their use, which includes: examining the main parts of a pneumatic system, evaluating the characteristics of physical laws that apply to pneumatics, summarizing the laws governing pneumatics, identifying air conditioning and distribution equipment, adjusting pressure regulators to specified pressure, evaluating the characteristics and terms of pressure drop versus flow relationship, as well as the characteristics and terms of vacuum generation. Pneumatic safety principles will be introduced.
Aid Code: 32 - undefined.

Complete Course Listing

462-313 Facility Prints
Credits: 1-3

This course focuses on basic facility print reading fundamentals, and students will engage in understanding, interpreting, and utilizing architectural drawings and symbols. Students will visualize facility structures and interpret elevations, plan views, details, and sections from drawings as well as interpreting building specifications. This course will emphasize students' ability to analyze and interpret facility prints.
Aid Code: 32 - undefined.

Complete Course Listing

462-314 Maintenance Management
Credits: 1-2

Students in this course will engage in basic maintenance management and customer service skills. The basic principles of maintenance management and quality control are explored and practiced by students. Students will perform the duties of maintenance record keeping, ordering parts, shop operation, and customer service principles for both internal and external customers.
Aid Code: 32 - undefined.

Complete Course Listing

462-322 Human Relations in the Industrial Setting
Credits: 1-2

This course is designed to give students insight into how an individual's behaviors and abilities affect their relationships with others at work and with customers. Areas stressed include presenting a professional image in seeking employment, developing a positive work attitude, reliability on the job and an awareness of personal adjustments needed to succeed in the workplace. During this course, students will engage in an internship opportunity on or off campus.
Aid Code: 32 - undefined.

Complete Course Listing

462-400 Fork Lift Truck Maintenance
Credits: 0.05-10

Aid Code: 47 - undefined.

Complete Course Listing

462-416 Paper Machine Maintenance
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

IT Application Development&Web (152)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

152-119 High Level Scripting
Credits: 1-3

Students apply the skills of high-level scripting in this course that covers syntax, variables, conditionals and functions, along with a focus on scripting for the web with Javascript.
Aid Code: 10 - undefined.
Pre-requisites: 152-195

Complete Course Listing

152-125 Design Basics for Front-end Development 2
Credits: 1-2

This course will further analyze design elements of web pages and evaluate more advanced level layout creation and customization with scripting.
Aid Code: 10 - undefined.

Complete Course Listing

152-126 Introduction to Programming
Credits: 1-2

Designed for students with little or no prior programming experience, this course introduces the fundamental concepts of object oriented programming. Students engage in topics which include integers, strings, and variables, and objects. Students will analyze the core elements of programs, run them at the command line, spend some time debugging, and create a simple program of their own. Students will examine the history of programming languages. They will analyze the standards of basic programming language and learn the standards for a simple programming language.
Aid Code: 10 - undefined.

Complete Course Listing

152-127 Web Servers and Web Server Administration
Credits: 1-2

In this course, students will prepare an environment for, and then install and configure, an open source web server. They will configure their server and install services to use for projects during the remainder of the semester. Students will also use DNS to connect a URL to the virtual server space they've created.
Aid Code: 10 - undefined.

Complete Course Listing

152-128 Markup Basics 2
Credits: 1-2

This course is a continuation of markup basics and will focus on how to create interactive web pages, showcase tabular data effectively, and use markup code to make content more accessible.
Aid Code: 10 - undefined.

Complete Course Listing

152-130 Project & Framework Management
Credits: 1-2

In this course, students will evaluate various tools used in web development to plan, organize, and execute digital projects. Storyboarding, wireframes, and usability testing will be demonstrated. Students will explore the use of various project management tools.
Aid Code: 10 - undefined.

Complete Course Listing

152-131 Version Control
Credits: 1-2

This course has the students explore the basics of software version control (SVC), including process management. Students will evaluate a brief history of SVC and analyze the fundamental concepts of check-in/checkout, forking, merging, commits, and distribution. Students will create a repository and manage files within it.
Aid Code: 10 - undefined.

Complete Course Listing

BLACKHAWK Technical College

152-132 Cybersecurity
Credits: 1

Provides an overview of the importance of web site and server security awareness and data confidentiality through basic aspects of information security. This course introduces students to common methods of securing data. Presents best practices in access control and password policies on the web.
Aid Code: 10 - undefined.

Complete Course Listing

152-134 Responsive Design
Credits: 1-2

Students analyze the mobile first responsive design method, outlining the basics of creating web sites that are functional cross platform and device. As they become comfortable with the methods used, students will learn to code for accessibility.
Aid Code: 10 - undefined.

Complete Course Listing

152-142 Programming
Credits: 1-3

Students in this course will identify and apply the foundations of programming on the LAMP stack (Linux, Apache, MySQL, and PHP), from a general overview of a server-side programming language. Students will learn to program with PHP and create functional web pages with server side scripting.
Aid Code: 10 - undefined.
Pre-requisites: (152-119)

Complete Course Listing

152-156 Social Media
Credits: 1-3

Students will explore the uses of social media and the tools that are available to manage it. They will then learn about the integration of social media with web sites and explore the options in social media for advertising, including creating ads and identifying audiences. Finally, students will explore open Application Programming Interfaces (APIs) within social media software and build a functioning program that connects to a social media platform.
Aid Code: 10 - undefined.

Complete Course Listing

152-163 Relational Database Design & Development
Credits: 1-3

This course gives students a knowledge base in database concepts for design and development. Students will design and then develop a database in a virtual environment, and write code to manipulate the data in the database created.
Aid Code: 10 - undefined.

Complete Course Listing

152-195 Markup Basics 1
Credits: 0.5-1

Students will analyze the foundation of web pages - markup languages. Students analyze the basics of how web browsers read markup language to display web pages. Students will organize text and add images or videos to create useful and engaging web pages.
Aid Code: 10 - undefined.

Complete Course Listing

152-197 Design Basics for Front-end Development 1
Credits: 0.5-1

This course will analyze the elements of good design while also learning the basics of design and style coding. Students will use scripting to add color and background images and stylize fonts.
Aid Code: 10 - undefined.

Complete Course Listing

152-199 Fundamentals of High-Level Scripting
Credits: 0.5-1

Student apply the basics of high-level scripting in this course that covers syntax, variables, conditionals and functions, along with a focus on scripting for the web with Javascript.
Aid Code: 10 - undefined.

Complete Course Listing

152-202 Intermediate High-Level Scripting
Credits: 0.5-1

This course provides an overview and analysis of the JavaScript application architecture and student analyze solutions like jquery, Node, Javascript with HTML5, authentication, authorization, and modern JS Libraries.
Aid Code: 10 - undefined.
Co-requisites: 152-199

Complete Course Listing

152-205 Advanced High-Level Scripting
Credits: 0.5-1

This course provides students with an advanced understanding of the core mechanics of how JavaScript compiles, optimizes, and executes in the browser, enabling students to better analyze Javascript security concerns like XSS (cross site scripting) and CSRF (cross site request forgery).
Aid Code: 10 - undefined.
Co-requisites: 152-202

Complete Course Listing

152-208 Relational Database Coding
Credits: 0.5-1

In this continued exploration of server-side site development, the student will connect to a database on a virtual server and allow a client application to read, write and update the database. Students will also develop skills in analyzing and evaluating how web server cookies function.
Aid Code: 10 - undefined.
Co-requisites: 152 207

Complete Course Listing

152-211 Project & Framework Management 1
Credits: 0.5-1

In this course, students will evaluate various tools used in web development to plan, organize, and execute digital projects. Storyboarding, wireframes, and usability testing will be demonstrated.
Aid Code: 10 - undefined.

Complete Course Listing

152-212 Project & Framework Management 2
Credits: 0.5-1

In this course, students will continue their knowledge and use of tools for managing and streamlining digital projects, analyzing which tools are best suited for various situations.
Aid Code: 10 - undefined.
Co-requisites: 152-211

Complete Course Listing

152-213 Version Control 1
Credits: 0.5-1

This course has the students explore the basics of software version control (SVC), including process management. Students will evaluate a brief history of SVC and analyze the fundamental concepts of check-in/checkout, forking, merging, commits, and distribution.
Aid Code: 10 - undefined.
Co-requisites: 152-212

Complete Course Listing

152-215 Content Management Systems 1
Credits: 0.5-1

This course will review the many available options for content management systems, both proprietary and open source. Students will evaluate the options for systems and identify the best solution for different scenarios.
Aid Code: 10 - undefined.

Complete Course Listing

152-216 Content Management Systems 2
Credits: 0.5-1

In this course, students will install and configure an open source content management system, along with user training and roll out.
Aid Code: 10 - undefined.
Co-requisites: 152-215

Complete Course Listing

152-218 Search Engine Optimization
Credits: 0.5-1

In this course, students will identify what search engine optimization (SEO) is and why its an important skill for front end developers to possess. Students will analyze free and paid keyword search tools, identify keywords rank, and generate a keyword plan.
Aid Code: 10 - undefined.

Complete Course Listing

152-222 Front End Framework
Credits: 0.5-1

Student will develop the skills and knowledge they need to code with front end framework.
Aid Code: 10 - undefined.

Complete Course Listing

152-223 Mobile Application Development
Credits: 0.5-1

Students in this course identify and apply learning of how mobile technology works, including tools for development, specifications, and implementation.
Aid Code: 10 - undefined.

Complete Course Listing

152-224 Emerging Technologies Research
Credits: 0.5-1

In this course, students will identify a problem that can be solved by technology and research the options for solving the problem using a specified programming language or web tool.
Aid Code: 10 - undefined.

Complete Course Listing

152-225 Programming 1
Credits: 0.5-1

Students in this course identify and apply the foundations of programming on the LAMP stack (Linux, Apache, MySQL, and PHP), from a general overview of a server-side programming language..
Aid Code: 10 - undefined.

Complete Course Listing

152-232 Responsive Design 2
Credits: 0.5-1

Students create responsive components within web pages including mobile web forms and breakpoints.
Aid Code: 10 - undefined.
Co-requisites: 152 231

Complete Course Listing

152-234 Resume and Portfolio Development for Web Developers
Credits: 0.5-1

Students review the body of work they've completed during their time in the program and use this review to develop a full portfolio website. From this website portfolio review, students will also engage in resume writing and employment readiness skills.
Aid Code: 10 - undefined.

Complete Course Listing

152-235 Emerging Technologies Capstone
Credits: 1-3

In this capstone course, students will use the skills learned in the program to identify a digital solution to a complex problem. They will then outline the problem, find a solution, present their findings for peer review and collaboration.
Aid Code: 10 - undefined.
Co-requisites: 152-224

Complete Course Listing

IT-Microcomputer Specialist (154)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

154-113 Desktop and Server Hardware
Credits: 1-3

This is a lecture/hands-on course designed to teach students desktop and server hardware fundamentals. Topics include: hardware identification and specifications, basic desktop/server setup, installation of desktop/server operating systems, manual installation of driver software, and desktop/server hardware installation and troubleshooting.
Aid Code: 10 - undefined.

Complete Course Listing

154-121 Information Technology Helpdesk and Customer Service
Credits: 1-3

This course will explore the fundamentals of customer service required in order to successfully satisfy customer technology needs. Topics included in this course will be techniques for positive communication, effective listening skills, dealing with difficult customers as well as developing proficiency in time and stress management. Troubleshooting hardware, software, and basic networking problems will also be a focus of this course.
Aid Code: 10 - undefined.
Pre-requisites: (154-120) and (150-130) and (154-113)

Complete Course Listing

154-130 IT Exploration
Credits: 1

Students explore the Information Technology (IT) field and the various career options available to them. Customer service skills, ethics in the computer industry, servant leadership, teamwork, time management, and stress management will be covered.
Aid Code: 10 - undefined.

Complete Course Listing

154-131 Hardware Fundamentals: PC Components & Assembly
Credits: 1

This course covers an in-depth look at PC component identification, use, and functions. Students will employ various methods to help learn this criteria and skills, and then use those skills to assemble a computer.
Aid Code: 10 - undefined.

Complete Course Listing

154-132 Hardware Fundamentals: Mobile Devices
Credits: 1

This course gives and in-depth look at various hardware setups, including (but not limited to) laptops, tablets, smartphones, and other mobile devices.
Aid Code: 10 - undefined.

Complete Course Listing

154-133 OS Fundamentals: Microsoft Windows
Credits: 1

Students will gain a working understanding of the Windows 10/11 Operating Systems. Through this understanding they will be able to install, configure, and update Windows 10/11 on various hardware setups.
Aid Code: 10 - undefined.

Complete Course Listing

154-134 OS Fundamentals: Linux & MacOS Essentials
Credits: 1

Students will learn basic Linux & MacOS topics including operating system basics, file management, graphic user interfaces and the command line interface.
Aid Code: 10 - undefined.

Complete Course Listing

154-135 Software Fundamentals: Introduction to Microsoft Office
Credits: 1

Students will learn the various functions of the Microsoft Office software suite, and how to use the word processing, spreadsheet and presentation functions of Microsoft Office software. Students will integrate various functions of several Microsoft packages.
Aid Code: 10 - undefined.

Complete Course Listing

154-136 Software Fundamentals: PC Applications
Credits: 1

Students will learn how to install various business software applications, and explore the different types of business software available to several different industries. They will gain a baseline understanding of different software scenarios, and make different determinations, including but not limited to- cost, software types, and appropriateness of software in a business environment.
Aid Code: 10 - undefined.

Complete Course Listing

154-137 Network Fundamentals: Introduction to Networking
Credits: 1

Students will learn the basic theories and technologies involved in Local Area Networks & Wide Area Networks. Students gain knowledge in cabling schemes, specific hardware and software types, protocols and OSI layers. Both the physical and logical aspects of networks will be studied.
Aid Code: 10 - undefined.

Complete Course Listing

154-138 Network Fundamentals: Routing & Switching
Credits: 1

Students will learn how to design a structured cabling system for a computer network, install peer-to-peer computer networks, and provide wireless connectivity for a computer network.
Aid Code: 10 - undefined.
Co-requisites: (154-137)

Complete Course Listing

154-139 IT Service Desk: Exploration & Overview
Credits: 1

Students will learn how people, processes, technology, and information affect an IT Service Desk. Students are introduced to industry standard ITIL terminology and practices and develop skills working with customers in a Service Desk setting.
Aid Code: 10 - undefined.

Complete Course Listing

154-140 IT Service Desk: Processes & Procedures
Credits: 1

Students will learn about help desk functions, analyzing help desk software and tools, customer service skills for help desk employees, creating training sessions for end users, creating documentation for computer end users, and developing their own strategies for handling help desk tickets.
Aid Code: 10 - undefined.

Complete Course Listing

154-141 Customer Service: Exploration & Overview
Credits: 1

Students will learn the interpersonal, communication and problem-solving skills required in technical support positions. Exercises provide interaction with other learners in a team. Students explore the information and technical tools needed to function effectively in a support position.
Aid Code: 10 - undefined.

Complete Course Listing

154-142 Customer Service: Soft Skills
Credits: 1

Students will learn nontechnical skills like interpersonal communication, personality traits, body language, and other soft skills, which all play an important role in customer experience.
Aid Code: 10 - undefined.

Complete Course Listing

154-143 Enterprise Fundamentals: Windows Server
Credits: 1

Students will learn the basics of information security, including access control and organizational security policies. This course will include the process of securing user workstations, laptops and mobile devices.
Aid Code: 10 - undefined.

Complete Course Listing

154-144 Enterprise Fundamentals: Information Assurance
Credits: 1

In this course students will practice and demonstrate their ability to manage storage and file services, as well as manage file server roles and features.
Aid Code: 10 - undefined.

Complete Course Listing

154-145 Enterprise Fundamentals: Domains & Active Directory
Credits: 1

Students will explore concepts and principles of advanced Active Directory Administration. Students will have the opportunity to design and create a directory structure based on a given scenario, as well as utilize Active Directory and command line utilities.
Aid Code: 10 - undefined.
Co-requisites: (154-143)

Complete Course Listing

154-146 Scripting & Programming Basics
Credits: 1

This course is an introduction to programming theory, covering basic elements such as variables, data types, flow control, and design concepts. The course is language-agnostic in nature, and introduces the distinction between interpreted and compiled languages.
Aid Code: 10 - undefined.

Complete Course Listing

154-147 Database Fundamentals: Microsoft SQL
Credits: 1

Students will learn how to use SQL to store, query, and manipulate data. SQL is a special-purpose programming language designed for managing data in a relational database, and is used by numerous apps and organizations.
Aid Code: 10 - undefined.

Complete Course Listing

154-148 Troubleshooting: Hardware & Mobile Devices
Credits: 1

Students will learn how to resolve a number of issues that can occur on various hardware and mobile devices. Troubleshooting a mobile device can be a challenge for the best technician. They will consider a combination of proprietary hardware, unique software, and a mobile platform requires and how to develop a unique set of troubleshooting skills.
Aid Code: 10 - undefined.

Complete Course Listing

154-149 Troubleshooting: OS & Software
Credits: 1

Students will become familiar with operating system and application software troubleshooting methods.
Aid Code: 10 - undefined.

Complete Course Listing

154-150 Troubleshooting: LAN & WAN Connectivity
Credits: 1

Students will utilize the skills acquired from Network Fundamentals & Enterprise Fundamentals to troubleshoot various scenarios in both LAN & WAN environments. Students will be able to clearly demonstrate a working understanding of these Fundamentals to solve simple and complex issues.
Aid Code: 10 - undefined.

Complete Course Listing

154-151 Project Management: Introduction & Overview
Credits: 1

Students will learn the fundamental concepts and principles of project management, such as project life cycles, knowledge areas, and the essential documents used in planning and executing projects.
Aid Code: 10 - undefined.

Complete Course Listing

154-152 Cybersecurity: Introduction & Overview
Credits: 1

In this course, students will learn techniques used to protect the integrity of networks, programs and data from attack, damage or unauthorized access. Concepts of physical security, social engineering, and malicious software will be explored.
Aid Code: 10 - undefined.

Complete Course Listing

154-153 Virtualization: Introduction & Overview
Credits: 1

In this course students will practice the fundamentals of working with virtual machines, including the creation of new virtual machines, modifying virtual machines, and working with virtualization software tools.
Aid Code: 10 - undefined.

Complete Course Listing

154-154 Disaster Recovery: Introduction & Overview
Credits: 1

Students will learn the fundamentals of regaining access and functionality to IT infrastructure after events like a natural disaster, cyber attack, or hardware failure. A variety of disaster recovery (DR) methods will be discussed as part of a disaster recovery plan.
Aid Code: 10 - undefined.

Complete Course Listing

154-155 Information Technology Career Preparation
Credits: 1

Students will visit employers and attend IT position Q&A discussions. Students will prepare a strategy for finding and obtaining a position that best fits their goals and interests.
Aid Code: 10 - undefined.

Complete Course Listing

154-156 Advanced LAN/WAN: Firewall Overview & Exploration
Credits: 1

Students will setup and learn the basic principles of a corporate Firewall. With a partnership with Fortinet, students will use a full featured firewall solution. This course includes an introduction to the Fortinet NSE Certification Path.
Aid Code: 10 - undefined.

Complete Course Listing

154-157 Advanced LAN/WAN: Firewall Configuration
Credits: 1

Students will learn policies, routing, vpn tunneling, traffic shaping, content filtering, and other advanced firewall functionality within the Fortinet framework. This course includes continuation of the Fortinet NSE Certification Path.
Aid Code: 10 - undefined.
Co-requisites: (154-156)

Complete Course Listing

154-158 Advanced LAN/WAN: Wireless Solutions
Credits: 1

Students will learn various wireless implementations including, wireless routing, wireless transparent bridging, and managed wireless access points.
Aid Code: 10 - undefined.
Co-requisites: (154-156)

Complete Course Listing

154-159 Enterprise Fundamentals: Scripting & Automation
Credits: 1

Students will learn and be introduced to managing and automating Microsoft Windows tasks using the command line. Focuses primarily on Windows PowerShell. Students will become familiar with the Windows PowerShell Console and the Windows PowerShell Integrated Scripting Environment.
Aid Code: 10 - undefined.
Pre-requisites: (154-146)

Complete Course Listing

154-160 Enterprise Fundamentals: Storage
Credits: 1

Students will learn various enterprise storage solutions inclduing: Direct Attached Storage (DAS), Network Attached Storage (NAS), Storage Area Networks (SAN), and cloud storage solutions.
Aid Code: 10 - undefined.

Complete Course Listing

154-161 Enterprise Fundamentals: Hybrid Domains & Azure
Credits: 1

Students will learn how to convert local domains to Hybrid domains, and also learn how to administer Azure cloud domains. Students will learn key Azure fundamentals including networking, computing, and security and how they interact with on-premise workloads.
Aid Code: 10 - undefined.
Pre-requisites: (154-143)

Complete Course Listing

154-162 Virtualization: VMWare Foundations
Credits: 1

Students will learn to work exclusively within the Vmware framework to setup Virtual Machines, networks, and other VMWare best practices and advanced features for a VMware High Availability (HA) environment.
Aid Code: 10 - undefined.

Complete Course Listing

154-163 Virtualization: Hyper-V Foundations
Credits: 1

Students will learn how to work exclusively within the HyperV framework to setup Virtual Machines, networks, and other HyperV best practices and advanced features for a HyperV High Availability (HA) environment.
Aid Code: 10 - undefined.

Complete Course Listing

154-164 Disaster Recovery: Solutions & Implementations
Credits: 1

Students will learn how to utilize key core fundamentals including- preparation, planning, defining objectives, business continuity strategies, testing, and enhancement, to implement a fully working & tested disaster recovery solution.
Aid Code: 10 - undefined.

Complete Course Listing

154-165 Software Fundamentals: Advanced Microsoft Office
Credits: 1

Students will learn advanced functions of the full Microsoft Office Standard suite to enhance their skillset in various areas including- user training, visual data presentation, time management, reporting, and data analytics.
Aid Code: 10 - undefined.
Pre-requisites: (154-135)

Complete Course Listing

154-166 Software Fundamentals: Microsoft Visio
Credits: 1

Students will learn to use Microsoft Visio for various diagramming and flowcharts, including network diagramming, project management flowcharts, and other IT related diagramming.
Aid Code: 10 - undefined.

Complete Course Listing

154-167 IT Service Desk: Technical Reporting
Credits: 1

Students will learn concepts, principles and skills for preparing and presenting oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports and case studies.
Aid Code: 10 - undefined.

Complete Course Listing

154-168 IT Service Desk: Managing A Service Desk
Credits: 1

Students will learn how to utilize their customer service skills as help desk employees, create training sessions for end users, creating documentation for computer end users, and utilize organizational strategies to complete help desk tickets.
Aid Code: 10 - undefined.
Pre-requisites: (154-140)

Complete Course Listing

154-169 Customer Sevice: End User Training
Credits: 1

Students will use their skills attained in the TSS program to train other students, staff members, and various outside organizations, in a variety of different technology subjects.
Aid Code: 10 - undefined.

Complete Course Listing

154-170 Project Management: Managing & Assessing
Credits: 1

Students will practice identifying risks and managing costs and communications in projects. Students will explore more advanced topics in project management such as quality assurance, transitioning and closing projects, and procurement.
Aid Code: 10 - undefined.

Complete Course Listing

154-171 IT Programs Portfolio
Credits: 1

This course allows IT Program students to develop, create, and implement an IT portfolio project. The completed portfolio projects will be showcased and presented to peers, faculty, and future employers. The student's work will be evaluated by a panel of instructors and employers.
Aid Code: 10 - undefined.
Pre-requisites: (154-161)
Co-requisites: (154-165)

Complete Course Listing

154-172 IT Service Support Internship
Credits: 2

Students will demonstrate their skillsets acquired throughout the program to serve as a qualified intern. This internship will either be provided by a 3rd party (based on staff review/approval), within the BTC organization, or internally within the TSS program.
Aid Code: 10 - undefined.
Pre-requisites: (154-161) and (154-165)

Complete Course Listing

154-173 IT Technical Support Specialist Capstone
Credits: 3

This capstone is a complete review of all of the courses the student has completed throughout the TSS program. A wide series of tests will be performed covering all areas of the TSS program.
Aid Code: 10 - undefined.
Pre-requisites: (154-161)
Co-requisites: (154-165)

Complete Course Listing

154-406 PC Basics and Security
Credits: 0.1-1

Aid Code: 47 - undefined.

Complete Course Listing

IT-Networking & Info Security (150)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

150-113 Computer Forensics
Credits: 1-3

This is a lecture/hands-on course designed to teach students desktop and server hardware fundamentals. Topics include: hardware identification and specifications, basic desktop/server setup, installation of desktop/server operating systems, manual installation of driver software, and desktop/server hardware installation and troubleshooting.
Aid Code: 10 - undefined.

Complete Course Listing

150-117 Local Area Network Switching and Wireless
Credits: 1-3

LAN Switching and Wireless is a lecture/lab course in which students build multi-platform and multi-protocol networks. Topics include: IPv6, installation and configuration of VLANs, multi-layer switches, routers, interior gateway routing protocols, and enterprise wireless solutions.
Aid Code: 10 - undefined.
Pre-requisites: 150-131

Complete Course Listing

150-118 Server and Data Center Virtualization
Credits: 1-3

Server and Data Center Virtualization is a lecture/lab course that will introduce advanced topics in server virtualization and SANs. Students will configure vNetwork standard switches, install and configure VMWare ESXi, manage shared storage, deploy virtual servers in an enterprise environment. They will also engage in the back up, recovery, and migration of virtual machines.
Aid Code: 10 - undefined.
Pre-requisites: (150-127)
Co-requisites: (150-128)

Complete Course Listing

150-120 Configuring Desktop Operating Systems
Credits: 1-3

Configuring Desktop Operating Systems is a lecture/hands-on course designed to teach the configuration of desktop operating systems. Topics include operating system installation and troubleshooting, configuration, sharing and file system permissions, and users, groups, profiles, and policies. An introduction to the use of VMware Workstation is also provided to enable students further practice with operating system configurations learned in class.
Aid Code: 10 - undefined.

Complete Course Listing

150-127 Introduction to Enterprise Virtualization
Credits: 1-3

This lecture/hands-on course concentrates on using Enterprise Virtualization and administering Network Operating Systems such as Windows Server. Topics include: enterprise virtualization, server administration, network administrator responsibilities, login security, file system security and design, Active Directory, user administration and client installation, configuration, troubleshooting, and print management.
Aid Code: 10 - undefined.
Pre-requisites: 150-120

Complete Course Listing

150-128 Windows Enterprise Server Administration
Credits: 1-3

Windows Enterprise Server Administration is a lecture/lab course designed to introduce advanced Windows Server administration. The student will learn GPOs, Active Directory Design, DFS, Terminal Services, CA configuration, IIS, VPNs, DHCP, DNS, software deployment, PowerShell, and utilities like NTDSutil.
Aid Code: 10 - undefined.
Pre-requisites: (150-127)
Co-requisites: (150-118)

Complete Course Listing

150-130 Introduction to Enterprise Networks
Credits: 1-3

Intro to Enterprise Networks is a lecture/hands-on lab course designed to introduce students to configuring protocols and devices needed for network communication. Topics covered include: OSI Reference Model; LAN/WAN topologies; cabling systems; access methods; protocols; ip addressing; introduction to various network clients; use of network devices (switches, routers); fundamentals of network design; and basic troubleshooting tools.
Aid Code: 10 - undefined.

Complete Course Listing

150-131 Routers and Routing Protocols
Credits: 1-3

Routers and Routing Protocols is a lecture/lab course that is designed to introduce the student to routing and switching infrastructures, basic Cisco router and switch configurations, troubleshooting methodologies, OSI 7 layer concepts, integration of basic network components, and integration of desktop and server-based operating systems with infrastructure in an enterprise network.
Aid Code: 10 - undefined.
Pre-requisites: 150-130

Complete Course Listing

150-132 IT-Project Management
Credits: 1-3

This is a capstone project course, for second year students, that culminates the experience of the two-year program. The focus will be an integration of all of the networking skills acquired throughout the program with hands-on applications including problem-solving, troubleshooting, and technical documentation. Network troubleshooting, server design, network analysis, network design, security, recovery models, project management, network planning, and business models relating to computer networking and IT will be stressed.
Aid Code: 10 - undefined.
Pre-requisites: (150-117) and (150-128) and (152-150)

Complete Course Listing

150-133 Network Security
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (150-130) and (150-151)

Complete Course Listing

150-134 Internetwork Security
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (150-133) and (150-135)

Complete Course Listing

150-135 Operating Systems Security
Credits: 1-3

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.
Aid Code: 10 - undefined.

Complete Course Listing

150-136 Perimeter Security
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: 150-134

Complete Course Listing

150-139 Current Issues in Networking
Credits: 1-3

Current Issues & Trends is a course designed to cover a "hot" computer area. Possible topics include: advanced applications; object orientated programming; computer security; computer ethics; and Internet programming.
Aid Code: 10 - undefined.

Complete Course Listing

150-140 Data and Control Structures
Credits: 1-3

Data and Control Structures is a lecture/hands-on course designed to teach students to think the way that the computer thinks and how data is stored and retrieved. Topics include: structured programming (i.e. sequence, selection, and iteration), database design, query building, form design, and report design.
Aid Code: 10 - undefined.
Pre-requisites: 150-120

Complete Course Listing

150-141 Linux
Credits: 1-3

Linux is a lecture/hands on course designed to teach basic Linux commands and system administration. Linux desktop operating system installation, users, groups and file security will be examined. Linux server installation, configuration, troubleshooting and security topics will also be addressed.
Aid Code: 10 - undefined.
Pre-requisites: 150-127

Complete Course Listing

150-142 Advanced Local Area Network/Wide Area Network Topics
Credits: 1-3

Advanced LAN/WAN Topics is a lecture/lab course. Topics include configuring and troubleshooting WAN protocols, BGP, QoS, HSRP, Secure Routing, RADIUS and TACACs Servers, VPNs, Firewalls, and Access-Lists.
Aid Code: 10 - undefined.

Complete Course Listing

150-143 Exchange and SQL Server
Credits: 1-3

Exchange and SQL Server is a lecture/hands-on course that is designed to introduce the student to Microsoft Exchange Server and Microsoft SQL Server Administration. Topics include: SQL Server installation, Exchange Server installation, Exchange and SQL configuration, managing the directory, managing distribution lists, managing information stores, writing advanced SQL queries, database design, normalization, and backing up and restoring Exchange and SQL Servers.
Aid Code: 10 - undefined.
Pre-requisites: 150-128

Complete Course Listing

150-151 Information Security Principles
Credits: 1-3

This course will explore Information Security Principles as they relate to managing a computer network and securing business resources. Common threats to data confidentiality, integrity and availability will be discussed along with appropriate countermeasures.
Aid Code: 10 - undefined.

Complete Course Listing

150-152 Information Systems Security Practicum
Credits: 1-3

Students will typically work in the field, with an external enterprise, to learn how to develop a security vision statement, write simple but effective security guidelines, policies, and procedures that protect information, people, and property, and comply with legal and other requirements. Students will evaluate information and systems, assign ownership and responsibilities, and develop appropriate documentation.
Aid Code: 10 - undefined.
Pre-requisites: (150-151) and (801-195 or 801-136)

Complete Course Listing

150-153 Information Systems Security Management
Credits: 1-3

Students will learn how to establish well-structured documentation systems for information security of both sanctioned and unsanctioned activities, including those reports required by law. They will learn to write technical guidelines and technical descriptions, and develop checklists. Students will also document the application of patches and configuration changes. A resume and portfolio, which is a culmination of all information security coursework, will be compiled.
Aid Code: 10 - undefined.
Pre-requisites: (150-152) and (809-166)

Complete Course Listing

150-155 Current Issues and Trends in Information Assurance
Credits: 1-3

Disaster Recovery Planning is the current issues seminar topic and others are being planned. This seminar-format course is designed to cover "hot" topics in Information Assurance technology. Course emphasizes various current or emerging conditions/problems and possible responses/solutions to them. Topics change based on emerging current issues and potential future topics may include: Advanced OS Security; Introduction to Cryptography; Emerging Technologies, etc.
Aid Code: 10 - undefined.
Pre-requisites: 150-151

Complete Course Listing

150-156 Network Forensics
Credits: 1-3

This course will cover both advanced endpoint forensics (i.e. as a continuation of 150-113) and network forensics. Students will learn how to capture and analyze data from a network interface, as well as where and how to preserve it. The topic of eDiscovery, as a new discipline, will also be examined.
Aid Code: 10 - undefined.
Pre-requisites: 150-113

Complete Course Listing

150-157 IT Project Management 1
Credits: 0.05-1

In this course students will explore fundamental concepts and principles of project management, such as project life cycles, knowledge areas, and the fundamental documents used in planning and executing projects.
Aid Code: 10 - undefined.
Co-requisites: 631-141

Complete Course Listing

150-158 IT Project Management 2
Credits: 0.05-1

In this course students will begin to apply project management principles in information technology settings. Students will practice identifying risks and managing costs and communications in projects.
Aid Code: 10 - undefined.
Co-requisites: (150-157)

Complete Course Listing

150-159 IT Project Management 3
Credits: 0.05-1

In this course students will explore more advanced topics in project management such as quality assurance, transitioning and closing projects, and procurement.
Aid Code: 10 - undefined.
Co-requisites: (150-158)

Complete Course Listing

150-169 Introduction to Enterprise Virtualization 1
Credits: 0.05-1

In this course students will practice the fundamentals of working with virtual machines, including the creation of new virtual machines, modifying virtual machines, and working with virtualization software tools.
Aid Code: 10 - undefined.

Complete Course Listing

150-170 Introduction to Enterprise Virtualization 2
Credits: 0.05-1

In this course students will practice more advanced processes related to virtualization, such as creating group and audit policies and remotely managing servers.
Aid Code: 10 - undefined.
Co-requisites: (150-169)

Complete Course Listing

150-171 Introduction to Enterprise Virtualization 3
Credits: 0.05-1

In this course students will build and test a virtual environment that incorporates components addressed in earlier Enterprise Virtualization courses.
Aid Code: 10 - undefined.
Co-requisites: (150-170)

Complete Course Listing

150-181 Supervised Occupational Experience-Network Specialist
Credits: 1-2

Supervised Occupational Experience - Networking is a course that prepares the student for the transition from the classroom to the work place. Students will be employed in actual jobs in their field. They will use this opportunity to apply learned concepts and skills in practical situations and acquire the knowledge and experience of current techniques, methods, and theories in a data processing environment. The intern's progress will be monitored and evaluated by the sponsoring employer and a BTC internship advisor. The desired outcome of the course is to qualify the student for eventual employment in an entry-level IT position.
Aid Code: 10 - undefined.
Pre-requisites: 152 150

Complete Course Listing

150-182 Information Technology Career Preparation
Credits: 0.5-1

This course is designed to allow first semester students to explore different IT positions and the use of IT in various industries. Students will visit employers and attend IT position Q&A discussions. Students will prepare a strategy for finding and obtaining a position that best fits their goals and interests.
Aid Code: 10 - undefined.

Complete Course Listing

150-183 Windows Enterprise Server Administration 1
Credits: 0.05-1

In this course students will explore concepts and principles of advanced Active Directory Administration. Students will have the opportunity to design and create a directory structure based on a given scenario, as well as utilize Active Directory and command line utilities.
Aid Code: 10 - undefined.

Complete Course Listing

150-184 Windows Enterprise Server Administration 2
Credits: 0.5-1

In this course students will practice creating industry-standard technical documentation and user group policy, as it pertains to Active Directory administration. Students will also practice creating an AD replication plan.
Aid Code: 10 - undefined.

Complete Course Listing

150-185 Windows Enterprise Server Administration 3
Credits: 0.5-1

In this course students will practice and demonstrate their ability to manage storage and file services, as well as manage file server roles and features.
Aid Code: 10 - undefined.

Complete Course Listing

150-186 LAN Switching & Wireless 1
Credits: 0.5-1

In this course students will explore concepts and principles of wireless fundamentals. Students will identify various network standards and related certifications. Students will also identify components of wireless infrastructure and client devices used in wireless networking.
Aid Code: 10 - undefined.
Co-requisites: (150-185)

Complete Course Listing

150-187 LAN Switching & Wireless 2
Credits: 0.5-1

In this course students will explore antenna technology, communication, and security fundamentals for wireless networking.
Aid Code: 10 - undefined.
Co-requisites: (150-186)

Complete Course Listing

150-188 LAN Switching & Wireless 3
Credits: 0.5-1

In this course students will practice design for wireless networks, as well as installing, configuring, and troubleshooting a wireless network.
Aid Code: 10 - undefined.
Co-requisites: (150-187)

Complete Course Listing

150-189 System Analysis & Design 1
Credits: 0.5-1

In this course students will explore concepts involved in a small-to-medium sized information systems project from inception to implementation. Students will practice using Microsoft Project.
Aid Code: 10 - undefined.

Complete Course Listing

150-190 System Analysis & Design 2
Credits: 0.5-1

In this course students will examine and compare traditional analysis and design methodologies as well as object-oriented methodologies.
Aid Code: 10 - undefined.
Co-requisites: (150-189)

Complete Course Listing

150-191 System Analysis & Design 3
Credits: 0.5-1

In this course students will practice using Microsoft Visio to diagram various components of systems as part of systems analysis. Students will also practice verbal and written communication processes in support of users and team members.
Aid Code: 10 - undefined.
Co-requisites: (150-190)

Complete Course Listing

150-192 Server & Data Center Virtualization 1
Credits: 0.5-1

In this course students will explore fundamental concepts of virtualization software. Students will practice planning for, installing, and configuring this software.
Aid Code: 10 - undefined.
Pre-requisites: (150-191)

Complete Course Listing

150-193 Server & Data Center Virtualization 2
Credits: 0.5-1

In this course students will configure standard switches, install and configure virtualization software, manage shared storage, and deploy virtual servers in an enterprise environment.
Aid Code: 10 - undefined.
Co-requisites: (150-192)

Complete Course Listing

150-194 Server & Data Center Virtualization 3
Credits: 0.5-1

In this course students will engage in the back up, recovery, and migration of virtual machines.
Aid Code: 10 - undefined.
Co-requisites: (150-193)

Complete Course Listing

150-195 Advanced LAN/WAN Topics 1
Credits: 0.5-1

In this course students will practice configuring WAN protocols, setting up a server in an enterprise environment, and installing and configuring BGP.
Aid Code: 10 - undefined.
Co-requisites: (150-194)

Complete Course Listing

150-196 Advanced LAN/WAN Topics 2
Credits: 0.5-1

In this course students will practice configuring QoS in an enterprise environment, designing and IP installation and migration, and implementing secure routing updates.
Aid Code: 10 - undefined.
Co-requisites: (150-195)

Complete Course Listing

150-197 Advanced LAN/WAN Topics 3
Credits: 0.5-1

In this course students will practice installing an enterprise level firewall, setting up VPN, and implementing VLAN in an enterprise network. Students will also practice creating documentation for these procedures.
Aid Code: 10 - undefined.
Co-requisites: (150-196)

Complete Course Listing

150-198 IT Programs Portfolio
Credits: 1

This course allows IT Program students to develop, create, and implement an IT portfolio project throughout the semester either individually or in a group. The completed portfolio projects will be showcased and presented to peers, faculty, and future employers. The student's work will be evaluated by a panel of instructors and employers.
Aid Code: 10 - undefined.

Complete Course Listing

Laboratory Assistant (513)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

513-102 Principles of Phlebotomy
Credits: 1-3

Principles of Phlebotomy prepares the learner to function as a member of the healthcare delivery team, performing the role of a phlebotomist.The Phlebotomist generally works in a clinical laboratory under the supervision of the appropriate professional. He/She is responsible for collection procedures in both outpatient clinical and hospital inpatient settings for the purpose of laboratory analysis, including emergency and routine collection procedures from veins and skin punctures areas on patients of all age groups. Specimen integrity is emphasized as dependent on collection procedures, proper choice of equipment and knowledge of patient variables. Positive patient identification protocol is an absolute requirement which is stressed throughout as well as transport and processing of specimens. This theory course is designed to prepare the student to enter the laboratory/practicum experience of the program.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N)
Co-requisites: (501-101)

Complete Course Listing

513-109 Blood Bank
Credits: 1-4

This course focuses on blood banking concepts and procedures including blood typing , compatability testing, work ups for adverse reaction to transfusions, disease states and donor activities.
Aid Code: 10 - undefined.
Pre-requisites: (513-110 or 506-101) and (513-115)

Complete Course Listing

513-110 Basic Laboratory Skills
Credits: 0.05-1

This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.
Aid Code: 10 - undefined.

Complete Course Listing

513-110E Basic Lab Skills Chall Exam
Credits: 0.5-1

Aid Code: 10 - undefined.

Complete Course Listing

513-111 Phlebotomy
Credits: 1-2

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N) and (513-113)
Co-requisites: (806-177)

Complete Course Listing

513-113 Quality Assurance Laboratory Math
Credits: 0.05-1

This course focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory.
Aid Code: 10 - undefined.

Complete Course Listing

513-114 Urinalysis
Credits: 1-2

This course prepares you to perform a complete urinalysis which includes physical, chemical and microscopic analysis. You will explore renal physiology and correlate urinalysis results with clinical conditions.
Aid Code: 10 - undefined.
Pre-requisites: (513-110 or 506-101)

Complete Course Listing

513-115 Basic Immunology Concepts
Credits: 1-2

This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections.
Aid Code: 10 - undefined.
Pre-requisites: (Background Check, P or Background Check, N) and (513-113) or 506-101)
Co-requisites: (513-110 and (806-177 or 806-197)

Complete Course Listing

513-116 Clinical Chemistry
Credits: 1-4

Introduces clinical chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrate, lipids, proteins, renal function and blood gas analysis.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (513-110) and (806-177) and (806-199)

Complete Course Listing

513-120 Basic Hematology
Credits: 1-3

This course covers the theory and principles of blood cell production and function, and introduces you to basic practices and procedures in the hematology laboratory.
Aid Code: 10 - undefined.
Pre-requisites: (513-110 or 506-101)

Complete Course Listing

513-121 Coagulation
Credits: 0.05-1

This course introduces the theory and principles of coagulation and explores mechanisms involved in coagulation disorders. Emphasis is placed upon laboratory techniques used to diagnose disease and monitor treatment.
Aid Code: 10 - undefined.
Pre-requisites: (513-110 or 506-101)
Co-requisites: (513-120)

Complete Course Listing

513-130 Advanced Hematology
Credits: 1-2

This course explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment.
Aid Code: 10 - undefined.
Pre-requisites: 513-120

Complete Course Listing

513-133 Clinical Microbiology
Credits: 1-4

This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control, including anitbiotic susceptibility testing, will also be discussed.
Aid Code: 10 - undefined.
Pre-requisites: 806-197

Complete Course Listing

513-140 Advanced Microbiology
Credits: 1-2

This course provides an overview of acid fast organisms, fungi, parasites, and anaerobic bacteria. The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed.
Aid Code: 10 - undefined.
Co-requisites: 513-133

Complete Course Listing

513-147 Phlebotomy Practicum
Credits: 1-2

Phlebotomy Practicum prepares the learner to function as a staff member in a medical laboratory setting performing venipuncture and other specimen collection procedures on actual patients. Students learn how to process and handle laboratory specimens as well as learning how to function in a busy medical laboratory environment.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (513-116) or (513-102)

Complete Course Listing

513-151 Clinical Experience 1
Credits: 1-3

In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on Laboratory Information Systems.
Aid Code: 10 - undefined.
Pre-requisites: (513-114) and (513-130) and (513-134) and (513-133)
Co-requisites: (513-140)

Complete Course Listing

513-152 Clinical Experience 2
Credits: 1-4

Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on Laboratory Informations Systems.
Aid Code: 10 - undefined.
Pre-requisites: (513-114) and (513-130) and (513-134) and (513-170) and (513-133)
Co-requisites: (513-140)

Complete Course Listing

513-153 Clinical Portfolio
Credits: 0.05-1

Students prepare a portfolio of professional experiences, assessments and evaluations, clinical reports, class project summaries, a log of community service or professional activities performed while in the MLT program and resume for MLT employment.
Aid Code: 10 - undefined.
Co-requisites: (513-151) and (513-152)

Complete Course Listing

513-170 Introduction to Molecular Diagnostics
Credits: 1-2

The course will focus on normal flow of genetic information within the cell, as well as nucleic acid packaging and modification. Learners will analyze DNA and RNA structure and function. Basic genetic inheritance will be examined as well. Learners demonstrate isolation, amplification, and sequencing reactions in the lab. Learners use molecular techniques in the identification of microorganisms and the characterization of specific gene loci.
Aid Code: 10 - undefined.
Pre-requisites: (806-199) and (806-197)

Complete Course Listing

513-445 Exam Review for MLT
Credits: 0.05-5.6

CLT/MLT Exam Review will prepare the recent CLT/MLT graduates and others wishing to prepare for the national certification exam. The course will include practice exam questions and activities designed to prepare students for the exam.
Aid Code: 47 - undefined.

Complete Course Listing

513-525 Beginning Laboratory Skills for Phlebotomy
Credits: 1

This course explores health career options in waived testing environments, tailored specifically to phlebotomy technicians and medical laboratory assistants. The course explores the fundamental principles and procedures performed in waived testing areas and the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests. The classes will be offered in a Flexlab Hybrid format.
Aid Code: 31 - undefined.

Complete Course Listing

Logistics and Materials Management (182)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

182-103 Introduction to Supply Chain Management
Credits: 1-3

The course will provide an understanding of the fundamental concepts of supply chain management. The learner will explore all functional areas of supply chain management with an integrated view of procurement, manufacturing and operations management, transportation and logistics, inventory and warehousing, demand planning, scheduling and performance management.
Aid Code: 10 - undefined.
Pre-requisites: (AccuPlacer Reading Comp, 076 or COMPASS Reading Skills, 073 or ACT Reading, 16 or Next Gen AccuPlacer Reading, 251 or ASSET Reading Skills, 39 or Test Waived-College Degree or 801-195 or 801-196 or 801-198 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

182-106 Purchasing
Credits: 1-3

This course will develop the learner's understanding of the role of purchasing within an organization. Learners will explore basic purchasing activities such as supplier selection and management, demand forecasting, purchasing procedures, monitoring customer orders, contingency planning, and cost management. The course prepares learners to assess technology, quality, legal, ethical, and global considerations as they relate to purchasing decisions.
Aid Code: 10 - undefined.

Complete Course Listing

182-107 Distribution & Logistics
Credits: 1-3

This course will develop the student's understanding of logistics within a supply chain including the flow of goods and information from the point of origin to the point of consumption. Students will analyze topics such as facility location, order management and distribution, packaging and materials handling, and transportation. Students will complete an in-depth evaluation of transportation management including classification, documentation, contracts, and freight claims. Global transportation, transportation services, forward and reverse logistics, and related technology will also be explored.
Aid Code: 10 - undefined.
Pre-requisites: 182-103

Complete Course Listing

182-108 Supply Chain Management Internship
Credits: 1-2

This course will provide learners with industry based exposure while learning how supply chain management processes work in organizations. The learner will gain on the-job experience and training as they apply knowledge gained throughout the program to real life professional situations. Formal approval by the Dean of Business / Program Coordinator is required.
Aid Code: 10 - undefined.
Pre-requisites: (182-103) and (182-107) and (102-114)
Co-requisites: (182-106)

Complete Course Listing

182-164 Supply Chain Management Capstone
Credits: 2

The supply chain management capstone course is designed for students to apply the practical skills they have learned throughout the program in a collaborative capstone project using case analysis and a business simulation to address supply chain management challenges. Students will develop a strategic plan for adding value to the supply chain by considering inventory, logistics, purchasing, distribution, and manufacturing goals while applying ethics in diverse global environments.
Aid Code: 10 - undefined.
Pre-requisites: (182-103) and (102-114) and (102-155) and (102-161) and (182-107) and (182-106) and (182-108)

Complete Course Listing

182-199 Supply Chain Careers Exploration
Credits: 1

Students will investigate career options and learn related job skills, salaries and employment trends in supply chain management. Students will practice career management skills as they research a particular job and company. Included in this class will be job search materials, interviewing and communication skills required for success in the supply chain management profession.
Aid Code: 10 - undefined.

Complete Course Listing

BLACKHAWK Technical College

182-400 APICS Introduction
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

182-414 Warehousing Distribution
Credits: 1.5

Course will include basic of supply chain and logistics;product distribution;DC processes and product management software (WMS);order picking;quality control;and,storage.
Aid Code: 47 - undefined.

Complete Course Listing

Marketing (104)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

104-100 Social Media Marketing 1
Credits: 0.05-1

Social Media Marketing 1 introduces the learner to social media communications technologies, and their impact on marketing strategy, marketing communications, and marketing research.
Aid Code: 10 - undefined.
Co-requisites: (104-102)

Complete Course Listing

104-101 Social Media Marketing 2
Credits: 0.05-1

In Social Media Marketing 2, learners apply the various social media tools to the marketing mix strategies and practices using social media tools in addition to investigating common practices of search engine optimization.
Aid Code: 10 - undefined.
Pre-requisites: (104-100)

Complete Course Listing

104-102 Marketing Principles
Credits: 1-3

This course introduces core marketing concepts and terminology for Marketing and non-Marketing students. In addition to developing the rationale for a marketing approach to strategic planning, specific topics include target market selection and issues related to product, price, distribution, and promotion decisions.
Aid Code: 10 - undefined.

Complete Course Listing

104-104 Selling Principles
Credits: 1-3

Learners will discover 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.
Aid Code: 10 - undefined.

Complete Course Listing

104-108 Website Administration for Marketers
Credits: 1-2

This is course is designed for the non-technical person who wishes to understand and implement good website design concepts, security of the website, search engine optimization, and the day-to-day administration of a company's website and social media sites. Technology will be reviewed in layman's terms to prepare the student for working in today's marketing environments.
Aid Code: 10 - undefined.
Pre-requisites: 104-102

Complete Course Listing

104-109 Social Media Marketing
Credits: 1-3

This course provides an overview in effective use of social media tools to conduct marketing activities for target markets. Students will learn how to integrate social media tools into the marketing plan and will learn how to write effectively when using specific social media tools such as Facebook, Twitter, or blogging from company websites.
Aid Code: 10 - undefined.
Pre-requisites: (104-102) and (104-117) and (801-195 or 801-136)

Complete Course Listing

104-112 Social Media Marketing 3
Credits: 0.05-1

In Social Media Marketing 3, learners assess social media marketing goal achievement, and demonstrate skills in effective writing in the social media environment using specific social media tools such as Facebook, Twitter, or blogging from company websites. Emphasis is placed on effective content writing and marketing along with optimal SEO (Search Engine Optimization).
Aid Code: 10 - undefined.
Co-requisites: (104-101)

Complete Course Listing

104-114 Integrated Marketing Communications 1
Credits: 0.05-1

Integrated Marketing Communications 1, integrates the marketing mix and the promotion plan, targets markets for promotion, and develops situational analysis for a consumer good product. 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.
Aid Code: 10 - undefined.
Co-requisites: (104-124) and (104-112)

Complete Course Listing

104-115 Integrated Marketing Communication 2
Credits: 0.05-1

In Integrated Marketing Communications 2, the learner selects and applies creative approaches that support promotional strategies and position in the marketplace. The learner also integrates sales promotion and personal selling in the promotion plan.
Aid Code: 10 - undefined.
Co-requisites: (104-114)

Complete Course Listing

104-116 Integrated Marketing Communication 3
Credits: 0.05-1

In Integrated Marketing Communications 3, the learner assesses publicity as an element of the promotion plan and integrates advertising and point-of-purchase into the plan. In this course, the learner develops an integrated marketing communications program and explore digital marketing's transformative impact on traditional marketing practices and examines digital segmentation, digital marketing around the globe, digital divide, digital privacy, and digital analytics.
Aid Code: 10 - undefined.
Co-requisites: (104-115)

Complete Course Listing

104-117 Integrated Marketing Communications
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (104-102) and (801-195 or 801-136)
Co-requisites: (801-196)

Complete Course Listing

104-118 Marketing Design Concepts
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: 104-144

Complete Course Listing

104-120 Introduction to e-commerce 1
Credits: 0.05-1

Introduction to E-Commerce 1 provides an overview of electronic commerce. Business models underlying electronic commerce applications are studied from both an operational and strategic perspective. The learner is introduced to World Wide Web jargon and applications used in e-commerce. The role of marketing personnel in e-Commerce is explored.
Aid Code: 10 - undefined.
Co-requisites: (104-102) and (104-124) and (104-112) and (104-116)

Complete Course Listing

104-121 Introduction to e-commerce 2
Credits: 0.05-1

In the Introduction to E-Commerce 2 course, the learner reviews and analyzes e-commerce applications in a marketing plan, including the proper applications of social media marketing. Technology trends including electronic payment and related issues of authentication, security, privacy, intellectual property rights, and tax implications are explored.
Aid Code: 10 - undefined.
Co-requisites: (104-120)

Complete Course Listing

104-122 Introduction to E-Commerce 3
Credits: 0.05-1

In Introduction to E-Commerce 3, the learner applies e-commerce concepts in determining its effect on the strategic plan and financial outcomes of business.
Aid Code: 10 - undefined.
Pre-requisites: (101-111)

Complete Course Listing

104-123 Marketing Research
Credits: 1-3

The Marketing Research course introduces students to the marketing research process and the various methods of collecting primary and secondary data. Learners will analyze marketing research case studies and will be introduced to guidelines for the ethical treatment of participants, sponsors, and researchers and will be introduced to qualitative and quantitative marketing data. Learners will review qualitative and quantitative research methods, practice data collection methods and techniques, and design research instruments including surveys, interviews, and focus groups. Learners will practice determining appropriate sampling and sample size for research projects and will designs a market research proposal, determines sample size, designs research tools & pilot tests research tools. Upon instructor approval, the learner prepares, and analyzes the collected data using software, prepares a written research report and presents findings to the class.
Aid Code: 10 - undefined.
Co-requisites: (104-116) and (104-122)

Complete Course Listing

104-124 Advertising and Branding
Credits: 1-3

In Advertising and Branding, learners are introduced to the evolution of advertising and branding and the importance of understanding the target audience. Learners explore the functions and costs of advertising. The learning and process focuses on integrating advertising into an overall marketing strategy. This course introduces the learner to the real world of advertising and its diversity, its processes and principles, its people and the professional experiences and ways thinking. Learners practice planning and creating advertisements that support product brands using a variety of communication channels and practice creating advertising campaign budgets. In addition, learners will practice copywriting skills to garner call-to-action of the targeted market. learners plan and create complex advertising campaigns for brands they create and market.
Aid Code: 10 - undefined.
Pre-requisites: (104-102)

Complete Course Listing

104-130 Fundamentals of Customer Service
Credits: 1-3

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.
Aid Code: 10 - undefined.

Complete Course Listing

104-131 Relationship Management Customer Service
Credits: 1-3

Effectively managing relationships with customers is critical to any successful customer service operation. Learners will explore strategies to identify customer needs, communicate effectively, and demonstrate professional work attitudes and ethics. Hands-on activities will help develop interpersonal and intrapersonal skills and an appreciation for various cultures and customers.
Aid Code: 10 - undefined.

Complete Course Listing

104-132 Time Management and Problem Solving
Credits: 1-3

Learn techniques for prioritizing work, handling multiple tasks, and managing change. This course is designed for anyone interested in improving their customer service skills. Participants will also learn how to resolve conflict and improve working relationships with customers and peers.
Aid Code: 10 - undefined.

Complete Course Listing

104-133 Sales Skills for Customer Service
Credits: 1-3

This course is designed for learners who seek sales-related training as it applies to the role of a customer service agent. Concepts such as up selling and cross selling will be discussed as well as basic sales information such as profits and losses, referrals, finding alternative solutions, and use of resources available to customer service personnel.
Aid Code: 10 - undefined.

Complete Course Listing

104-134 Principles of Inside Sales
Credits: 1-3

This course will focus on the tools, strategies and techniques of inside sales including: pre-call planning, prospecting and qualifying leads, developing value statements, the role of social media in the sales process and follow up. This course will place special emphasis on the hands on application of a Customer Relationship Management (CRM) system and other technologies.
Aid Code: 10 - undefined.

Complete Course Listing

104-135 Quality Customer Service
Credits: 1-3

This course addresses sensitivity in communicating with external and internal customers and understanding behavioral styles. Develop verbal and nonverbal communication skills, as well as understanding customer service in a diverse population. Emphasize teamwork, working relationships, and telephone skills.
Aid Code: 10 - undefined.

Complete Course Listing

104-136 Principles of Sales
Credits: 1-3

This course will focus on the tools, strategies and techniques of outside sales including pre-visit planning, prospecting and qualifying leads, conducting research on competing products and companies, the role of cold call visits in the sales process and follow up. This course will place special emphasis on professional sales presentations, personal brand management, and identifying organizational gatekeepers.
Aid Code: 10 - undefined.
Co-requisites: (801-198)

Complete Course Listing

104-137 Digital Marketing Internship
Credits: 0.5-1

Marketing 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 internship involves marketing-related or specialist employment based on the student's marketing career goals. Students are provided with an opportunity to learn operational skills not taught in the classroom.
Aid Code: 10 - undefined.
Pre-requisites: (104-112 or 104-156) and (104-116 or 104-150) and (104-122 or 104-151) and (104-123 or 104-152)
Co-requisites: (104-153)

Complete Course Listing

104-139 Advanced Professional Selling
Credits: 1-3

This course focuses on a variety of strategies and techniques for professional selling including: sales presentations, exposure to the software that aids sales people, coordination with the firm's other functional areas, team selling, and negotiation. This course will help relate theory to practice and will include close work with an actual salesperson.
Aid Code: 10 - undefined.
Pre-requisites: (104-135) and (104-104)

Complete Course Listing

104-140 e-Commerce Principles
Credits: 1-3

This course provides an overview of electronic commerce. Business models underlying these electronic commerce applications are studied from both an operational 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.
Aid Code: 10 - undefined.
Pre-requisites: 103-106

Complete Course Listing

104-141 Sales Team Management
Credits: 1-3

This course will focus on the responsibility and functions of a sales manager including an evaluation of various sales organizational structures, sales forecasting, budgeting, ethics in sales, and an overview of best practices in recruiting, selecting, testing and training salespeople. Special attention will be paid to retaining, compensating, and motivating sales teams.
Aid Code: 10 - undefined.

Complete Course Listing

104-142 Sales Management Practicum
Credits: 0.5-1

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 internship involves sales-related or specialist employment based on the student's sales career goals. Students are provided with an opportunity to learn operational skills not taught in the classroom.
Aid Code: 10 - undefined.
Co-requisites: (104-139)

Complete Course Listing

104-144 Desktop Design
Credits: 1-3

Students will learn how to use computer and multimedia technology to plan, design, and execute marketing related communications activities within the business firm. Students 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.
Aid Code: 10 - undefined.
Pre-requisites: (104-117) and (801-195 or 801-136) and (103-106)

Complete Course Listing

104-146 Marketing Management
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: 104-160

Complete Course Listing

104-150 Integrated Marketing Communications
Credits: 1-3

This class integrates the marketing mix and the promotion plan, targets markets for promotion, and develops situational analysis for a consumer good product. The learner selects and applies creative approaches that support promotional strategies and position in the marketplace. The learner also integrates sales promotion and personal selling in the promotion plan and assesses publicity as an element of the promotion plan and integrates advertising and point-of-purchase into the plan. In this course, the learner develops an integrated marketing communications program and explore digital marketing's transformative impact on traditional marketing practices and examines digital segmentation, digital marketing around the globe, digital divide, digital privacy, and digital analytics.
Aid Code: 10 - undefined.
Pre-requisites: (104-102)

Complete Course Listing

104-151 Intro to e-Commerce
Credits: 1

Students will engage in the process of creating an e-Commerce site to build a brand, develop a product catalogue, simulate sales, design a website, create online content, and build a store for a simulated client.
Aid Code: 10 - undefined.
Pre-requisites: (104-102)

Complete Course Listing

104-152 Marketing Research
Credits: 2

The Marketing Research course introduces students to the marketing research process and the various methods of collecting primary and secondary data. Learners will analyze marketing research case studies and will be introduced to guidelines for the ethical treatment of participants, sponsors, and researchers and will be introduced to qualitative and quantitative marketing data. Learners will review qualitative and quantitative research methods, practice data collection methods and techniques, and design research instruments including surveys, interviews, and focus groups. Learners will practice determining appropriate sampling and sample size for research projects and will designs a market research proposal, determines sample size, designs research tools & pilot tests research tools.
Aid Code: 10 - undefined.
Pre-requisites: (104-102)

Complete Course Listing

104-153 Marketing Plan Development
Credits: 2

In Marketing Plan development, learners evaluate sample-marketing plans and will create an outline for their own marketing plan using current marketing communication tools in conjunction with a real business to research, design, create and implement a marketing plan. Marketing plans emphasize the development, organization, implementation and control of a marketing plan. Students engage in the completion of comprehensive marketing plans and create a final professional presentation on their plan.
Aid Code: 10 - undefined.
Pre-requisites: (104-102) and (104-152)

Complete Course Listing

104-155 Marketing Analytics
Credits: 2

Students will engage in marketing analytics concepts through the analysis of data transformation, cluster analysis, summary statistics, A/B testing, content analysis, predictive analysis, artificial intelligence, data visualization, and customer lifetime value. Students will use marketing analytics to predict outcomes and systematically allocate resources in scenerio-based learning.
Aid Code: 10 - undefined.
Pre-requisites: (104-102) and (104-152)

Complete Course Listing

104-156 Social Media Marketing
Credits: 2

This course introduces the learner to social media communications technologies, and their impact on marketing strategy, marketing communications, and marketing research. Learners apply the various social media tools to the marketing mix strategies and practices using social media tools. Students also assess social media marketing goal achievement, and demonstrate skills in effective writing in the social media environment using specific social media tools such as Facebook, Twitter, or blogging from company websites.
Aid Code: 10 - undefined.

Complete Course Listing

104-160 Marketing Research
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: 104-102

Complete Course Listing

104-162 Marketing Portfolio
Credits: 0.5-1

E-portfolios are essential for today's job hunting marketplace. This course will help you to organize marketing materials and projects you have worked on throughout the program into an e-portfolio format. Additionally, you will add other collateral materials to your portfolio including a resume that includes e-screening words for marketing, professional reference page and cover letter, and e-tabs within your portfolio. Must be taken in final semester of Marketing program or by obtaining consent of instructor.
Aid Code: 10 - undefined.
Pre-requisites: (104-150 and 104-151 and 104-152 and 104-156)
Co-requisites: (104-153)

Complete Course Listing

104-190 Retail Principles
Credits: 1-3

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.
Aid Code: 10 - undefined.
Co-requisites: 801-196

Complete Course Listing

104-408 Positive Customer Relations
Credits: 0.1-2.4

Aid Code: 47 - undefined.

Complete Course Listing

104-410 Successful Prof Selling I
Credits: 0.2-2.4

Aid Code: 47 - undefined.

Complete Course Listing

104-412 AIB Product Knowledge
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

104-413 AIB Selling Bank Services
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

104-414 Sales Training
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

104-421 Advertising Techniques
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

104-433 Cash From Your Kitchen
Credits: 0.1-1

Aid Code: 47 - undefined.

Complete Course Listing

104-453 Small Business Advertising
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

Mathematics (804)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

804-113 College Technical Mathematics 1A
Credits: 1-3

Topics include: solving linear, quadratic, and rational equations: graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the applications of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.
Aid Code: 10 - undefined.
Pre-requisites: (834-109) or (GPA High School, 2.6 or ACT Math, 17 or SAT Mathematics, 510 or Next Gen AccuPlacer Arithmetic, 272 or Next Gen AccuPlacer QRAS, 210 or GED-Math, 165)

Complete Course Listing

804-113E College Tech Math 1A ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

804-114 College Technical Mathematics 1B
Credits: 1-2

This course is a continuation of College Technical Mathematics 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of or concurrent enrollment in College Technical Mathematics 1A is required for course enrollment. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.
Aid Code: 10 - undefined.
Pre-requisites: 804-113

Complete Course Listing

804-114E College Tech Math 1B ChallExam
Credits: 1-2

Aid Code: 10 - undefined.

Complete Course Listing

804-115 College Technical Mathematics 1
Credits: 1-5

Topics include: solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems.
Aid Code: 10 - undefined.
Pre-requisites: (834-109) or (GPA High School, 2.6 or ACT Math, 17 or SAT Mathematics, 510 or Next Gen AccuPlacer Arithmetic, 272 or Next Gen AccuPlacer QRAS, 210 or GED-Math, 165)

Complete Course Listing

804-118 Intermediate Algebra with Applications
Credits: 1-4

This course offers algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.
Aid Code: 10 - undefined.
Pre-requisites: 834-110 or (GPA High School, 2.75 or ACT Math, 20 or SAT Mathematics, 540 or Next Gen AccuPlacer QRAS, 244 or Next Gen AccuPlacer AAF, 237)

Complete Course Listing

804-118E Interm Algebra w Apps Chall Ex
Credits: 1-4

Complete Course Listing

804-134 Mathematical Reasoning
Credits: 1-3

All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts.
Aid Code: 10 - undefined.
Pre-requisites: (((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) and (834-109 or (GPA High School, 2.6 or ACT Math, 17 or SAT Mathematics, 510 or Next Gen AccuPlacer Arithmetic, 272 or Next Gen AccuPlacer QRAS, 210 or GED-Math, 165) or)) or ((GPA High School, 1.5 or ACT Math, 15 or SAT Mathematics, 320 or Next Gen AccuPlacer Arithmetic, 243) and 854-805))

Complete Course Listing

804-189 Introductory Statistics
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250))

Complete Course Listing

804-195 College Algebra w Apps
Credits: 1-3

This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.
Aid Code: 10 - undefined.

Complete Course Listing

804-196 Trigonometry w Apps
Credits: 1-3

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.
Aid Code: 10 - undefined.
Pre-requisites: 804-118

Complete Course Listing

804-197 College Algebra and Trigonometry with Applications
Credits: 5

This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatories, and the binomial theorem.
Aid Code: 10 - undefined.
Pre-requisites: (804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250))

Complete Course Listing

804-198 Calculus 1
Credits: 1-4

Analyze and graph algebraic expressions, especially conic sections. Develop an intuitive understanding of limits, derivatives and integrals. Apply the derivative and the integral to certain physical problems.
Aid Code: 10 - undefined.
Pre-requisites: 804-197

Complete Course Listing

804-211 Quantitative Reasoning
Credits: 3

This course is intended to develop analytic reasoning & the ability to solve quantitative problems. Topics to be covered include construction & interpretation of graphs, functional relationships, descriptive Stat., geometry & spatial visualization, math of finance, exponential growth, & basic probability. Appropriate use of units & dimensions, estimates, mathematical notation & available technology will be emphasized throughout the course.
Aid Code: 20 - undefined.
Pre-requisites: 804-134

Complete Course Listing

804-306 Shop Mathematics I
Credits: 1-2

This course includes the basic principles of arithmetic beginning with whole numbers and common fractions, and continuing through decimals, percentages, ratios, proportions and averages, and measurements. These principles are applied to typical shop problems throughout the course.
Aid Code: 31 - undefined.

Complete Course Listing

804-306E Shop Math 1 ChallExam
Credits: 1-2

Aid Code: 31 - undefined.

Complete Course Listing

804-308 Shop Mathematics II
Credits: 1-2

This course is a continuation of Shop Mathematics I/Trade Math and includes the study of the properties of circles, volumes and surface areas of various solids, an introduction to practical algebra and trigonometric principles used in solving right triangles as well as applications of the sine and cosine law in solving oblique triangles.
Aid Code: 31 - undefined.
Pre-requisites: (804-306) or (804-315)

Complete Course Listing

804-308E Shop Math II ChallExam
Credits: 1-2

Aid Code: 31 - undefined.

Complete Course Listing

804-315 Trade Math
Credits: 1

This course includes the basic principles of arithmetic beginning with whole numbers and common fractions, and continuing through decimals, percentages, ratios, proportions and averages, and measurements.
Aid Code: 31 - undefined.

Complete Course Listing

Mathematics (854)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

854-713 BSE Mathematics 1
Credits: 1-3

Develops number concepts, mathematical language and whole number topics. This level introduces fractions, decimals, measurements and geometric shapes. Students use critical thinking skills to problem solve, perform computations, estimate results, interpret and develop data, work with appropriate technology and apply mathematics to real-world situations.
Aid Code: 73 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-755 BSE Mathematics for Workplace Learning Center
Credits: 1-2

Participants in this course will learn how to effectively use the basic concepts of whole numbers, fractions and decimals as they apply to either professional or personal use. The course will also provide specific preparation in the areas of algebra and geometry that could be used in vocational/technical programs or employment. Instruction will also be available for site specific math needs (example: pre-S.P.C. training or metric conversion). Participants will also learn problem solving skills using work related materials when appropriate. Course work may also be used in preparation for the GED test.
Aid Code: 77 - undefined.

Complete Course Listing

854-764 Math 2 GED Review
Credits: 1-3

This course develops math skills needed for the Mathematical Reasoning GED test at the pre-GED level. This course reviews whole numbers and develops fractions, decimals, measurements, mathematical language, percents, ratios, and proportions. This level may introduce basic algebra and geometry concepts. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-765 BSE Certified Nursing Assistant Mathematics
Credits: 1-2

This course will provide instruction in math skills needed to be successful in the Certified Nursing Assistant Program.
Aid Code: 74 - undefined.

Complete Course Listing

854-772 Math 3 GED Review
Credits: 1-3

This course reviews whole numbers and develops fractions, decimals, measurements, mathematical language, percents, ratios, and proportions. It includes an introduction to algebra and geometry and provides more higher level thinking and problem solving skills needed for the Mathematical Reasoning GED test. It may also develop math skills needed for the Social Studies and Science GED tests. *Credits earned in this course will not be counted toward the number of credits needed for any degreeThis course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-778 BSE Mathematics 3, Nursing Mathematics
Credits: 1-2

Designed for students entering the Associate Degree Nursing program. Topics will include decimals, fractions, percents, metric measurements, conversions, concentrations, significant figures, scientific notation, working with formulas, and solving for the unknown. Special emphasis will be placed on preparing for the math tests required by the ADN program. This course does NOT satisfy the Program Ready requirement for the ADN program. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.

Complete Course Listing

854-802 Math Foundations
Credits: 0.5-1

A small group and individualized instruction course that helps students develop precollege math skills. Emphasizes number operations needed to define and solve algebra and geometry problems and mathematical learning strategies. Must be taken concurrently with Pre-Algebra.
Aid Code: 77 - undefined.

Complete Course Listing

854-805 Math Studio
Credits: 0.5-1

Highly interactive format providing small group and individualized mathematics instruction that helps students develop mathematical skills and strategies for succeeding in college-level math. Must be taken concurrently with Mathematical Reasoning.
Aid Code: 77 - undefined.
Pre-requisites: (854-781) or (COMPASS Pre-Algebra Skills, 025 or ACT Math, 15 or SAT Reading, 340 or AccuPlacer Arithmetic, 050 or Next Gen AccuPlacer Arithmetic, 243
Co-requisites: 804-134)

Complete Course Listing

Mechanical Drafting (421)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

421-110 Interpreting Schematics for Manufacturing
Credits: 1

Interpreting Schematics for Manufacturing examines electrical symbols and diagrams, piping symbols and diagrams, hydraulic and pneumatic diagrams and symbols commonly found in the manufacturing industry.
Aid Code: 10 - undefined.
Co-requisites: (421-310)

Complete Course Listing

421-310 Print Reading for Manufacturing
Credits: 1

This course is designed to prepare students for reading prints in a manufacturing environment. In this course students will identify the purpose and function of different types of technical drawings, as well as proper drawing structure, techniques, and terminology.
Aid Code: 31 - undefined.

Complete Course Listing
421-380 Blueprint Reading(Welding)
Credits: 1-2

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.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: 804-306

Complete Course Listing
421-385 Blueprint Reading
Credits: 1-2

Blueprint reading is really learning a new language where much of it is presented in graphic or symbolic form. Students will learn about different types of drawings, proper drawing structure, and drawing terminology. They will learn to produce simple sketches and visualize two and three-dimensional parts. The experienced machine operator must be able to decipher blueprints in order to produce parts to proper specification.
Aid Code: 31 - undefined.

Complete Course Listing
421-390 Blueprint Reading Maintenance
Credits: 1-3

This course focuses on reading and interpreting blueprints, drawings and graphic symbols used in industry. Students will gain experience in the ability to visualize spatial relationships between single and multiple-view drawings. Time is spent interpreting actual blueprints. Students will be able to interpret a variety of prints such as machining, mechanical, or assembly prints.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing
421-401 Mech Drafting
Credits: 0.1-5

Aid Code: 47 - undefined.

Complete Course Listing

421-402 Drafting & Blueprint Reading
Credits: 0.2-6.4

Aid Code: 47 - undefined.

Complete Course Listing
421-404 Introduction to CAD
Credits: 0.2-3

Aid Code: 47 - undefined.

Complete Course Listing
421-405 Introduction To CAD II
Credits: 0.2-2.4

Aid Code: 47 - undefined.

Complete Course Listing
421-406 Auto Cad
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing
421-407 Interactive Auto CAD
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing
421-408 Blueprint Reading-Electrical
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing
421-409 Blueprint Reading-Mechanical
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing
421-410 Blueprint Reading-Machinist
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

421-411 Blueprint Reading machine 24
Credits: 1.2

This 24 hour course will teach beginning blueprint for Reading for Machines Define Terminology and abbreviations associated with the print reading Differentiate between drawing and prints Interpret the type of lines found on prints Interpret title blocks Interpret the layout of the views of an object Calculate tolerances on dimensions Interpret dimensions on print Sketch a simple object Dimension a drawing Draw an orthographic projection Interpret auxilliary view Interpret Sectional views Interpret Assembly drawings Analyze Machine details Interpret threaded screw component specifications .
Aid Code: 47 - undefined.

Complete Course Listing

421-412 Geometric Dimensioning
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

421-413 Auto Cad-Intermediate
Credits: 0.2-4

Aid Code: 47 - undefined.

Complete Course Listing

421-414 Auto Cad-Mechanical Desktop
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

421-420 Blueprint Reading-Architecture
Credits: 0.1-2.5

Aid Code: 47 - undefined.

Complete Course Listing

421-421 Drafting-Architectural Design
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

421-422 Intro To Graphic Communication
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

421-423 Silkscreening For Printing
Credits: 0.2-3

Aid Code: 47 - undefined.

Complete Course Listing

421-424 Computer Typesetting & Design
Credits: 0.2-3

Aid Code: 47 - undefined.

Complete Course Listing

421-425 Technical Sketch & Lettering
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

421-478 Blueprint Reading
Credits: 0.1-8

Aid Code: 47 - undefined.

Complete Course Listing

Mechanical Technology (606)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

606-116 Design of Machines
Credits: 1-3

In this course students will conduct load and stress analysis in the design of a machine. Students will learn about machine elements such as gears, bearings, and shafts and will incorporate these components in a machine design of their own.
Aid Code: 10 - undefined.

Complete Course Listing

606-119 Introduction to SolidWorks
Credits: 1-3

Introduction to SolidWorks is intended to introduce the student to the concepts and commands of parametric solid modeling. Students create sketches and add relationships to the sketch segments, extrude the sketches to create models, add features such as fillets, cut/extrude, chamfers, holes, draft, shell, lofts and sweeps. Emphasis is placed on the design intent of parametric solid models. In addition, students extract 2D documentation from the 3D models and add details to the drawings.
Aid Code: 10 - undefined.
Pre-requisites: 606-127

Complete Course Listing

606-120 Strength of Materials
Credits: 1-3

A study is made of the behavior of machine parts and structural members that are in service. Various types of loads and the effects of those loads are examined. Failure modes are examined and calculated to assure proper machine design and function.
Aid Code: 10 - undefined.
Pre-requisites: 804-114

Complete Course Listing

606-123 Interpreting Engineering Graphics
Credits: 1-2

This is a course designed to introduce the student to the concepts, equipment and tools associated with Mechanical Drafting. The course is a precursor to more advanced subject matter discussed in later program classes.
Aid Code: 10 - undefined.

Complete Course Listing

606-124 Orthographic Projection
Credits: 1-3

ANSI Standards, as related to drafting, are introduced. The principles for orthographic projection and techniques for layout of multi-view drawings are introduced. Subject areas include ANSI regulations/standards, primary planes of projection and applied orthographic projection. Dimensioning basics are covered.
Aid Code: 10 - undefined.

Complete Course Listing

606-125 Drafting Representations
Credits: 1-2

Internal features expressed through sections and drafting conventions are examined. Auxiliary, successive auxiliary, revolution and applied descriptive geometry are used extensively in the course. A brief introduction to pictorials is covered.
Aid Code: 10 - undefined.
Pre-requisites: (606-124) and (606-127)

Complete Course Listing

606-126 Fasteners and Processes
Credits: 1-3

An in-depth look at threaded fasteners and screw thread systems is taken. Working strength of various threads to assess mode of failure as well as specific stress and strain calculations are discussed. Welding terminology and symbology are introduced.
Aid Code: 10 - undefined.
Pre-requisites: (606-124) and (606-127)

Complete Course Listing

606-127 Two-Dimensional Computer Aided Drafting (CAD)
Credits: 1-3

All aspects of two-dimensional computer aided drafting are explored. This is a foundation for more advanced editing and dimensioning as well as three-dimensional computer aided renderings.
Aid Code: 10 - undefined.

Complete Course Listing

606-128 Three-Dimensional Computer Aided Drafting (CAD)
Credits: 1-3

This is a hands-on drawing course in the latest Mechanical Design nuance known as 3-D drafting. The student will learn time saving techniques for constructing solid models for use in the industrial design field.
Aid Code: 10 - undefined.
Pre-requisites: (606-124) and (606-127)

Complete Course Listing

606-129 Kinematics
Credits: 1-3

The student takes an in-depth look at the study of motion as related to machines and the design and selection of belts, gears, cams and eccentrics. Linear and rotational motion is discussed as well as specific displacement. Also discussed are bearings and clutches/brakes.
Aid Code: 10 - undefined.

Complete Course Listing

606-130 Actuators
Credits: 1-3

In this course, the basics of creating movement through the use of electricity, electric motors, hydraulics and pneumatics are discussed. This course is intended to give the student a basic understanding of the various machine design applications he/she may encounter in industry.
Aid Code: 10 - undefined.

Complete Course Listing

606-131 Geometric Dimensioning and Tolerancing
Credits: 1-2

GD&T introduces the student to the differences between conventional tolerancing and geometrical tolerancing. An emphasis is put on interpretation and application of the proper GD&T symbology given the function of the part and according to ANSI Standards.
Aid Code: 10 - undefined.

Complete Course Listing

606-132 Design Applications
Credits: 1-2

A culmination of the total program is reached in this course. Multiple projects are assigned to strengthen the student's ability to perform in the design field. This course allows the student to be creative in their design selection, and to defend/explain the selection based on necessary criteria.
Aid Code: 10 - undefined.

Complete Course Listing

606-133 Descriptive Geometry
Credits: 1-2

Descriptive Geometry is designed to broaden the applicable knowledge of different techniques employed in the graphical solution of problems involving spatial relationships between points, lines, planes and solids. Within the course, special consideration is given to the techniques of rotation, auxiliary and surface development, as well as surface classification in the practical application of trade problems. The student learns when to use the most appropriate technique, given a specific problem, as well as alternate techniques to solve for the same problem.
Aid Code: 10 - undefined.

Complete Course Listing

606-152 Engineering Graphics - Parametric Modeling
Credits: 1-3

In this course solid modeling CAD software is utilized to design parts, assemblies, and blueprints to allow for effective communication between stake holders. Drafting methods are a focus to provide for efficient and flexible design, manufacturability, and quick turnaround. Finite element analysis will also be introduced to aid in design integrity, performance, and reliability.
Aid Code: 10 - undefined.
Co-requisites: (606-176)

Complete Course Listing

606-155 Statics & Dynamics 1
Credits: 0.5-1

Students analyze and operate simple machines such as levers and pulleys, as well as gears and linkages. Students will be introduced to force calculations for trusses and frames, and free body diagrams.
Aid Code: 10 - undefined.
Co-requisites: (804-197)

Complete Course Listing

606-156 Statics & Dynamics 2
Credits: 0.5-1

Students will examine kinematic analysis of rigid bodies, force-acceleration analysis, and work-energy analysis.
Aid Code: 10 - undefined.
Pre-requisites: (804-197)
Co-requisites: (606-155)

Complete Course Listing

606-157 Statics & Dynamics 3
Credits: 0.5-1

Students will be examine impulse momentum analysis, impact, and forced vibrations.
Aid Code: 10 - undefined.
Pre-requisites: (804-197)
Co-requisites: (606-156)

Complete Course Listing

606-176 CAD Fund-Solid Modeling
Credits: 0.5-1

Students use the basics of 3-D modeling software to create parts, assemblies and drawings that are in typical use in industry. Students also apply effective technical communication skills.
Aid Code: 10 - undefined.

Complete Course Listing

606-310 GD&T Interpretations
Credits: 0.5-1

In this course students will practice the use of Geometric Dimensioning and Tolerancing as it pertains to mechanical specifications and relationships in technical drawings. Students will practice interpretation of these symbols, as well as basic inspection methodologies.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

606-311 Basic CAD - Solidworks and AutoCAD
Credits: 0.5-1

In this course students will demonstrate the use of CAD software to create blueprints for the manufacturing sector. SolidWorks and AutoCad will be used.
Aid Code: 32 - undefined.
Pre-requisites: (421-310)

Complete Course Listing

606-312 Intermediate CAD - Solidworks and AutoCAD
Credits: 0.5-1

In this course students will demonstrate the use of CAD software to create complex blueprints for the manufacturing sector. SolidWorks and AutoCAD will be used.
Aid Code: 32 - undefined.
Pre-requisites: (606-311)

Complete Course Listing

606-400 Intro to Pro-E Software
Credits: 0.1-3

This course is designed to provide participants with an understanding of three dimensional CAD engineering software technology.
Aid Code: 47 - undefined.

Complete Course Listing

606-480 CAD Fundamentals - 2D Drawing
Credits: 0.5-1

In this course students will demonstrate the use of CAD software to create blueprints for the manufacturing sector.
Aid Code: 10 - undefined.

Complete Course Listing

606-999 Design of Machines
Credits: 1-3

In this course students will conduct load and stress analysis in the design of a machine. Students will learn about machine elements such as gears, bearings, and shafts and will incorporate these components in a machine design of their own.
Aid Code: 10 - undefined.

Complete Course Listing

Medical Administrative Coder (160)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

160-103 Medical Transcription
Credits: 1-4

This course provides the student with instruction using audio equipment and medically oriented materials. Emphasis is placed on developing the ability to use references to produce accurate, correctly formatted medical reports in an efficient manner, using correct spelling, punctuation, proofreading, and grammar. Medical report style and format are reviewed. The student will produce various medical and surgical reports representative of those typed in hospitals and clinics using a word processing program. Students should also have a strong background in grammar, punctuation, medical terminology, and medical document formatting.
Aid Code: 10 - undefined.
Pre-requisites: (106-105 or 160-105) and (106-118 or 160-118)

Complete Course Listing

160-105 Medical Editing and the Electronic Medical Record
Credits: 1-3

The emphasis of this course is on the creation and editing of medically oriented documents. The AHDI Book of Style will be used during a module that will include an introduction to transcription. Analysis and summarization of medical records will be covered. Students will edit speech recognition files and transcribe dictated recordings. Work will be done to improve keyboard speed and accuracy through the use of timed writings.
Aid Code: 10 - undefined.
Pre-requisites: (106-120 or 501-101) and (806-194 or 806-177)

Complete Course Listing

160-113 Health Insurance
Credits: 1-3

The student will gain knowledge and practical skill development in the health care insurance area. This course provides an introduction to health insurance including understanding private and governmental payers, specific health insurance terminology and its meaning, understanding the role of medical coding in the billing of third-party payers for services and procedures received by the patient, linking of codes on the claim form demonstrating medical necessity, privacy and HIPAA, and effectively using technology and resources for problem solving. Student will apply third-party payer (private and governmental) rules when completing CMS-1500 claim forms. The student will also be able to better understand his/her personal insurance coverage.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Writing Skills, 44 or COMPASS Writing Skills, 070 or ACT English, 18 or AccuPlacer Sentence Skills, 083 or Next Gen AccuPlacer Writng, 255 or Test Waived-College Degree or 831-103 or 831-103 or 801-136 or 801-195) and (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree or 838-104 or 838-104 or 801-196 or 801-198 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-199 or 806-186 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)
Co-requisites: (501-107) and (501-101)

Complete Course Listing

160-114 Healthcare Records Management
Credits: 1-3

This course covers the systematic control of information in each phase of the record life cycle: creation, distribution, use, maintenance, and disposition. Topics will include systems of filing and storage (general and medical specific); organizing, managing, and controlling the system; potential careers; and trends in technology. Ethical/legal issues in the healthcare field will be addressed. Information on the EHR/EMR (electronic health record/electronic medical record) will also be covered. Simulations will provide hands-on experience with major filing classification systems in both paper and computer database (EHR) formats. Touch keyboarding and basic computers skills are necessary for this course.
Aid Code: 10 - undefined.
Co-requisites: 501-107 and 501-101

Complete Course Listing

160-118 Pharmacology for Medical Administrative Coder and Medical Administrative Specialist
Credits: 1-2

Pharmacology for MAC/MAS (Medical Administrative Coder and Medical Administrative Specialist) will provide an introduction to the use of pharmacology terminology and context. Included is information on medication actions, dosage forms, routes of administration, and drug uses. Students will research and create presentations on the pathophysiology of the human body in conjunction with treatments used to combat various diseases and conditions. Emphasis is on the terminology necessary for medical reports used in transcription and coding.
Aid Code: 10 - undefined.
Pre-requisites: (106-120 or 160-120 or 501-101)

Complete Course Listing

160-120 Medical Terminology for Coding
Credits: 1-3

This course provides a combination of the study of medical vocabulary and the application of that vocabulary in an office setting. Students will learn the pronunciation, spelling, definition, and correct usage of medical terms used in a variety of healthcare office applications, with an emphasis on terminology necessary for medical reports used in transcription and coding. Students will also learn how to divide medical words into their component parts: the root word, the suffix, the prefix, and the combining form.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Writing Skills, 44 or COMPASS Writing Skills, 070 or ACT English, 18 or AccuPlacer Sentence Skills, 083 or Test Waived-College Degree or 831-103 or 831-103 or 801-195 or 801-136) and (AccuPlacer Reading Comp, 076 or COMPASS Reading Skills, 073 or ACT Math, 16 or ASSET Reading Skills, 39 or Test Waived-College Degree or 838-104 or 838-104 or 801-195 or 801-196 or 801-198 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199)

Complete Course Listing

160-124 Supervised Occupational Experience-Medical Office
Credits: 0.5-1

In this course, students apply and interview for medical office internship placements. Once selected, the student will apply the knowledge and skills obtained in the classroom to the work environment.
Aid Code: 10 - undefined.
Pre-requisites: (106-114 or 160-114) and (106-136 or 160-136) and (530-102 or 530-150)

Complete Course Listing

160-136 Patient Billing and Reimbursement
Credits: 1-4

This course emphasizes the accurate processing and trending of health insurance claims, the modifications in state and federal regulations affecting the health insurance industry, private, government, and workers' compensation payer requirements, and abstracting data from source documents. Students will research and analyze topics such as HIPAA privacy standards, HITECH security rule, Conditions of Participation, fraud and abuse, False Claims Act, Stark Law, Truth in Lending Act, and Quality Payment Program.
Aid Code: 10 - undefined.
Pre-requisites: 106 120 or 501-101 or 160-113 or 106-113

Complete Course Listing

Medical Assistant (509)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

509-301 Medical Assistant Admin Procedures
Credits: 1-2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (Background Check, P or Background Check, N) and Next Gen AccuPlacer Arithmetic, 237 and Next Gen AccuPlacer Reading, 250 and Next Gen AccuPlacer Writng, 250
Co-requisites: (501-101) and (509-302) and (509-303) and (509-304) and (509-307)

Complete Course Listing

509-302 Human Body in Health & Disease
Credits: 1-3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (501-101) and (509-301) and (509-303) and (509-304) and (509-307)

Complete Course Listing

BLACKHAWK Technical College

509-303 Medical Assistant Laboratory Procedures 1
Credits: 1-2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (CLIA) waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. NOTE: Sign up for Clin & Lab on same days (either both T/W or both T/R).
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (501-101) and (509-302) and (509-301) and (509-304) and (509-307)

Complete Course Listing

509-304 Medical Assistant Clinical Procedures 1
Credits: 4

Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting. Learner explores communication principles and psychology theories related to patient care. NOTE: Sign up for Clin & Lab on same days (either both T/W or both T/R).
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (501-101) and (509-302) and (509-301) and (509-303) and (509-307)

Complete Course Listing

509-305 Med Asst Lab Procedures 2
Credits: 1-2

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)
Co-requisites: (509-306) and (509-308) and (509-309) and (509-310)

Complete Course Listing

509-306 Medical Assistant Clinical Procedures 2
Credits: 3

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, coaching patients, and assisting with emergency situations in an ambulatory care setting. Students learn preventive care and principles of nutrition.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)
Co-requisites: (509-305) and (509-308) and (509-309) and (509-310)

Complete Course Listing

509-307 Medical Office Insurance and Finance
Credits: 1-2

Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304)

Complete Course Listing

509-308 Pharmacology for Allied Health
Credits: 1-2

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (501-101) and (509-302)
Co-requisites: (509-305) and (509-306) and (509-309) and (509-310)

Complete Course Listing

509-309 Medical Law, Ethics and Professionalism
Credits: 1-2

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of ambulatory healthcare, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (509-301) and (509-302) and (509-303) and (509-304) and (509-307)
Co-requisites: (509-305) and (509-306) and (509-308) and (509-310)

Complete Course Listing

509-310 Medical Assistant Practicum
Credits: 1-3

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. MAERB required Practicum - 160 minimum hours (MAERB minimum) up to 216 hours. BTC requires 180 hours to successfully complete the practicum.
Aid Code: 31 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)
Co-requisites: (509-305) and (509-306) and (509-308) and (509-309)

Complete Course Listing

509-420 Basic Gerontology-Nursing Asst
Credits: 0.05-0.5

Aid Code: 47 - undefined.

Complete Course Listing

509-422 Understanding Your Patient
Credits: 0.05-0.5

Aid Code: 47 - undefined.

Complete Course Listing

509-425 Basic Med Terminolgy
Credits: 0.05-0.3

Aid Code: 47 - undefined.

Complete Course Listing

509-430 Basic Coding
Credits: 0.05-0.6

Aid Code: 47 - undefined.

Complete Course Listing

509-467 Adv Medical Terminology
Credits: 0.05-2.25

Aid Code: 47 - undefined.

Complete Course Listing

Medical Coding (530)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

530-102 Medical Office Coding I
Credits: 1-3

This course prepares learners to assign ICD-CM, CPT, and HCPCS level II medical codes with entry level proficiency. Learners will apply instructional notations, conventions, rules, and official coding guidelines for ICD-CM, CPT, and HCPCS Level II codes. Learners apply skills through coding application from medical documentation and various other coding exercises. Confidentiality and HIPAA will be reinforced throughout the course.
Aid Code: 10 - undefined.
Pre-requisites: (106-120 or 160-120 or 501-101) and (806-194 or 806-177)

Complete Course Listing

530-103 Medical Office Coding II
Credits: 1-3

This course is a continuation from 530-102 Medical Office coding I and will focus on coding ICD-CM, CPT, and HCPCS Leve II codes for Anesthesia, Evaluation and Management, Radiology, and Medicine. Learners will review and apply coding instructional notations, conventions, rules and official coding guidelines in ICD-CM, CPT, and HCPCS Level II codes. Learners will complete research into the application of modifiers. Resources, including the Internet and coding software will be introduced. Confidentiality and HIPAA is reinforced through the course. An active role in team participation will be required.
Aid Code: 10 - undefined.
Pre-requisites: (530-102 or 530-150)

Complete Course Listing

530-112 Disease Process and Treatment
Credits: 1-4

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare seetings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptions, diagnostic tests and results, and medical treatments and surgical procedures.
Aid Code: 10 - undefined.
Co-requisites: (501-101) and (806-189 or 806-177)

Complete Course Listing

530-150 Medical Office Coding I
Credits: 1-4

This course prepares learners to assign ICD-CM, CPT, and HCPCS Level II medical codes with entry level proficiency. Learners will apply instructional notations, conventions, rules, and official coding guidelines for ICD-CM, CPT, and HCPCS Level II codes. Learners apply skills through coding application from medical documentation and various other coding exercises. Confidentiality and HIPAA will be reinforced throughout the course.
Aid Code: 10 - undefined.
Pre-requisites: (106-120 or 160-120 or 501-101) and (106-136 or 160-136) and (806-194 or 806-177)

Complete Course Listing

530-176 Health Date Management
Credits: 1-2

Introduces the use and structure of health care data elements, data sets, data standards, their relationships to primary and secondary record systems and health information processing.
Aid Code: 10 - undefined.
Co-requisites: 530-181

Complete Course Listing

530-181 Intro to the Health Record
Credits: 0.5-1

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.
Aid Code: 10 - undefined.

Complete Course Listing

530-182 Human Disease for Health Professionals
Credits: 1-3

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures.
Aid Code: 10 - undefined.
Co-requisites: (501-101) and (806-194 or 806-195 or 806-177 or 806-189)

Complete Course Listing

530-184 Current Procedural Terminology Coding
Credits: 1-3

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.
Aid Code: 10 - undefined.
Co-requisites: (501-101) and (530-181) and (530-182 or 530-112) and (806-194 or 806-177 or 806-195 or 806-189)

Complete Course Listing

530-185 HealthCare Reimbursement
Credits: 1-2

This course prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software.
Aid Code: 10 - undefined.
Co-requisites: (501-101) and (530-181) and (530-182 or 530-112) and (806-194 or 806-177 or 806-195 or 806-189)

Complete Course Listing

530-195 Applied Coding
Credits: 1-2

Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation with intermediate level of proficiency. Students will prepare appropriate physician queries in accordance with compliance guidelines and will assign codes to optimize appropriate reimbursement.
Aid Code: 10 - undefined.
Co-requisites: (530-197 or 530-197) and (530-199 or 530-199) and (530-184 or 530-184) and (530-185 or 530-185)

Complete Course Listing

530-197 International Classification of Disease (ICD) Diagnosis Coding
Credits: 1-3

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation.
Aid Code: 10 - undefined.
Co-requisites: (501-101) and (806-189 or 806-177) and (530-182 and 530-181)

Complete Course Listing

530-199 International Classification of Disease (ICD) Diagnosis Coding
Credits: 1-2

Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation.
Aid Code: 10 - undefined.
Co-requisites: (501-101 or 501-101) and (806-189 or 806-189 or 806-177 or 806-177) and (530-182 or 530-182) and (530-181 or 530-181)

Complete Course Listing

Medical Terminology (501)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

501-101 Medical Terminology
Credits: 1-3

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.
Aid Code: 10 - undefined.

Complete Course Listing

501-101E Medical Terminology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

501-104 Contemporary Healthcare Practices
Credits: 2

An introduction to contemporary healthcare practices for students interested in a career serving diverse healthcare communities. Learners explore the essential skills required for equitable and inclusive person-centered interactions. Learners examine various health communities, mindful practices, professionalism, problem solving, and patient confidentiality.
Aid Code: 10 - undefined.

Complete Course Listing

501-107 Digital Literacy for Health Care
Credits: 1-2

This course 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. The use of the common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail is emphasized.
Aid Code: 10 - undefined.

Complete Course Listing

Metallurgy (422)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

422-100 Metallurgy
Credits: 1-3

This course examines the nature, properties, and processing of metals. Subjects presented include history, occurrence, recovery from ores, manufacture, structure, heat treatment, theory of alloys, and basics of materials science. Steels, cast iron, and common non-ferrous metals receive the major emphasis.
Aid Code: 10 - undefined.

Complete Course Listing

422-310 Metrology Fundamentals
Credits: 0.5-1

In this course students will explore metrology, the study of measurement. Students will identify and practice methods of inspecting parts for size and accuracy of features using an assortment of precision and semi-precision measuring instruments. Students will also practice instrument care, calibration, handling, and instrument reading.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

422-311 Metrology Inspection
Credits: 0.5-1

In this course students will practice using advanced inspection instruments to carry out high precision inspection, including surface plates, blocks, pins, and dial indicators.
Aid Code: 32 - undefined.
Pre-requisites: (422-310) and (422-115)

Complete Course Listing

422-312 Metrology Gauging/SPC
Credits: 0.5-1

In this course students will demonstrate the use of advanced measuring tools including hand tools and electronic devices. Students will practice proper setup of piece to measure and proper documentation of results.
Aid Code: 32 - undefined.
Pre-requisites: 422-310

Complete Course Listing

422-322 Metallurgy for Machinists
Credits: 1-2

Students engage in basic physics and metallurgy principles, applied to the manufacturing setting. Students review accuracy and precision of measurements, introduces calculations with units and conversions within and between systems of measurements, formula rearranging, and applications in problem solving. Emphasis is placed on the application of the laws and principles of physics to practical problems found in the machine shop and industry.
Aid Code: 32 - undefined.

Complete Course Listing

422-343 Welding Blueprint Reading 1
Credits: 0.5-1

This course covers the fundamentals of Blueprint reading. Students examine and analyze types of drawings, orthographic projection, library of lines, title block dimensions and produce sketching projects.
Aid Code: 31 - undefined.

Complete Course Listing

BLACKHAWK Technical College

422-344 Welding Blueprint Reading 2
Credits: 0.5-2

This course covers blueprint reading specific to the welding industry. Students examine and define welding symbols and abbreviations used on welding specific blueprints.
Aid Code: 31 - undefined.

Complete Course Listing

422-400 Metallurgy
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

422-401 Metallurgy Concepts
Credits: 0.05-5.4

Non-credit course focusing on basic metallurgy study and concepts.
Aid Code: 47 - undefined.

Complete Course Listing

Millwright (423)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

423-400 Conveyor Construction
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

423-403 Alignment & Couplings
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

423-405 Introduction-Power Machinery
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

423-408 Fitting & Assemblying
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

423-430 Rigging
Credits: 0.2-2.5

Aid Code: 47 - undefined.

Complete Course Listing

423-510 Maintenance Mechanic/Millwright 1
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-511 Maintenance Mechanic/Millwright II
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-512 Maintenance Mechnic/Millwright III
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-513 Maintenance Mechanic/Millwright IV
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-514 Maintenance Mechanic/Millwright V
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-515 Maintenance Mechanic/Millwright VI
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-516 Maintenance Mechanic/Millwright VII
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

423-517 Maintenance Mechanic/Millwright VIII
Credits: 1-2

Aid Code: 50 - undefined.

Complete Course Listing

Natural Science (806)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

806-110 Forensic Science (Criminalistics)
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-112 Principles of Sustainability
Credits: 1-3

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-110 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-114 General Biology
Credits: 1-4

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-118 Metal Science
Credits: 1-3

This is a one-semester course in basic physics and metallurgy principles for the Technical College student. The course reviews accuracy and precision of measurements, introduces calculations with units and conversions within and between systems of measurements, formula rearranging, and applications in problem solving. Basic topics include properties of matter, metallurgy, material properties, material testing, force, motion (linear and circular), energy, power, and simple machines. The topics of heat, electricity, and magnetism are also introduced in the class. Emphasis is placed on the application of the laws and principles of physics to practical problems found in the machine shop and industry.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or ASSET Reading Skills, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-134 General Chemistry
Credits: 1-4

Covers the fundamentals of chemistry. Topics include scientific method, problem-solving using quantitative data, characteristics of matter, periodic relationships of elements, chemical bonding, chemical reactions, chemical equilibrium, analysis of chemical substances, characteristics of aqueous solutions, acids, bases, and gas laws.
Aid Code: 10 - undefined.
Pre-requisites: ((804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250)) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 51 or Test Waived-College Degree or GED-Reading, 165))

Complete Course Listing

806-139 Survey Of Physics
Credits: 1-3

This course emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-154 General Physics 1
Credits: 1-4

Presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.
Aid Code: 10 - undefined.

Complete Course Listing

806-172 Basic Nutritional Science
Credits: 1-3

This course provides an introduction into the science of nutrition. Basics concepts related to digestion and metabolism are presented. The significance of carbohydrates, lipids, proteins and vitamins to the human organism are discussed. The relationship of proper nutrition to selected pathological conditions throughout the human lifecycle is presented. The concept of sustainability and environmentally - conscious food production are introduced.
Aid Code: 10 - undefined.

Complete Course Listing

806-175 General Pathophysiology
Credits: 1-3

This introductory course in pathophysiology covers topics related to alterations of homoeostasis and the associate pathophysiological processes. The major emphasis will be on the physiological factors that underlie disease states. Course studies include the processes involved that generate illness; signs and symptoms of commonly occurring illness states and effects of disease processes on the cell. Review of normal homeostatis mechanisms is included. Study of the fundamental processes in relation to the pathophysiological processes can enable the students to apply this knowledge to clinical situations.
Aid Code: 10 - undefined.
Pre-requisites: (806-179)

Complete Course Listing

806-177 General Anatomy and Physiology
Credits: 1-4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-177E General Anat&Phys ChallExam
Credits: 1-4

Aid Code: 10 - undefined.

Complete Course Listing

806-179 Advanced Anatomy and Physiology
Credits: 1-4

Advanced Anatomy and Physiology is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course.
Aid Code: 10 - undefined.
Pre-requisites: (806-177) and (Chemistry, 1.0 or 836-133 or 806-186) or 806-199 or 838-104)
Co-requisites: (838-104

Complete Course Listing

806-186 Introduction to Biochemistry
Credits: 1-4

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.
Aid Code: 10 - undefined.
Pre-requisites: (806-199) or (836-133) or (Chemistry, 1) or (GPA High School, 2.6 or SAT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-189 Basic Anatomy
Credits: 1-3

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.
Aid Code: 10 - undefined.

Complete Course Listing

806-194 Survey of Anatomy and Physiology
Credits: 1-3

This course is designed to provide a basic understanding of human anatomy, physiology, diseases, and terminology to assist with the transcription and coding of medical documents.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-197 Microbiology
Credits: 4

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.
Aid Code: 10 - undefined.
Pre-requisites: (806-114 or 806-177 or 806-195 or 806-199)

Complete Course Listing

806-199 General, Organic and Biological Chemistry
Credits: 1-4

A one semester course covering the fundamental 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, acid, 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.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-199E Gen,Organ&Bio Chem Challexam
Credits: 1-4

Aid Code: 10 - undefined.

Complete Course Listing

806-286 Environmental Science
Credits: 1-4

An introductory survey course approprate for first-year students. This course includes a laboratory component and field trips designed to engage students in exploring environmental systems in the modern world. It emphasizes the interpretation of environmental data presented in graphs and figures and will sharpen student analytical skills through exercises based on both quantitative reasoning and reading comprehension.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-315 Applied Science
Credits: 1-2

This one semester course in basic physics principles reviews accuracy and precision of measurements and introduces calculations with units and conversions within and between systems of measurements. Formula rearranging and applications to problem solving are reviewed. Basic physics topics such as properties of matter, mechanical principles of force, motion (linear and circular), energy, power and machines, heat, electricity, and magnetism are also studied. Emphasis is placed on the applications of the laws and principles of physics to practical problems. The use of vectors is demonstrated in forces, velocities, and electrical transformers.
Aid Code: 31 - undefined.
Co-requisites: (804-306)

Complete Course Listing

Numerical Control (444)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

444-100 Manual Milling 1
Credits: 0.5-1

In this course students will explore the purpose and function of milling machines and their components. Students will practice simple mill operations such as squaring stock and basic drilling, as well as related skills such as maintenance, the use of cutting tools, and work holding. Students will also practice shop safety procedures.
Aid Code: 10 - undefined.

Complete Course Listing

444-101 Manual Milling 2
Credits: 0.5-1

In this course students will identify and use tool holding and advanced workholding concepts. Students will also explore alignment concepts as they practice using vises and fixtures, as well as aligning machine axes and using part datums to acurately locate holes and other component fixtures.
Aid Code: 10 - undefined.
Co-requisites: (444-100)

Complete Course Listing

444-102 Lathe - Manual Basic 1
Credits: 0.5-1

In this course students will identify the purpose and function of manual lathe machines and their components. Students will practice and perform simple turn operations such as simple diameters and shoulder features. Students will also practice safety and maintenance procedures as they relate to manual lathes.
Aid Code: 10 - undefined.
Co-requisites: (444-101)

Complete Course Listing

444-103 Lathe - Manual Basic 2
Credits: 0.5-1

In this course students will identify and practice tool holding and advanced workholding techniques. Students will explore and apply alignment concepts related to tools, centers, and fixtures, as well as aligning machine axes and using part datums to acurately locate radial and axial and other component features.
Aid Code: 10 - undefined.
Co-requisites: (444-102)

Complete Course Listing

444-104 Blueprint Reading 1
Credits: 0.05-1

In this course students will identify the purpose and function of different types of technical drawings, as well as proper drawing structure and drawing terminology. Students will practice producing simple sketches and visualizing two and three-dimensional parts. Students will practice visualizing drawings and blueprints using the orthographic and isometric projections in first and third angle formats.
Aid Code: 10 - undefined.
Co-requisites: (444-103)

Complete Course Listing

444-106 Metrology - Basic
Credits: 0.5-1

In this course students will explore metrology, the study of measurement. Students will identify and practice methods of inspecting parts for size and accuracy of features using an assortment of precision and semi-precision measuring instruments. Students will also practice instrument care, calibration, handling, and instrument reading.
Aid Code: 10 - undefined.
Co-requisites: (444-105)

Complete Course Listing

444-107 Metrology - Table Techniques
Credits: 0.5-1

In this course students will practice using advanced inspection instruments to carry out high precision inspection, including surface plates, blocks, pins, and dial indicators.
Aid Code: 10 - undefined.
Co-requisites: (444-106)

Complete Course Listing

444-109 Secondary Operations - Drill Press
Credits: 0.5-1

In this course students will practice advanced hand tool and manual power tool use and operation, including the use of of a drill press for production, pedestal grinder for tool maintenance, and sanders for various operations.
Aid Code: 10 - undefined.
Co-requisites: (444-108)

Complete Course Listing

BLACKHAWK Technical College

444-112 Lathe - Manual Intermediate
Credits: 0.5-1

In this course students will practice and perform advanced machining operations using various materials and work holding devices. Students will practice precision boring operation, as well as precision hole and taper feature locating and machining.
Aid Code: 10 - undefined.
Co-requisites: (444-111)

Complete Course Listing

444-113 Lathe - Manual Advanced
Credits: 0.5-1

In this course students will practice and perform advanced machining, using a variety of materials and holding devices, emphasizing speed and accuracy. Student will practice using advanced lathe features and setups to machine complex multi-process (mill/turn) lathe parts.
Aid Code: 10 - undefined.
Co-requisites: (444-112)

Complete Course Listing

444-114 Milling - Manual Intermediate
Credits: 0.5-1

In this course students will practice and perform advanced machining operations using various materials and work holding devices. Students will practice precision boring operation, as well as precision hole and taper feature locating and machining.
Aid Code: 10 - undefined.
Co-requisites: (444-113)

Complete Course Listing

444-115 Milling - Manual Advanced
Credits: 0.5-1

In this course students will practice and perform advanced machining, using a variety of materials and holding devices, emphasizing speed and accuracy. Student will practice using radial axes and dividing heads for advanced machining of precision components.
Aid Code: 10 - undefined.
Co-requisites: (444-114)

Complete Course Listing

444-116 CNC Mill Fundamentals
Credits: 0.5-1

In this course students will practice basic mill operation, setup, and the fundamentals of manual programming for CNC mills.
Aid Code: 10 - undefined.
Co-requisites: (444-115 or 420-139)

Complete Course Listing

444-117 CNC Lathe Fundamentals
Credits: 0.5-1

In this course students will practice basic lathe operation, setup, and the fundamentals of manual programming for CNC lathes.
Aid Code: 10 - undefined.
Co-requisites: (444-116)

Complete Course Listing

444-118 Surface Grinding Operations
Credits: 0.5-1

In this course students will explore the use and purpose of grinding machines. Students will practice setting up and operating surface grinding machines to perform simple grinding operations to typical tolerances.
Aid Code: 10 - undefined.
Co-requisites: (444-117)

Complete Course Listing

444-120 Milling - Advanced Setups & Tooling
Credits: 0.5-1

In this course students will practice selecting and applying work holding devices when operating a mill. Students will also practice gathering data using formulas and reference material to support machining operation.
Aid Code: 10 - undefined.
Co-requisites: (444-144)

Complete Course Listing

444-121 Lathe - Advanced Setups & Tooling
Credits: 0.5-1

In this course students will practice selecting and applying work holding devices when operating a lathe. Students will also practice gathering data using formulas and reference material to support machining operation.
Aid Code: 10 - undefined.
Co-requisites: (444-120)

Complete Course Listing

444-123 Advanced Metrology Concepts
Credits: 0.5-1

In this course students will demonstrate the use of advanced measuring tools including hand tools and electronic devices. Students will practice proper setup of piece to measure and proper documentation of results.
Aid Code: 10 - undefined.
Co-requisites: (444-122)

Complete Course Listing

444-125 Intermediate CAD - Solidworks and AutoCAD
Credits: 0.5-1

In this course students will demonstrate the use of CAD software to create complex blueprints for the manufacturing sector. SolidWorks and AutoCAD will be used.
Aid Code: 10 - undefined.
Co-requisites: (444-124)

Complete Course Listing

444-140 Basic CAM - MasterCAM
Credits: 0.5-1

In this course students will demonstrate the use of CAM software for creating CNC machine programs. MasterCam will be used.
Aid Code: 10 - undefined.
Co-requisites: (444-139) or (444-116)

Complete Course Listing

444-144 GD&T Interpretations
Credits: 0.5-1

In this course students will practice the use of Geometric Dimensioning and Tolerancing as it pertains to mechanical specifications and relationships in technical drawings. Students will practice interpretation of these symbols, as well as basic inspection methodologies.
Aid Code: 10 - undefined.
Co-requisites: (444-119) or (620-173)

Complete Course Listing

444-150 Metal Science
Credits: 1-3

Students engage in basic physics and metallurgy principles, applied to the manufacturing setting. Students review accuracy and precision of measurements, introduces calculations with units and conversions within and between systems of measurements, formula rearranging, and applications in problem solving. Emphasis is placed on the application of the laws and principles of physics to practical problems found in the machine shop and industry.
Aid Code: 10 - undefined.

Complete Course Listing

444-300 Shop Computing
Credits: 1-2

The ability to use a computer has become one of the most basic skills. In this course the learner will learn to use a computer to navigate through the learning process as well as being able to use the computer to operate an assortment of software. Students learn how to operate the computer's operating system to perform many common tasks such as opening, closing, saving, and printing files. They will practice these operating system functions on files created from software used in the machine shop.
Aid Code: 32 - undefined.

Complete Course Listing

444-301 Metrology
Credits: 1-2

Metrology is the study of measurement. The production of quality parts is impossible without adequate measurement. Therefore, this is a course that should be taken before any machining course. You will learn about an assortment of precision and semi-precision measuring instruments used for the job shop or where large numbers of parts are produced. Material will cover instrument care, types, components, scales, calibration, handling, and reading the instrument. You will have an opportunity to use and gain proficiency in most of the measuring instruments that are discussed.
Aid Code: 32 - undefined.

Complete Course Listing

444-302 Semi-Precision Machining
Credits: 1-2

This course is designed to acquaint the student with the semi-precision/fabrication machines in the machine shop. These machines are easier to operate and provide a good starting point for the beginner. These machines should not be considered to be less important in the machine shop or to require less skill to operate. These drill presses, pedestal grinders, bench tools, and saws are extremely important tools. The associated work holding, cutting tools, processes, and measuring instruments are also taught.
Aid Code: 32 - undefined.

Complete Course Listing

444-303 Turning Fundamentals
Credits: 1-2

This module covers the introduction to the engine lathe. Emphasis is on knowing the machine parts, their function, and performing simple lathe operations. Engine lathes are one of the basic machines with the ability to produce cylindrical parts to close tolerances. Introductory subjects such as related safety, maintenance, metal cutting theory, cutting tools, and work holding for lathes will be taught. There is an emphasis on safety. All of these subjects will be introduced and built upon as the learner progresses to higher levels of proficiency.
Aid Code: 32 - undefined.

Complete Course Listing

444-304 Geometric Dimensioning and Tolerancing (GD&T) Interpretations
Credits: 0.5-1

Geometric Dimensioning and Tolerancing is a system of symbols used to portray mechanical specifications and relationships on mechanical drawings. Industries using this system include large automotive, aircraft, and agricultural manufacturers, a growing number of smaller industries and most European manufacturers. Students will explore ANSI (American National Standard Institute) Standard symbols and methods of interpretation of these symbols to meet the expectations of the mechanical design engineer that specified them on the drawing.
Aid Code: 32 - undefined.

Complete Course Listing

444-305 Milling Fundamentals
Credits: 1-2

This module covers the introduction to the milling machines. Emphasis is on knowing the machine parts, their function, and performing simple lathe operations. Introductory subjects such as related safety, maintenance, metal cutting theory, cutting tools, and work holding for the mill will be taught. There is an emphasis on safety. All of these subjects will be introduced and built upon as the learner progresses to higher levels of proficiency.
Aid Code: 32 - undefined.

Complete Course Listing

444-306 Turning Applications
Credits: 1-2

This advanced turning course involves performing more difficult machining operations, using different materials, and using different work holding devices. The material, work holding devices and setups will present the learner with challenging situations that require them to apply their past experiences along with what they have learned in theory to produce quality parts. In situations where the student is performing previously learned operations, the learner will be expected to develop their speed and accuracy. One of the requirements of an advanced course is that students apply their knowledge to problems through the trouble shooting process.
Aid Code: 32 - undefined.

Complete Course Listing

444-308 Milling Applications
Credits: 1-2

The advanced milling course involves performing more difficult machining operations, using different materials, and using different work holding devices. The materials, work holding devices and setups will present the learner with challenging situations that require them to apply their past experiences along with what they have learned in theory to produce quality parts. In situations where the student is performing previously learned operations, the learner will be expected to develop their speed and accuracy. One of the requirements of an advanced course is that students apply their knowledge to problems through the trouble shooting process.
Aid Code: 32 - undefined.

Complete Course Listing

444-311 Computer Numerical Control (CNC) Turning Operations
Credits: 1-2

CNC turning centers produce many of the cylindrical shapes machined in production machine shops today. This course is the introductory course for CNC Turning Centers and includes machine/control familiarization, machine startup procedures, program transfers, work holder preparation, tooling installation, setting tooling offsets, and establishing a part origin. In addition, students learn how to safely run the first part and make minor adjustments to create quality parts.
Aid Code: 32 - undefined.

Complete Course Listing

444-312 Computer Numerical Control (CNC) Turning - Operations and Programming 1
Credits: 1-2

This course introduces the student to the programming process for CNC Turning Centers. The student will learn to create very simple programs and to run them on the machine. Students will learn about program structure and style. Students will start using the basic "G" codes necessary for program basic turned part features such as, faces, outside diameters, and holes. They will write/edit simple programs in order to create these common part features. The goal will be to start out simple and move to programs that are efficient, effective, and clearly written.
Aid Code: 32 - undefined.

Complete Course Listing

444-313 Tooling and Workholding
Credits: 1-2

This module consists of competencies relating to work holding devices and methods. Students will learn about the basic work holding principles, work holding devices, and work holding methods. These topics will be discussed in depth so that the student will be able to select and apply the best work holding device for the situation. Advanced knowledge of work holding will promote safety, setup speed, and cutter/work rigidity. Cutting tool information is vital for an in-depth and complete understanding of the machining processes. The selection of cutting tools and cutting tool data may be one of the most complex areas of study. Students will learn to select tools based on part geometry and machining operation. The learner will acquire the cutting data from formulas along with using reference material to obtain the data. This is very important because one of the most common complaints from employers is that employees cannot set machine feeds and speeds resulting in either wasted time or damaged tooling. As the student becomes more proficient, they will gain the ability to troubleshoot machining problems that are related to cutting tools.
Aid Code: 32 - undefined.

Complete Course Listing

444-316 Computer Numerical Control (CNC) Milling-Operations and Programming 1
Credits: 1-2

This course introduces the student to the programming process for CNC Machining Centers. The student will learn to create very simple programs and to run them on the machine. Students will learn about program structure and style. Students will start using the basic "G" codes necessary for program basic milled part features such as, faces, steps, slots, holes, improved holes, and circular contours. They will write/edit simple programs in order to create these common part features. The goal will be to start out simple and move to programs that are effi cient, effective, and clearly written.
Aid Code: 32 - undefined.

Complete Course Listing

444-330 Blueprint Reading 1
Credits: 0.05-1

In this course students will identify the purpose and function of different types of technical drawings, as well as proper drawing structure and drawing terminology. Students will practice producing simple sketches and visualizing two and three-dimensional parts. Students will practice visualizing drawings and blueprints using the orthographic and isometric projections in first and third angle formats.
Aid Code: 32 - undefined.
Co-requisites: (420-134 or 420-313)

Complete Course Listing

444-331 Blueprint Reading 2
Credits: 0.5-1

In this course students will identify the purpose and function of advanced projection types, section views, coordinate systems, and other interpretations of information found on standard industrial blueprints.
Aid Code: 32 - undefined.
Pre-requisites: (444-104 or 444-330 or 421-310)

Complete Course Listing

444-332 Layout & Benchwork
Credits: 0.5-1

In this course students will practice layout techniques, hand tool usage, and benchwork using hand tools. Students will also practice using bandsaws, drill presses, and other power tools.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

444-333 CNC G-Code Programming for Mills
Credits: 0.5-1

In this course students will use a computer to create basic G-code CNC programs. Students will practice using CNC program codes, words, and functions to create basic drilling programs for a CNC mill.
Aid Code: 32 - undefined.
Pre-requisites: (444-335 or 444-116)

Complete Course Listing

444-334 CNC G-Code Programming for Lathes
Credits: 0.5-1

In this course students will practice creating G-code CNC programs for lathe (turning) processes.
Aid Code: 32 - undefined.
Pre-requisites: (444-336 or 444-117)

Complete Course Listing

444-335 CNC Mill Fundamentals
Credits: 0.5-1

In this course students will practice basic mill operation, setup, and the fundamentals of manual programming for CNC mills.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

444-336 CNC Lathe Fundamentals
Credits: 0.5-1

In this course students will practice basic lathe operation, setup, and the fundamentals of manual programming for CNC lathes.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

444-337 Introduction to Gears & Gear Cutting
Credits: 0.5-1

In this course students will explore tools and techniques used in the process of gearmaking. Students will practice cutting standard spur gears.
Aid Code: 32 - undefined.
Pre-requisites: (444-345)

Complete Course Listing

444-338 Manufacturing Support Systems
Credits: 0.5-1

In this course students will explore part production and sequencing planning in manufacturing facilities. Students will identify the impact that sudden changes, such as scrapping and reworking, can have on these processes.
Aid Code: 32 - undefined.

Complete Course Listing

444-339 CMM Concepts
Credits: 0.5-1

In this course students will practice the use of a coordinate measuring machine. Students will identify their types and demonstrate their care, limits, setup, and applications.
Aid Code: 32 - undefined.
Pre-requisites: (606-310)

Complete Course Listing

444-340 CNC Turning Operations 1
Credits: 0.5-1

In this course students will demonstrate machine familiarization, machine start-up procedures, program transfers, work holder preparation, tooling installation, setting tooling offsets, and establishing a part origin on a CNC Lathe.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

444-341 CNC Turning Operations 2
Credits: 0.5-1

In this course students will demonstrate how to safely run the first part and make minor adjustments to create quality parts on a CNC Lathe.
Aid Code: 32 - undefined.
Pre-requisites: (444-126 or 444-340)

Complete Course Listing

444-342 CNC Turning Programming 1
Credits: 0.5-1

In this course students will demonstrate writing a simple program using correct structure and style. Students will start using the basic "G" codes necessary for program basic turned part features such as, faces, outside diameters, and holes on a CNC Lathe.
Aid Code: 32 - undefined.
Co-requisites: (444-126 or 444-340)

Complete Course Listing

444-343 CNC Turning Programming 2
Credits: 0.5-1

In this course students will practice writing and editing simple programs in order to create common part features. Students will develop more advanced programs that are efficient, effective, and clearly written for the CNC Lathe.
Aid Code: 32 - undefined.
Co-requisites: (444-342)

Complete Course Listing

444-344 CNC Milling Operations 1
Credits: 0.5-1

In this course students will demonstrate machine familiarization, machine start-up procedures, program transfers, work holder preparation, tooling installation, setting tooling offsets, and establishing a part origin on a CNC Mill.
Aid Code: 32 - undefined.
Co-requisites: (421-310)

Complete Course Listing

444-345 CNC Milling Operations 2
Credits: 0.5-1

In this course students will demonstrate how to safely run the first part and make minor adjustments to create quality parts on a CNC Mill.
Aid Code: 32 - undefined.
Pre-requisites: (444-130 and 444-344)

Complete Course Listing

444-346 CNC Milling Programming 1
Credits: 0.5-1

In this course students will demonstrate writing a simple program using correct structure and style. Students will start using the basic "G" codes necessary for program basic turned part features such as, faces, outside diameters, and holes on a CNC Mill.
Aid Code: 32 - undefined.
Co-requisites: (444-344)

Complete Course Listing

444-347 CNC Milling Programming 2
Credits: 0.5-1

In this course students will practice writing and editing simple programs in order to create common part features. Students will develop more advanced programs that are efficient, effective, and clearly written for the CNC Mill.
Aid Code: 32 - undefined.
Co-requisites: (444-346)

Complete Course Listing

444-348 CNC Milling Programming 3
Credits: 0.5-1

In this course students will practice writing more complex features utilizing more advanced programming methods. The learner will program and machine rectangular/circular pockets.
Aid Code: 32 - undefined.
Pre-requisites: (444-347)

Complete Course Listing

444-349 CNC Milling Programming 4
Credits: 0.5-1

In this course students will demonstrate writing more complex features utilizing more advanced programming methods. The learner will program and machine internal and external threads, and will use cutter compensation.
Aid Code: 32 - undefined.
Co-requisites: (444-348)

Complete Course Listing

444-350 CNC Milling Problem Solving 1
Credits: 0.5-1

In this course students will practice solving basic CNC milling problems. They will use multiple work offsets, loops, subprograms, and use variables in programs to shorten and simplify programs.
Aid Code: 32 - undefined.
Pre-requisites: (444-347)

Complete Course Listing

444-351 CNC Milling Problem Solving 2
Credits: 0.5-1

In this course students will practice solving complicated CNC milling problems utilizing tools and methods from previous courses.
Aid Code: 32 - undefined.
Co-requisites: (444-350)

Complete Course Listing

444-352 CNC Turning Problem Solving 1
Credits: 0.5-1

In this course students will demonstrate solving basic CNC Lathe problems. Students will practice using loops, subprograms, and variables in programs to shorten and simplify programs.
Aid Code: 32 - undefined.
Pre-requisites: (444-343)

Complete Course Listing

444-353 CNC Turning Problem Solving 2
Credits: 0.5-1

In this course students will practice solving complicated CNC lathe problems utilizing tools and methods from previous courses.
Aid Code: 32 - undefined.
Co-requisites: (444-352)

Complete Course Listing

444-354 Basic CAM - MasterCAM
Credits: 0.5-1

In this course students will demonstrate the use of CAM software for creating CNC machine programs. MasterCam will be used.
Aid Code: 32 - undefined.
Co-requisites: (444-116 or 444-335)

Complete Course Listing

444-355 Intermediate CAM - MasterCAM
Credits: 0.5-1

In this course students will demonstrate the use of CAM software to create more complex programs for CNC machines. MasterCam will be used.
Aid Code: 32 - undefined.
Pre-requisites: (444-354)

Complete Course Listing

444-356 CNC Internship
Credits: 0.5-1

In this course students will demonstrate the use of all the tools they have learned in the program to complete an internship at a local business, or complete the internship at the college.
Aid Code: 32 - undefined.
Pre-requisites: (444-342 and 444-346)
Co-requisites: (420-320 and 420-321)

Complete Course Listing

444-357 CNC Capstone
Credits: 0.5-1

In this course students will demonstrate the use of all the tools they have learned in the program to complete an all exclusive project.
Aid Code: 32 - undefined.
Co-requisites: (444-351 and 444-353)

Complete Course Listing

444-403 CNC Mill -20
Credits: .5

This module provides students with the skills to read and interpret information found on shop prints. Rectangular coordinate and inch/metric systems will be covered and will allow students to perform math calculations to obtain necessary dimensions and tolerances shown by symbols, notes, and various views. Students will also study general shop safety for a machining environment, raising the awareness of workers to the hazards around them and identifying work and personal safety practices. Other safety topics will be covered, including MSDS sheets, personal protective equipment, and lockout tag out.
Aid Code: 47 - undefined.

Complete Course Listing

444-404 CNC Milling-48
Credits: 4.8

This course will provide an introduction to CNC machining processes and the technology that supports them. It will also provide CNC milling processes and their proper application. Topics covered include machine-setup and operation, machine safety, types of milling machines, use and care of various cutting tools, and a review of milling speeds and feeds. The student will perform face and end milling operations as well as drilling, tapping, and slotting operations on CNC milling machines using standard G-code programming. The proper use and care of accessories, such as edge finders, digital readouts, dial indicators, and boring heads, and programming is also covered. Finally, this training is designed to provide the knowledge and skills required to create a CNC program that will convert stock material into a finished product on a Vertical Machining Center.
Aid Code: 47 - undefined.

Complete Course Listing

Nursing (543)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

543-101 Nursing Fundamentals
Credits: 1-2

This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177 or 806-195 or 806-131) and (801-195 or 801-136)
Co-requisites: (809-188 or 809-120)

Complete Course Listing

543-102 Nursing Skills
Credits: 1-3

This course focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheostomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177 or 806-195 or 806-131) and (801-195 or 801-136)
Co-requisites: (809-188 or 809-120)

Complete Course Listing

543-103 Nursing Pharmacology
Credits: 1-2

This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177 or 806-195 or 806-131) and (801-195 or 801-136)
Co-requisites: (809-188 or 809-120)

Complete Course Listing

543-104 Nsg: Intro Clinical Practice
Credits: 1-2

This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177 or 806-195 or 806-131) and (801-195 or 801-136)
Co-requisites: (809-188 or 809-120)

Complete Course Listing

543-105 Nursing Health Alterations
Credits: 1-3

This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice.
Aid Code: 10 - undefined.
Pre-requisites: (543-101) and (543-102) and (543-103) and (543-104)
Co-requisites: (806-179) and (801-196 or 801-198)

Complete Course Listing

543-106 Nursing Health Promotion
Credits: 1-3

This course will cover topics related to health promotion in the context of the family. It will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. Recognizing the spectrum of healthy families, it will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development.
Aid Code: 10 - undefined.
Pre-requisites: (543-101) and (543-102) and (543-103) and (543-104)
Co-requisites: (806-179) and (801-196 or 801-198)

Complete Course Listing

543-107 Nsg: Clin Care Across Lifespan
Credits: 1-2

This clinical experience applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized.
Aid Code: 10 - undefined.
Pre-requisites: (543-101) and (543-102) and (543-103) and (543-104)
Co-requisites: (801-196 or 801-198) and (543-105) and (543-106)

Complete Course Listing

543-108 Intro Clinical Care Management
Credits: 1-2

This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients. It also provides an introduction to leadership, management, and team building.
Aid Code: 10 - undefined.
Pre-requisites: (543-101) and (543-102) and (543-103) and (543-104)
Co-requisites: (801-196 or 801-198) and (543-105) and (543-106) and (543-107)

Complete Course Listing

543-109 Nsg: Complex Health Alterat 1
Credits: 1-3

Complex Health Alterations I prepares the learner to expand knowledge from previous courses in caring for clients across the life span with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort.
Aid Code: 10 - undefined.
Pre-requisites: (543-105) and (543-106) and (543-107) and (543-108)
Co-requisites: (806-197) and (809-198)

Complete Course Listing

543-110 Mental Health Community Concepts
Credits: 1-2

This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups.
Aid Code: 10 - undefined.
Pre-requisites: (543-105) and (543-106) and (543-107) and (543-108)
Co-requisites: (806-197) and (809-198)

Complete Course Listing

543-111 Nsg: Intermed Clin Practice
Credits: 1-3

This intermediate level clinical course develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients across the lifespan and prioritization. Using the nursing process, students will gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds.
Aid Code: 10 - undefined.
Pre-requisites: (543-105) and (543-106) and (543-107) and (543-108)
Co-requisites: (806-197) and (809-198) and (543-109) and (543-110) and (543-112)

Complete Course Listing

543-112 Nursing Advanced Skills
Credits: 0.5-1

This course focuses on the development of advanced clinical skills. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion.
Aid Code: 10 - undefined.
Pre-requisites: (543-105) and (543-106) and (543-107) and (543-108)
Co-requisites: (806-197) and (809-198) and (543-109) and (543-110)

Complete Course Listing

543-113 Nsg: Complex Health Alterat 2
Credits: 1-3

Complex Health Alterations II prepares the learner to expand knowledge and skills from previous courses in caring for clients with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary and the reproductive systems. The learner will also focus on management of care for clients with high-risk perinatal conditions, high-risk newborns and the ill child. Synthesis and application of previously learned concepts will be evident in the management of clients with critical/life threatening situations.
Aid Code: 10 - undefined.
Pre-requisites: (543-109) and (543-110) and (543-111) and (543-112)
Co-requisites: (809-196)

Complete Course Listing

543-114 Nursing Management & Professional Concepts
Credits: 1-2

This course covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice.
Aid Code: 10 - undefined.
Pre-requisites: (543-109) and (543-110) and (543-111) and (543-112)
Co-requisites: (809-196)

Complete Course Listing

543-115 Nsg: Adv Clinical Practice
Credits: 1-3

This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized.
Aid Code: 10 - undefined.
Pre-requisites: (543-109) and (543-110) and (543-111) and (543-112)
Co-requisites: (809-196) and (543-113) and (543-114)

Complete Course Listing

543-116 Nursing Clinical Transition
Credits: 1-2

This clinical experience prepares the student to assume the role of graduate nurse. The course promotes clinical decision-making, delegation, and collaboration to achieve client and organizational outcomes. Continued professional development is fostered.
Aid Code: 10 - undefined.
Pre-requisites: (543-109) and (543-110) and (543-111) and (543-112)

Complete Course Listing

543-300 Nursing Assistant
Credits: 1-2

This is a basic 90 hour Nursing Assistant course. Students who successful complete this course will be eligible to take the competency evaluation for inclusion on the Wisconsin Nurse Aide Registry as a Nursing Assistant/Home Health Aide. The Nursing Assistant works under the supervision of an RN or LPN performing bedside and personal care, gathering data such as vital signs or in-take and out-put, and performing basic therapeutic interventions such as range of motion exercises. The course includes theory lecture, skills lab practice, and a clinical experience in a long-term care setting.
Aid Code: 30 - undefined.
Pre-requisites: (Background Check, P) and (Health Forms Complete, P) and (COMPASS Pre-Algebra Skills, 025 or ACT Math, 14 or TABE 10 D Math Composite, 580 or ASSET Numerical Skills, 35 or AccuPlacer Arithmetic, 050 or Next Gen AccuPlacer Arithmetic, 238 or TABE Math, 080 or Test Waived-College Degree or 854-765 or 834-109 or TABE-12 D Math, 577 or Accuplacer-College Lvl Math, 40 or SAT Mathematics, 300) and (COMPASS Reading Skills, 062 or ACT Reading, 13 or AccuPlacer Reading Comp, 31 or ASSET Reading Skills, 36 or Next Gen AccuPlacer Reading, 221 or TABE 10 D Reading, 590 or TABE Reading, 080 or Test Waived-College Degree or 858-790 or 838-104 or TABE-12 D Reading, 563 or SAT Reading, 240)

Complete Course Listing

543-302A Nursing Assistant - Advanced
Credits: 1-2

This is a 72 hour course that builds on the knowledge and skills of Nursing Assistant course and prepares a student to function in an Acute Care (Hospital) setting. Skills such as blood glucose values, pre and post-op patient care, assisting with sterile procedures and, blood pressure monitoring are learned. Students also receive a certification in advanced dementia care. The course combines theory lecture, skills lab demonstrations and a clinical experience in acute care. Evaluation of student performance includes a written exam, return demonstrations, clinical performance, a research paper and an oral presentation. Current American Heart Association Healthcare Provider CPR Certification is required for entry into this course.
Aid Code: 31 - undefined.
Pre-requisites: (Background Check, P) and (Health Forms Complete, P) and (CPR for Health Students, P)
Co-requisites: (543-300)

Complete Course Listing

543-309 Working w/Special Populations - Nsg Assist
Credits: 0.05-1

This one credit course is intended to give a HealthCare student the opportunity to explore working with persons with Developmental Disabilities(DD). The course will include learning about several selected, commonly occurring DD types and what medical conditions are more likely to affect each population as well as techniques for successfully working with this population. The externship component will include following one DD person including time at their place of residence/group home as well as time at their place of employment (i.e. KANDU).
Aid Code: 30 - undefined.
Pre-requisites: 543-302A

Complete Course Listing

543-311 Personal Care Worker
Credits: 0.05-1

This course develops the learner's professional skills as a personal assistant, direct support professional and personal care aide. Learners will gain knowledge/skills in communication, nutrition and eating assistance, health care safety and basic hands-on caregiving. The curriculum will include textbook readings, workbook assignments, reviews of supporting material and weekly lab activities. The learner will demonstrate competency in a final written exam and selected client-care skills.
Aid Code: 30 - undefined.

Complete Course Listing

543-400 End-of_life Nursing Education
Credits: 0.1-0.5

Aid Code: 47 - undefined.

Complete Course Listing

543-403 Personal Care Worker
Credits: 0.1-7.2

Aid Code: 47 - undefined.

Complete Course Listing

543-410 Oxygen and Ventilation Service
Credits: 0.1-0.5

Oxygen and Ventilation Devices in the Intensive Care Unit.
Aid Code: 47 - undefined.

Complete Course Listing

543-412 Oxygen and Ventilation Devices
Credits: 0.1-0.5

Multi-disciplinary Oxygen and Ventialtion Devices.
Aid Code: 47 - undefined.

Complete Course Listing

543-452 Patient Admission and Assessme
Credits: 0.1-0.5

Patient Admission and Assessment in the Intensive Care Unit.
Aid Code: 47 - undefined.

Complete Course Listing

Office Technology (106)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

106-116 Customer Service Essentials
Credits: 1-3

This course is intended to teach students to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Additionally, students will examine how technology and social media impacts customer service, examine the impact of service breakdowns, and examine campaigns for customer loyalty. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. The course will utilize MS Outlook as a business communication tool.
Aid Code: 10 - undefined.

Complete Course Listing

106-127 Administrative Office Communications
Credits: 1-3

Students will develop proofreading skills for identifying and correcting punctuation, grammar, spelling, and usage errors. This course also includes editing skills for improving format, consistency, clarity, conciseness, and completeness by incorporating the study of Business English. Activities require applying proofreading and editing skills to realistic business communications in both print and electronic formats. Touch keyboarding and basic word processing skills are helpful.
Aid Code: 10 - undefined.
Pre-requisites: COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Test Waived-College Degree and COMPASS Writing Skills, 070 or ACT English, 18 or ASSET Writing Skills, 44 or AccuPlacer Sentence Skills, 083 or Test Waived-College Degree
Co-requisites: (801-136)

Complete Course Listing

106-142 Customer Service Essentials
Credits: 0.5-1

This course is intended to teach students to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. The course will utilize MS Outlook as a business communication tool.
Aid Code: 10 - undefined.

Complete Course Listing

106-144 Meeting and Event Planning
Credits: 1-2

This course introduces learners to planning activities, managing the finances, promoting the meeting/event, facilitating the on-site needs preparing minutes, and conducting follow-up activities while communicating effectively with all stakeholders. Learners complete several in-house and local meetings and events and plan complex meetings and events that include domestic and international ground and air travel and lodging for senior executives. Learners will prepare travel itineraries and items of special interest to the traveler.
Aid Code: 10 - undefined.
Pre-requisites: (103-138 or 103-107)

Complete Course Listing

106-147 Administrative Office Management 1
Credits: 0.05-1

This course introduces the administrative professional to their leadership role in the office setting as well as conflict resolution and problem solving techniques. Learners are also introduced to process mapping tools.
Aid Code: 10 - undefined.
Pre-requisites: (103-138) and (106-142)

Complete Course Listing

106-148 Administrative Professional Internship
Credits: 0.05-1

This course is a work-based learning program at a business in the community. It is intended to provide students with actual work experience. Students will obtain a position at an approved worksite, and work a minimum of 72 hours under the supervision of both their instructor and an onsite supervisor.
Aid Code: 10 - undefined.
Pre-requisites: (106-144) and (104-112) and (102-109) and (116-193)
Co-requisites: (106-150) and (101-135) and (102-155)

Complete Course Listing

106-150 Administrative Office Management 2
Credits: 0.5-1

In this course, learners practice problem solving, time management, professional communication, and conflict resolution skills through research and case studies. Learners evaluate basic facilities management, safety and risk analysis, disaster preparedness, and contingency planning. Learners prepare a basic emergency action plan, and also post event analysis.
Aid Code: 10 - undefined.
Pre-requisites: 106-147

Complete Course Listing

106-184 Web Technologies Office Management
Credits: 1-3

Intended to introduce students to advanced applications used by office professionals, this course provides an introduction to programs such as Adobe Acrobat, Illustrator, and Dreamweaver, Microsoft Publisher, and/or other computer applications used by administrative professionals. Students will apply basic skills and strategies for designing and maintaining a website and/or class intranet while exploring web office processes and procedures.
Aid Code: 10 - undefined.

Complete Course Listing

106-330 Intro to Medical Transcription
Credits: 1-3

Aid Code: 31 - undefined.

Complete Course Listing

106-335 Medical Word Processing
Credits: 1-3

Aid Code: 31 - undefined.

Complete Course Listing

106-340 Information Processing
Credits: 1-2

Aid Code: 31 - undefined.

Complete Course Listing

106-341 Keyboarding
Credits: 0.5-1

Aid Code: 31 - undefined.

Complete Course Listing

106-345 Inform Processing Applications
Credits: 1-8

Aid Code: 31 - undefined.

Complete Course Listing

106-350 Office Procedures
Credits: 1-2

Aid Code: 31 - undefined.

Complete Course Listing

106-368 Medical/Surgical Transcription
Credits: 1-4

Aid Code: 31 - undefined.

Complete Course Listing

106-400 Human Relations For Business
Credits: 0.1-1.5

Aid Code: 47 - undefined.

Complete Course Listing

106-471 Intro to Microsoft Word
Credits: 0.2-3

Aid Code: 47 - undefined.

Complete Course Listing

Physical Therapy Assistant (524)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

524-139 PTA Patient Interventions
Credits: 1-4

An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

524-140 PTA Professional Issues 1
Credits: 1-2

Introduces the history and development of the physical therapy program, legal and ethical issues, the interdisciplinary health care team, and professional communication skills.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

524-142 PTA Therapeutic Exercise
Credits: 1-3

Provides instruction on the implementation of a variety of therapeutic exercise principles. Learners implement, educate, adapt, and assess responses to therapeutic exercises.
Aid Code: 10 - undefined.
Pre-requisites: (524-156) and (524-157)

Complete Course Listing

524-143 PTA Biophysical Agents
Credits: 1-4

Develops the knowledge and technical skills necessary to perform numerous therapeutic modalities likely to be utilized as a PTA.
Aid Code: 10 - undefined.
Pre-requisites: (524-139)

Complete Course Listing

524-144 PTA Principles of Neuromuscular Rehabilitation
Credits: 1-4

Integrates concepts of neuromuscular pathologies, physical therapy interventions, and data collection in patient treatment.
Aid Code: 10 - undefined.
Pre-requisites: (524-142)

Complete Course Listing

524-145 PTA Principles of Musculoskletal Rehabilitation
Credits: 1-4

Integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment.
Aid Code: 10 - undefined.
Pre-requisites: (524-138 or 524-156) and (524-139) and (524-141 or 524-157)
Co-requisites: (524-142) and (524-143)

Complete Course Listing

524-146 PTA Principles of Cardiopulmonary & Integumentary Conditions
Credits: 1-3

Integrates concepts of cardiopulmonary and integumentary pathologies, physical therapy interventions, and data collection in patient treatment.
Aid Code: 10 - undefined.
Pre-requisites: (524-139) and (524-142)

Complete Course Listing

524-147 PTA Clinical Practice 1
Credits: 1-2

Provides a part-time clinical experience to apply foundational elements, knowledge, and technical skills pertinent to physical therapy practice.
Aid Code: 10 - undefined.
Pre-requisites: (524-139) and (524-142) and (524-143)

Complete Course Listing

524-148 PTA Clinical Practice 2
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (524-142) and (524-143) and (524-144) and (524-145) and (524-146) and (524-147)

Complete Course Listing

524-149 PTA Rehab Across the Lifespan
Credits: 1-2

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.
Aid Code: 10 - undefined.
Pre-requisites: (524-143) and (524-144) and (524-145) and (524-146)
Co-requisites: (524-148)

Complete Course Listing

524-150 PTA Professional Issues 2
Credits: 1-2

Incorporates professional development, advanced legal and ethical issues, healthcare management and administration, and further development of professional communication strategies.
Aid Code: 10 - undefined.
Pre-requisites: (524-140) and (524-144) and (524-145) and (524-146) and (524-147)

Complete Course Listing

524-151 PTA Clinical Practice 3
Credits: 1-5

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.
Aid Code: 10 - undefined.
Pre-requisites: (524-140) and (524-144) and (524-146)
Co-requisites: (524-148) and (524-149) and (524-150)

Complete Course Listing

524-156 PTA Applied Kinesiology 1
Credits: 1-4

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.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

524-157 PTA Applied Kinesiology 2
Credits: 1-3

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.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (801-195 or 801-136) and (801-196 or 801-198 or 804-134 or 804-118) and (806-177)
Co-requisites: (524-156)

Complete Course Listing

Quality Interdisciplinary (625)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

625-101 Foundations of Quality
Credits: 1-3

This course prepares participants to develop a philosophy of quality, incorporate a customer focus, contribute constructively in a team environment, and use a scientific approach to solve problems. Application of basic quality concepts is emphasized.
Aid Code: 10 - undefined.

Complete Course Listing

625-400 Food Processing & Bio-Industry
Credits: 0.05-3

Aid Code: 47 - undefined.

Complete Course Listing

625-401 Foundation Mfg Skills-Safety
Credits: 0.05-6

Aid Code: 47 - undefined.

Complete Course Listing

625-402 Foundation Mfg Skills-Qualit
Credits: 0.05-6

Aid Code: 47 - undefined.

Complete Course Listing

625-403 Foundation Mfg Skills-Maint
Credits: 0.05-6

Aid Code: 47 - undefined.

Complete Course Listing

625-404 Foundation Mfg Skills-Mfg
Credits: 0.05-6

Aid Code: 47 - undefined.

Complete Course Listing

Radiologic Technology (526)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

526-130 Introduction to Diagnostic Medical Sonography
Credits: 1-2

This course introduces the student to the history of ultrasound and the evolution of its medical applications. Topics include licensure, use and maintenance of ultrasound equipment, ergonomics, communication and critical thinking skills, and the responsibilities of Diagnostic Medical Sonographers in the workplace. Program policy and procedures, program curriculum and student rights and responsibilities are also included in this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

526-131 DMS General Procedures 1
Credits: 1-4

This course prepares the Diagnostic Medical Sonography/Vascular Technology student to perform ultrasound evaluations of the liver, gallbladder, biliary tree. The abdominal portion of this course will cover the anatomy, physiology, and the sonographic appearance of the peritoneal space and chest, prevertebral vessels, biliary, liver and pancreas, spleen, adrenal glands and kidneys. Thyroid and male pelvis (scrotum, penis and prostate) normal and abnormal anatomy, physiology and sonographic appearance is also within this course. The laboratory portion of this course permits the student to simulate ultrasound examinations of the abdomen, thyroid and male pelvis for the purposes of identification of structures, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-130)
Co-requisites: (526-132) and (526-136) and (526-205)

Complete Course Listing

526-132 DMS Clinical 1
Credits: 2

In the first clinical course for the Diagnostic Medical Sonography Program, students become acclimated to a simulated clinical environment. Patient care is reviewed in both the classroom and simulated scenarios. Students begin the performance of Diagnostic Medical Sonography procedures under the direction of program faculty in accordance with all program and institutional requirements.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-130)
Co-requisites: (526-131) and (526-134) and (526-136) and (526-205)

Complete Course Listing

526-133 DMS General Procedures 2
Credits: 1-4

This course prepares the Diagnostic Medical/Vascular Technology student to perform ultrasound evaluations of the female pelvis and gravid uterus. The gynecological portions of this course will cover normal anatomy and physiology of the female pelvis including the bony pelvis, vascular anatomy, muscles, and ligaments, physiology of the menstrual cycle and normal anatomy and pathology of the pediatric and postmenopausal pelvis. The obstetrics portion will cover the physiology of pregnancy, embryology, spermatogenesis, oogenesis, and the development of the fetus as visualized on ultrasound. This course will give the sonography student obstetrical ultrasound protocols and familiarize the student with normal fetal anatomy as demonstrated on ultrasound. The laboratory portion of this course permits the student to simulate ultrasound examinations of obstetric and non-gravid female pelvis for the purposes of identification of structures, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-131) and (526-134) and (526-136) and (526-205)
Co-requisites: (526-139) and (526-137)

Complete Course Listing

526-134 DMS Clinical 2
Credits: 1-2

The second clinical course for the Diagnostic Medical Sonography Program builds on the knowledge and skills acquired during the first clinical course. Students continue to perform basic sonographic examinations of the abdomen, pelvis, OB/GYN, and vascular structures under the direct supervision of a registered sonographer, and begin to perform examinations with increased independence.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (526-131 and 526-132 and 526-136 and 526-205)

Complete Course Listing

526-135 DMS General Procedures 3
Credits: 1-3

This course prepares Diagnostic Medical Sonography/Vascular Technology student to continue learning obstetrics by expanding into abnormal pregnancies. The obstetrical portion will cover fetal anomalies as visualized on ultrasound during the first trimester, second trimester, and third trimester. This course will cover abnormal fetal development to include discussion of pathology, pathophysiology, measurements, sonographic appearances and technique, Doppler patterns in disease processes and teratogens. The laboratory portion of this course permits the student to simulate ultrasound examinations of anatomical structures for the purposes of identification of structures and pathology, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-133) and (526-137) and (526-139)
Co-requisites: (526-140)

Complete Course Listing

526-136 DMS Physics I
Credits: 1-3

This course explores the principles of general wave physics as they apply to the application of Diagnostic Medical Sonography. The student will learn the physical factors that make the production necessary for the performance of diagnostic sonographic examinations. Topics also include transducer construction and operation, components of the ultrasound machine, display modes, image recording systems.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-130)
Co-requisites: (526-131) and (526-132) and (526-205)

Complete Course Listing

526-137 DMS Clinical 3
Credits: 0.5-2

In the third clinical education course for the Diagnostic Medical Sonography Program, students continue the process of performing routine examinations of the abdomen, pelvis, small parts, OB/GYN, and vascular structures more independently, continuing the process of attaining clinical competency in these various procedures.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-131) and (526-134) and (526-136) and (526-205)
Co-requisites: (526-133) and (526-139) and (526-206)

Complete Course Listing

526-138 DMS General Procedures 4
Credits: 1-4

This final general DMS procedure course permits the student to attain mastery of all sonographic anatomy, physiology, and pathophysiology of all anatomical parts and systems of the abdomen. The anatomy, physiology, pathology and pathophysiology of the breast will be discussed along with sonographic visualization and protocol. The abdomen and abdominal vasculature pathology and pathophysiology will be studied including the gastrointestinal tract and abdominal wall. The laboratory portion of this course permits the student to attain mastery of scanning techniques of all ultrasound examinations of anatomical structures, to include abdomen, breast, small-parts and ob/gyn.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-135) and (526-140)
Co-requisites: (526-245) and (526-142)

Complete Course Listing

526-139 DMS Physics 2 Instrumentation
Credits: 1-2

This course continues building on the principles of general wave physics as they apply to the application of Diagnostic Medical Sonography. Topics include Doppler applications, imaging artifacts, and performance & safety. Biological effects of ultrasound energy are also explored. SPI registry review is the final component of this course.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-131) and (526-134) and (526-136) and (526-205)
Co-requisites: (526-133) and (526-206) and (526-137)

Complete Course Listing

526-140 DMS Clinical 4
Credits: 0.05-1

In the fourth clinical education course for the Diagnostic Medical Sonography Program, students work towards attaining mastery of all ultrasound procedures of the abdomen, pelvis, small parts, OB/GYN, and vascular structures by performing these examinations with increased independence.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-133) and (526-137) and (526-139) and (526-206)
Co-requisites: (526-135)

Complete Course Listing

526-142 DMS Clinical 5
Credits: 1-2

In the fifth clinical education course for the Diagnostic Medical Sonography Program, students continue the process of performing routine examinations of the abdomen and pelvis, small parts, OB/GYN, and vascular structures. Students continue the process of exam competency while under the supervision of a registered sonographer.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-135) and (526-140)
Co-requisites: (526-138) and (526-245)

Complete Course Listing

526-144 DMS Clinical 6
Credits: 1-2

In this final clinical education course for the Diagnostic Medical Sonography Program, the student completes the process of becoming competent in all abdominal, small parts, pelvis, OB/GYN, and vascular sonographic procedures, and can perform all examinations required for graduation independently.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-138) and (526-142) and (526-245)
Co-requisites: (526-145) and (526-246) and (526-247)

Complete Course Listing

526-145 DMS Registry Review
Credits: 1-2

This course is a review of all program curricula and musculoskeletal ultrasound, preparing the student to successfully sit for the certification examinations in Diagnostic Medical Sonography prepared by the American Registry of Diagnostic Medical Sonographers (ARDMS,) or the examination in Ultrasound prepared by the American Registry of Radiologic Technologists (ARRT). Various methods of preparation, including the use of mock examinations will be utilized.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-138) and (526-142) and (526-245)
Co-requisites: (526-144) and (526-246) and (526-247)

Complete Course Listing

526-149 Radiographic Procedures 1
Credits: 1-5

Prepares radiography students to perform routine radiographic procedures of the chest, abdomen, upper and lower extremities, and pelvis. Course includes considerations for mobile and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-158)
Co-requisites: (526-159) and (526-192)

Complete Course Listing

526-158 Introduction to Radiography
Credits: 1-3

Introduces students to the role of radiography in health care. Students apply healthcare communication techniques. Students are introduced to legal and ethical considerations, patient interactions and management, patient and provider safety, and pharmacology.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (526-168)

Complete Course Listing

526-159 Radiographic Imaging
Credits: 1-3

Introduces radiography students to the process and components of imaging. Students determine the factors that affect image quality including contrast, receptor exposure, spatial resolution and distortion.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-158)
Co-requisites: (526-149) and (526-192)

Complete Course Listing

526-168 Radiography Clinical 1: Introduction
Credits: 1-2

This on-campus laboratory-based course prepares the student for placement at a clinical affiliate in the following semester. The course provides expanded hands-on instruction and assessment of many of the topics taught concurrently in Introduction to Radiography including patient history and assessment, patient lifting and moving, infection control practices, and radiation safety practices. Students also receive instruction in the use of radiographic equipment available on campus.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Co-requisites: (526-158)

Complete Course Listing

526-174 ARRT Certification Seminar
Credits: 1-2

Provides preparation for the for the national certification examination prepared by the American Registry of Radiologic Technologists. Emphasis is placed on the weak areas of the individual students. Simulated registry examinations are utilized.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-194)
Co-requisites: (526-189) and (526-197) and (526-198)

Complete Course Listing

526-189 Radiographic Pathology
Credits: 0.05-1

Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-231)
Co-requisites: (526-197) and (526-174) and (526-198)

Complete Course Listing

526-190 Radiography Clinical 5
Credits: 1-2

The fifth clinical course further prepares radiography students to perform radiologic procedures on patients increasing amounts of indirect supervision with evolving critical thinking skills in independent judgement. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Aid Code: 10 - undefined.
Pre-requisites: (526-199)
Co-requisites: (526-231) and (526-195)

Complete Course Listing

526-191 Radiographic Procedures 2
Credits: 1-5

Prepares radiography students to perform routine radiographic procedures of the skull, facial bones, sinus, spine, bony thorax, gastrointestinal, urological, and special studies. Course includes considerations for contrast, mobile, surgical and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-149)
Co-requisites: (526-230) and (526-193)

Complete Course Listing

526-192 Radiography Clinical 2
Credits: 1

The second radiography clinical course is the first placed at one of the program's clinical affiliates. Students begin to perform radiologic procedures on patients with considerable direct and limited indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.
Aid Code: 10 - undefined.
Pre-requisites: (526-168)
Co-requisites: (526-149) and (526-159)

Complete Course Listing

526-193 Radiography Clinical 3
Credits: 1

The third radiography clinical continues the process of student performance on radiologic procedures on patients with varying degrees of direct and indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-192)
Co-requisites: (526-191) and (526-230)

Complete Course Listing

526-194 Imaging Equipment Operation
Credits: 1-3

Introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunctions.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-230 or 526-170)
Co-requisites: (526-195) and (526-190)

Complete Course Listing

526-195 Radiographic Image Analysis
Credits: 1-2

Prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-191)
Co-requisites: (526-231) and (526-190)

Complete Course Listing

526-197 Radiation Protection and Biology
Credits: 1-3

Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-194)
Co-requisites: (526-189) and (526-174) and (526-198)

Complete Course Listing

526-198 Radiography Clinical 6
Credits: 2

The final radiography clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high-quality images in the clinical setting primarily under indirect supervision. Students apply radiation protection and standard precautions in the production of images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-190)
Co-requisites: (526-189) and (526-197) and (526-174)

Complete Course Listing

526-199 Radiography Clinical 4
Credits: 1

The fourth clinical radiography marks the first as second year students and continues the process of student performance on radiologic procedures on patients. There is continued transition from amounts direct and indirect supervision as competency performance increases. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-193)

Complete Course Listing

BLACKHAWK Technical College

526-205 DMS Vascular 1
Credits: 1-2

This course introduces the Diagnostic Medical Sonography student to the principles of vascular sonographic imaging. Topics include vascular physics, terminology, hemodynamics, and cerebrovascular applications of ultrasound, and normal, abnormal and pathologic sonographic presentation of vascular anatomy. The laboratory portion of this course permits the student to simulate ultrasound examinations of anatomical structures for the purposes of identification of structures and pathology, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-130)
Co-requisites: (526-132) and (526-131) and (526-134) and (526-136)

Complete Course Listing

526-206 DMS Vascular 2
Credits: 1-2

This is the second vascular course designed to prepare the Diagnostic Medical Sonography student to perform ultrasonic evaluation of vascular sonographic structures. Topics include vascular anatomy, physiology, and terminology related to imaging of arterial, venous peripheral vascular structures. The laboratory portion of this course permits the student continued and advanced opportunity to simulate ultrasound examinations of anatomical structures for the purposes of identification of structures and pathology, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-131) and (526-134) and (526-136) and (526-205)
Co-requisites: (526-133) and (526-137) and (526-139)

Complete Course Listing

526-230 Advanced Radiographic Imaging
Credits: 1-2

Explores the factors that impact image acquisition, display, archiving and retrieval. Guidelines for selecting exposure factors and evaluating images within digital systems are discussed. Principles of digital system quality assurance and maintenance are presented.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-159)
Co-requisites: (526-191) and (526-193)

Complete Course Listing

526-231 Imaging Modalities
Credits: 1-2

Introduces radiography students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.

Complete Course Listing

526-245 DMS Vascular 3
Credits: 1-3

This is the third vascular course designed to prepare the Diagnostic Medical Sonography student to perform ultrasonic evaluation of vascular sonographic structures. Topics include and continuation of peripheral vascular structures and vascular anatomy, physiology, and terminology related to imaging of abdominal vascular structures. The laboratory portion of this course permits the student continued and advanced opportunity to simulate ultrasound examinations of anatomical structures for the purposes of identification of structures and pathology, and to reinforce scanning technique in preparation for performing these examinations in the clinical setting.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-135) and (526-140)
Co-requisites: (526-138) and (526-142)

Complete Course Listing

526-246 DMS Vascular 4
Credits: 0.5-1

This is the fourth vascular course designed to prepare the Diagnostic Medical Sonography student to perform ultrasonic evaluation of vascular sonographic structures. Topics include US guided procedures, surgery, QA, statistical testing and lab accreditation. This courses will also cover VT registry review and board preparation.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-138) and (526-245) and (526-142)
Co-requisites: (526-144) and (526-247) and (526-145)

Complete Course Listing

526-247 DMS Capstone Seminar
Credits: 0.5-1

A capstone course that prepares the student for the transition from student to staff sonographer. Current issues that challenge the entry-level sonographer along with new and future songraphic techniques will be discussed. Other topics covered include resume writing, job interviewing, networking and professional development.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (526-138) and (526-245) and (526-142)
Co-requisites: (526-144) and (526-246) and (526-145)

Complete Course Listing

Reading (858)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

858-764 Reading 2 GED Review
Credits: 1-3

The course focuses on reading in the GED content areas. It includes skills of comprehension, application, and analysis as needed for the GED content area tests at the pre-GED level. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

858-771 Reading 3 GED Review
Credits: 1-3

This course further develops reading in the GED content areas. It includes continued work in comprehension, application and analysis as needed for the GED content area tests. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.

Complete Course Listing

858-795 Reading Foundations
Credits: 0.5-1

A small group and individualized instruction course that helps students develop precollege reading skills. Emphasizes reading comprehension and learning strategies. Must be taken concurrently with Intro to College Reading.
Aid Code: 77 - undefined.
Co-requisites: 838-104

Complete Course Listing

Science (856)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

856-779 BSE Science 3 Pharmacology Preparation
Credits: 1-2

Designed for students entering the Associate Degree Nursing program. The course will be an introduction to pharmacology, one of the hardest courses taken by nursing students. In addition, students will develop other skills needed for success (and survival) in the nursing program, such as test taking strategies and writing papers in APA format. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.

Complete Course Listing

Social Science (809)

Information provided includes course descriptions by subject only.

For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

809-103 Think Critically and Creatively
Credits: 1-3

This course provides instruction in the vital, realistic and practical methods of thinking which are in high demand in all occupations of substance today. Decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more are considered in depth as the student applies specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is demonstrations, discussions, project and teamwork based. Assignments range from the short and simple to the detailed and complex. Reality and practicality are the focuses all through the course.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838 04)

Complete Course Listing

809-122 Intro to American Government
Credits: 1-3

Introduces American political processes and Institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. Also explores the role of state and national government in our federal system.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 73 or ACT Reading, 16 or AccuPlacer Reading Comp, 76 or Next Gen AccuPlacer Reading, 251 or SAT Reading, 330) and (COMPASS Reading Skills, 51) or (ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

809-143 Microeconomics
Credits: 1-3

This course examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real world problems.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-144 Macroeconomics
Credits: 1-3

Macroeconomics is an introductory course. Basic social choices regarding economic systems, basic economic aggregates , fiscal policy, the banking system, monetary policy, and international trade are the principle topics discussed in the course. Balance is drawn between theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-159 Abnormal Psychology
Credits: 1-3

The course in Abnormal Psychology surveys the essential features, possible causes, and assessment and treatment of the various types of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.
Aid Code: 10 - undefined.
Pre-requisites: (809-198)

Complete Course Listing

809-166 Introduction to Ethics: Theory and Application
Credits: 1-3

This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-172 Introduction to Diversity Studies
Credits: 1-3

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-174 Social Problems
Credits: 1-3

Explores the causes of and possible solutions to selected social problems such as inequality, crime and deviance, and poverty. Students will examine the interrelationship of social problems and their roots in fundamental societal institutions.
Aid Code: 10 - undefined.
Pre-requisites: (809-196 or Test Waived-College Degree)

Complete Course Listing

809-188 Developmental Psychology
Credits: 1-3

Developmental Psychology is the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.
Aid Code: 10 - undefined.
Pre-requisites: (809-198)

Complete Course Listing

809-188E Develop Phychology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-195 Economics
Credits: 1-3

This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or ASSET Reading Skills, 55)
Co-requisites: (838-104)

Complete Course Listing

809-195E Economics ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-195O Economics Orientation
Credits: 0

In House for Online Orientation Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-196 Introduction to Sociology
Credits: 1-3

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-196E Intro to Sociology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-196O Intro to Sociology-Orientation
Credits: 0

In House for Telecourse Orientation Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-198 Introduction to Psychology
Credits: 1-3

This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-198E Intro to Psychology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-198O Intro to Psychology-Orien
Credits: 0

In House for Telecourse Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-199 Psychology of Human Relations
Credits: 1-3

Explores the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationships with others at work, in the family, and in society.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-415 Native American Culture
Credits: 0.1-1.5

Aid Code: 42 - undefined.

Complete Course Listing

809-419 African American Culture
Credits: 0.05-2.2

Aid Code: 42 - undefined.

Complete Course Listing

Social Science (859)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

859-740 Parenting
Credits: 3

The course focuses on several aspects of positive parenting. It includes exploring human growth and development, building self-esteem, learning positive parenting skills, establishing listening skills, engaging in effective discipline, and identifying bullying behavior. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.

Complete Course Listing

859-762 BSE Social Science 2 Review - Storefront
Credits: 1-3

This course allows students to work on any area in the social sciences that they need to review to be successful in later course work, on the GED tests, or in their career.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

859-773 BSE Social Science, Civics, HSED
Credits: 1-2

This course is an overview of the American government and how it impacts and influences the lives of American citizens. Areas of concentration are colonization, the constitution, branches of government, checks and balances, the Bill of Rights, state and local governments and citizen responsibility. Students who finish 30 hours of instruction in this course meet the citizenship requirement for the HSED certification.
Aid Code: 76 - undefined.

Complete Course Listing

Substance Use Disorder Counseling (550)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

550-100 Substance Use Assessment, Diagnosis & Treatment
Credits: 1-3

Learners take an in-depth look at assessment, diagnosis and treatment in the substance use disorder field. Students develop a working knowledge of gathering and interpreting information used in forming diagnoses based on the criteria in the DSM-V. Learners will explore various diagnostic tools and determine the level of care utilizing the Wisconsin Uniform Placement Criteria. Students are introduced to a variety of counseling theories, co-occurring disorders, modalities and techniques used to treat substance use disorders.
Aid Code: 10 - undefined.

Complete Course Listing

550-115 Understanding Addiction
Credits: 1-3

This course provides an overview of addiction, including classification and basic pharmacology of drugs, basic physiology and effects of drug use on the human body and patient. Students will examine client learning styles and group teaching methods, delivery of educational programs, health and behavior problems related to substance use and basic life skills such as stress management, communication and assertiveness.
Aid Code: 10 - undefined.

Complete Course Listing

550-118 Boundaries & Ethics in Substance Use Treatment
Credits: 1-3

Learners will analyze case scenarios to practice the process of ethical decision making. Learners will evaluate the ethical codes of substance use disorder counseling to increase ability to apply these ethical principles to a variety of scenarios. Learners will also determine professional boundary issues and incorporate ethical standards into the decision making process.
Aid Code: 10 - undefined.

Complete Course Listing

550-119 Substance Use Disorder Counseling
Credits: 1-3

Students will learn foundational building block skills in the counseling relationship and learn how to establish a solid therapeutic relationship. Students will also apply basic counseling techniques and study reporting and management of counseling cases. Performance will be evaluated through mock counseling sessions and personal experience reflections. Students will work to determine issues of boundaries and ethics and apply reflective practitioner methods.
Aid Code: 10 - undefined.

Complete Course Listing

550-120 Psychopharmacology
Credits: 1-3

Learners will be introduced to the basic concepts of psychopharmacology and the function of the organs and systems of the human body and brain. Students will assess boundaries and ethical issues commonly found working with mental health and substance use services. Apply reflective practitioner methods.
Aid Code: 10 - undefined.

Complete Course Listing

550-139 Substance Use Disorders Internship 2
Credits: 1-3

Provides the learner with the opportunity to assume greater responsibility and more of the duties of a substance abuse counselor in actual clinical practice. The course provides the learner with opportunities to strengthen skills and to experience the full range of responsibilities assumed by an AODA counselor while being supervised by an experienced substance abuse professional.
Aid Code: 10 - undefined.
Pre-requisites: (550-160)

Complete Course Listing

550-160 Substance Use Disorders Internship 1
Credits: 1-3

An on-site experience during which the learner is oriented to the environment of substance abuse treatment. Supervised practice in the 12 core functions of counseling including assessment, group and individual counseling, case management, and consultation is offered.
Aid Code: 10 - undefined.
Pre-requisites: (520-106) and (550-118)
Co-requisites: (550-119)

Complete Course Listing

550-161 Motivational Interviewing
Credits: 1-3

Learners develop fundamental building block skills in motivational interviewing. Learners apply spirit and basic motivational interviewing methods as well as evaluate performance through role play counseling sessions and personal experience reflections. Learners will be able to apply collaborative goal setting and determine client direction using focus techniques gained through motivational interviewing practices.
Aid Code: 10 - undefined.

Complete Course Listing

Supervision & Leadership Devlp (196)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

196-100 Supervision: Applying Human Resource Procedures
Credits: 0.05-1

This course introduces the basics of managing people. Learners will understand how attitude plays a significant role in creating a supportive work environment. Other topics include building trust, motivating and empowering employees to promote retention, and improving work relations through support and asking the right questions. Training and assessing employee understanding of the work processes and procedures is studied along with creating solid goals and expectations to promote employee success.
Aid Code: 10 - undefined.

Complete Course Listing

196-101 Principles of Supervision
Credits: 1-3

This course as designed to give the student an overview of such supervisory skills as leadership and interpersonal skills, motivation communications, decision-making and training at the first-line supervision level. The duties and responsibilities of supervisors, the rule of supervisors, the role of supervision in an organization and making the transition to supervision are also included.
Aid Code: 10 - undefined.

Complete Course Listing

196-103 Employment Law
Credits: 1-3

Introduces and explores legal issues concerning employment and their effect on the workplace. Through in-depth case analyses, oral presentations, and debates, students learn about the intricacies of federal and Wisconsin equal employment opportunity laws. Topics include legislation and Supreme Court decisions related to civil rights, age discrimination, disabilities, pay equity, affirmative action, etc.
Aid Code: 10 - undefined.

Complete Course Listing

196-108 Health, Safety and Security
Credits: 1-3

The importance of workplace safety for the worker, the employer and the community is emphasized. Students review the various safety and health issues affecting today's business organizations and workplaces. OSHA regulations play a key role in understanding compliance issues. Teams of students conduct research on a specific safety topic and conduct a safety presentation based on their research.
Aid Code: 10 - undefined.

Complete Course Listing

196-115 Compensation and Benefits
Credits: 1-3

This course focuses on the compensation and benefit elements that make up total compensation. This course covers base pay, merit pay and variable pay programs and examines such benefits as government regulation, group welfare plans, pension plans and flexible benefit plans. Students learn to apply the principles of compensation management to maintain an organization's competitive advantage while complying with state and federal law. Topics include job analysis, descriptions, and evaluation; pay and benefits surveys; budgeting as related to compensation; and comparable worth issues. The course promotes an understanding of mandated and discretionary employee benefits. It will focus on the major categories of benefits, including planning and administration, compliance with regulations, insurance, retirement plans, paid time off from work, accommodation and enhancement benefits. The students will participate in a variety of activities in which they will investigate current benefits programs, design or modify benefits programs to reflect today's work environment, and administer benefits thought simulations and role playing. As a major team project, students complete a simulation to design a complete compensation and benefits program.
Aid Code: 10 - undefined.

Complete Course Listing

196-116 Staffing Organizations
Credits: 1-3

Learners will focus on recruitment, selection, orientation and hiring practices. This course examines what today's workforce expects and how to efficiently use the recruitment budget. All steps of the hiring process are reviewed. This material supplements the legal aspects of the employment process. Students develop the tools necessary for interviewing individuals in a variety of settings. Through hands on projects students practice their skills by completing probing, survey, recruitment, employment, and performance interviews.
Aid Code: 10 - undefined.
Co-requisites: 196-193

Complete Course Listing

196-140 Supervision: Control Process and Leadership Skills
Credits: 0.05-1

Learners will determine how to increase personal productivity every day, and how to get the most productivity from the team while maintaining quality and employee well-being. Topics include planning and preparation for the day, goal-setting, time management, delegating work, eliminating distractions, taking breaks, and more, to attain productivity and quality goals. Learners will determine how to identify, measure, and influence successful outcomes of individual productivity as well as department productivity.
Aid Code: 10 - undefined.

Complete Course Listing

196-153 Supervision: Improving Performance and Discipline
Credits: 0.05-1

Learners will learn how to deal with difficult employees while maintaining composure. Learners will determine the difference between counseling and correcting employees along with effective methods for each. Learners will understand accountability for themselves and the employees who report to them. Discussions provide understanding of the employee evaluation process and the discipline process. Focus is "When a supervisor does a good job of leading, problem-solving, communicating, and motivating, MOST employees will perform well.".
Aid Code: 10 - undefined.

Complete Course Listing

196-157 Essentials of Quality: Quality Management Basics
Credits: 0.05-1

In this first course, learners examine the role of the supervisor in assisting an organization to produce a quality product and/or service. Learners are introduced to Total Quality Management concepts and tools needed in the workplace to stay competitive.
Aid Code: 10 - undefined.

Complete Course Listing

196-158 Essentials of Quality: Quality Data Assessment
Credits: 0.5-1

In this second course, learners begin to develop a personal philosophy of quality, identifying stakeholder relationships, and determining how to meet/exceed customer expectations. Learners will begin to evaluate process weaknesses to select specific time based improvement techniques.
Aid Code: 10 - undefined.

Complete Course Listing

196-159 Essentials of Quality: Lean Tools
Credits: 0.5-1

In this third course, learners will map and evaluate processes, looking for areas of improvement by reducing internal time and effort, reducing opportunities for defects, and areas that will increase overall customer satisfaction.
Aid Code: 10 - undefined.

Complete Course Listing

196-161 Team Building: Communicating and Building Cohesiveness
Credits: 0.05-1

Learners explore the components of an effective team environment. Individual roles within the team and team problem-solving are examined and applied. The role of effective communications and its importance to team success is introduced. Learners will understand how to recognize and manage the stages of team development by focusing on team goals, and how to encourage and honor the strengths of each individual and the contributions to team success. Emphasis it placed on how an inviting, kind, and encouraging workplace culture can engage and retain employees. Focus is on individual strengths, meeting individual needs for success, and team focus on goals and expectations.
Aid Code: 10 - undefined.

Complete Course Listing

196-162 Team Building: Motivation Tactics
Credits: 0.05-1

Learners will explore several motivation theories in this course including to influence workers to become more productive or perform at higher levels of quality. Learners will determine how to influence employees by helping to set SMART goals, by using energizing techniques, and by rewarding the positive behavior desired in the workplace. Learners understand how behavior as a leader can truly motivate the team on a daily basis. In addition, learners will gain knowledge in how to set goals with "SPIRIT" in order to guide employees through annual professional development planning; explore an effective format for interviewing employees during performance reviews; and, how to develop probing questions to encourage the employee to take an active role in the discussions on job performance.
Aid Code: 10 - undefined.

Complete Course Listing

196-163 Team Building: Inclusion and Engagement
Credits: 0.05-1

Learners will understand how to take a team from good to great by effectively engaging them in their work on a daily basis. This course provides insight on how to encourage the heart of every employee to feel belonging in the work community through friendly interaction, constructive conflict, and creative problem solving. Employee engagement leads to long-term retention, so this course is critical in understanding how to prevent employee turn-over. Learners will understand how Emotional Intelligence (maturity) plays a significant role in how we manage our emotions in connection with the people we work with. Learners will explore ways to better understand human emotions, keep them in control, and work effectively to move forward productively.
Aid Code: 10 - undefined.

Complete Course Listing

196-164 Leadership Practicum
Credits: 0.5-1

Learners will obtain a practicum with area business leaders in order to job shadow for two to three hours per week. Learners will observe and document how working professionals manage their responsibilities, and handle the day-to-day issues of the workplace. Learners may perform tasks while under the supervision of the leaders and provide weekly reports tying the experiences to the Organizational Leadership Program topics.
Aid Code: 10 - undefined.
Pre-requisites: (196-100) and (196-140) and (196-153) and (196-157) and (196-158) and (196-161) and (196-162) and (196-190) and (116-168)
Co-requisites: (196-159) and (196-163) and (116-102)

Complete Course Listing

196-168 Organizational Development
Credits: 1-3

This course introduces the Human Resources student to the different motivational mechanics that affect individuals, teams and organizations. Focus is placed on understanding individual differences and how they are manifested within an organization. Students will practice methods to improve communication and managing conflicts that occur at different levels within an organization.
Aid Code: 10 - undefined.

Complete Course Listing

196-190 Leadership Development
Credits: 1-3

Learners are introduced to leadership theories and practices. The roles of management vs. leadership are explored with a focus on proactive leadership. Other topics include: conflict management style and dealing with conflict; adapting leadership styles to different situations; difficult conversations with employees; change management; and motivating employees to achieve company goals. The importance and value of diversity will be emphasized.
Aid Code: 10 - undefined.

Complete Course Listing

196-193 Human Resource Management
Credits: 1-3

Establishes a foundation for development of employee effectiveness by focusing on the supervisor's role in understanding, communicating, and implementing organizational policies. Focus is placed on: employee hiring; orientation and training; performance management; motivating employees and related topics that affect the supervisor's work group.
Aid Code: 10 - undefined.

Complete Course Listing

196-199 Warehouse Worker Safety
Credits: 3

Students will learn and demonstrate workplace practices that enable the safe movement of employees, equipment and materials. The course will focus on protective equipment (PPE), OSHA work standards, hazardous material handling, forklift safety and commercial driver guidelines.
Aid Code: 10 - undefined.

Complete Course Listing

196-403 Effective Meeting Management
Credits: .05

This course will provide a broad overview of HR Leadership related topics such as key employment law, workplace harassment, interviewing techniques, and sourcing.
Aid Code: 47 - undefined.

Complete Course Listing

196-405 Level 1 Leadership 3
Credits: .3

This 3-hour course will provide beginning leadership training for 3 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-407 Leadership Level 1-4
Credits: .4

This 4-hour course will provide beginning leadership training for 4 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-408 Level 1 Leadership - 6
Credits: .6

This 6-hour course will provide beginning leadership training for 6 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-409 Level 1 Leadership - 8
Credits: .8

This 8-hour course will provide beginning leadership training for 8 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-410 Level 1 Leadership - 9
Credits: .9

This 9-hour course will provide beginning leadership training for 9 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-411 Level 1 Leadership - 12
Credits: 1.2

This 12-hour course will provide beginning leadership training for 12 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-412 Level 1 Leadership - 15
Credits: 1.5

This 15-hour course will provide beginning leade3rship training for 15 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-414 Supervisory Techniques
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-415 Level 1 Leadership -18
Credits: 1.8

This 18-hour course will provide beginning leadership training for 18 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-416 Level 1 Leadership -20
Credits: 2

This 20-hour course will provide beginning leadership training for 20 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-417 Level 1 Leadership - 21
Credits: 2.1

This 21-hour course will provide beginning leadership training for 21 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-418 Level 1 Leadership - 24
Credits: 2.4

This 24-hour course will provide beginning leadership training for 24 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-419 Level 1 Leadership - 27
Credits: 2.7

This 27-hour course will provide beginning leadership training for 27 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-420 LDRSHP/DEV Frontline Leadrship
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

196-421 Ldrshp/Dev Interpersonal Skill
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-422 Ldrshp/Dev Ind Performance
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

196-423 Ldrshp/Dev Team Performance
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

196-424 Ldrshp/Making Orgniznal Impact
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-425 Ldrshp/Managing Chg&Innovation
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-427 Leadership/Problem Solving
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-428 Level 1 Leadership -28
Credits: 2.8

This 28-hour course will provide beginning leadership training for 28 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-429 Level 1 Leadership - 30
Credits: 3

This 30-hour course will provide beginning leadership training for 30 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-430 Level 1 Leadership - 32
Credits: 3.2

This 32-hour course will provide beginning leadership training for 32 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-431 Level 1 Leadership - 33
Credits: 3.3

This 33-hour course will provide beginning leadership training for 33 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-432 Level 1 Leadership - 36
Credits: 3.6

This 36-hour course will provide beginning leadership training for 36 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-433 Level 1 Leadership - 39
Credits: 3.9

This 39-hour course will provide beginning leadership training for 39 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-434 Level 1 Leadership - 40
Credits: 4

This 40-hour course will provide beginning leadership training for 40 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-435 Level 1 Leadership for 3 hours
Credits: .3

This 3 hour course will provide intermediate leadership training for 3 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-436 Level 2 Leadership - 4
Credits: .4

This course will provide intermediate leadership training for 4 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-437 Level 2 Leadership for 6 hours
Credits: .15

This course will provide intermediate leadership training for 6 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-438 Level 2 Leadership - 8
Credits: .8

Aid Code: 47 - undefined.

Complete Course Listing

196-439 Level 2 Leadership for 9 hours
Credits: .25

This course will provide intermediate leadership training for 9 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-440 Level 2 Leadership for 12 hour
Credits: .3

This course will provide intermediate leadership training for 12 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-441 Level 2 Leadership for 15 hour
Credits: .4

This course will provide intermediate leadership training for 15 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-442 Level2 leadership for 16 hours
Credits: .4

This course will provide intermediate leadership training for 16 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-443 Leve2 Leadership 18
Credits: .45

This course will provide intermediate leadership training for 18 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-444 Level2 Leadership - 20
Credits: .5

This course will provide intermediate leadership training for 20 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-445 Level 2 Leadership - 21 hours
Credits: .55

This course will provide intermediate leadership training for 21 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-446 Level 2 Leadership - 24
Credits: .6

This course will provide intermediate leadership training for 24 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-447 Level 2 Leadership - 27
Credits: .7

This course will provide intermediate leadership training for 27 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-448 Level 2 Leadership - 28
Credits: .7

This course will provide intermediate leadership training for 28 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-449 Level 2 Leadership - 30
Credits: .75

This course will provide intermediate leadership training for 30 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-450 Level 2 Leadership - 32
Credits: .8

This course will provide intermediate leadership training for 32 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-451 Level 2 Leadership - 33
Credits: .85

This course will provide intermediate leadership training for 33 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-452 Level 2 Leadership - 36
Credits: .9

This course will provide intermediate leadership training for 36 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-453 Level 2 Leadership - 39
Credits: 1

This course will provide intermediate leadership training for 39 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-454 Level 2 Leadership - 40
Credits: 1

This course will provide intermediate leadership training for 40 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-455 Supervisory Training
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

196-456 Level 3 Leadership - 3
Credits: .3

This course will provide leadership training for 3 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-457 Workplace Communications
Credits: 0.1-2

Aid Code: 47 - undefined.

Complete Course Listing

196-458 Level 3 Leadership - 4
Credits: .4

This 4-hour course will provide advanced leadership training for 4 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-459 Level 3 Leadership for 6 hours
Credits: .6

This course will provide advanced leadership training for 6 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-460 Quality Assurance
Credits: 0.1-3

Aid Code: 47 - undefined.

Complete Course Listing

196-461 Introduction to Lean for Leaders
Credits: 0.05-2.4

This 8-hour course will provide advanced leadership training for 8 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-462 Level 3 Leadership -9
Credits: .9

This course will provide advanced leadership training for 9 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-463 Level 3 Leadership for 12 hour
Credits: .12

This course will provide advanced leadership training for 12 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-464 Level 3 Leadership - 15
Credits: 1.5

Complete Course Listing

196-465 Level 3 Leadership - 16
Credits: 1.6

This course will provide advanced leadership training for 16 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-466 Level 3 Leadership - 18
Credits: .18

This course will provide advanced leadership training for 18 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-467 Level 3 Leadership for 2 hours
Credits: 2

This course will provide advanced leadership training for 20 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-468 Level 3 Leadership - 21
Credits: 2.1

This course will provide advanced leadership training for 21 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-469 Level 3 Leadership - 24
Credits: 2.4

This course will provide advanced leadership training for 24 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-471 Level 3 Leadership - 28
Credits: 2.8

This course will provide advanced leadership training for 28 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-472 Level 3 Leadership - 30
Credits: 3

This course will provide advanced leadership training for 30 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-473 Level 3 Leadership - 32
Credits: 3.2

This course will provide advanced leadership training for 32 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-474 Level 3 Leadership -33
Credits: 3.3

This course will provide advanced leadership training for 33 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-475 Level 3 Leadership - 36
Credits: 3.6

This course will provide advanced leadership training for 36 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-476 Level 3 Leadership - 39
Credits: 3.9

This course will provide advanced leadership training for 39 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-477 Level 3 Leadership - 40
Credits: 4

This course will provide advanced leadership training for 40 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-478 Level 1 Leadership - 35
Credits: 3.5

This 35-hour course will provide beginning leadership training for 35 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-480 Level 3 Leadership -27
Credits: 2.7

This course will provide advanced leadership training for 27 hours.
Aid Code: 47 - undefined.

Complete Course Listing

196-496 Train-the-Trainer Series
Credits: 0.05-4.8

Course will include the basics of the learning cycle along with adult learning methods for trainers.Participants will learn how to develop a training needs analysis as well as develop on onboarding/orientation to aid in retention of new employees.
Aid Code: 47 - undefined.

Complete Course Listing

Surgical Technology (512)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

512-125 Introduction to Surgical Technology
Credits: 1-4

Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated. Lab practice is included.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177)

Complete Course Listing

512-126 Surgical Technology Fundamentals 1
Credits: 1-4

Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Lab practice is included.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177) and (501-101)
Co-requisites: (512-125)

Complete Course Listing

512-127 Exploring Surgical Issues
Credits: 1-2

Explores a variety of issues related to surgical technology. Emphasis is placed is on becoming a professional member of the surgical team.
Aid Code: 10 - undefined.
Restrictions: Restricted to students admitted to Program.
Pre-requisites: (806-177) and (501-101)
Co-requisites: (512-125) and (512-126)

Complete Course Listing

512-128 Surgical Technology Fundamentals 2
Credits: 1-4

Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.
Aid Code: 10 - undefined.
Pre-requisites: (501-101) and (512-127)
Co-requisites: (512-129) and (512-130) and (806-197)

Complete Course Listing

512-129 Surgical Pharmacology
Credits: 1-2

Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.
Aid Code: 10 - undefined.
Pre-requisites: (512-127
Co-requisites: 806-197 and 512-128 and 512-130)

Complete Course Listing

512-130 Surgical Skills Application
Credits: 1-2

Provides a transition from the academic to the clinical setting. Learners integrate the surgical technologist skills as they apply to various surgical procedures.
Aid Code: 10 - undefined.
Pre-requisites: (512-126)(512-127)
Co-requisites: (806-197 and 512-129 and 512-128)

Complete Course Listing

512-131 Surgical Interventions 1
Credits: 1-4

Provides the foundational knowledge of surgical core and specialty procedures. Examines the pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.
Aid Code: 10 - undefined.
Pre-requisites: (512-130 and 806-197
Co-requisites: 512-132 and 512-133)

Complete Course Listing

512-132 Surgical Technology Clinical 1
Credits: 1-3

Apply basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.
Aid Code: 10 - undefined.
Pre-requisites: (512-130 and 806-197
Co-requisites: 512-131 and 512-133)

Complete Course Listing

512-133 Surgical Technology Clinical 2
Credits: 1-3

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.
Aid Code: 10 - undefined.
Pre-requisites: (512-130 and 806-197
Co-requisites: 512-132 and 512-131)

Complete Course Listing

512-135 Surgical Technology Clinical 3
Credits: 1-3

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.
Aid Code: 10 - undefined.
Pre-requisites: (512-133
Co-requisites: 512-142 and 512-136)

Complete Course Listing

512-136 Surgical Technology Clinical 4
Credits: 1-3

During this clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry level Surgical Technologist.
Aid Code: 10 - undefined.
Pre-requisites: (512-133
Co-requisites: 512-142 and 512-135)

Complete Course Listing

512-142 Surgical Interventions 2
Credits: 1-4

Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.
Aid Code: 10 - undefined.
Pre-requisites: (512-133
Co-requisites: 512-135 and 512-136)

Complete Course Listing

512-410 Aseptic Technique
Credits: .3

The class is designed to teach the technique of aseptic packaging including an organizational process in packing that will best meet the needs of the end-user at time of opening the contents for use.
Aid Code: 47 - undefined.

Complete Course Listing

Technical Communications (699)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

699-122 Practicum in Technical Comm
Credits: 1-3

The course fulfills a course requirement in the Technical Studies (AAS Only) component of the Technical Communications program. 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.
Aid Code: 10 - undefined.
Pre-requisites: (699-101) and (699-110) and (699-112) and (699-114) and (699-116)

Complete Course Listing

Welding (442)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

442-100 Pipe Welding - Prep
Credits: 0.5-1

This course covers varies ways to cut and bevel pipe as well as proper cleaning, fitment and tacking techniques on various size and thicknesses of pipe.
Aid Code: 10 - undefined.
Co-requisites: (442-336 or 442-152 or 442-160 or 442-165)

Complete Course Listing

442-101 Pipe Welding - Shielded Metal Arc Welding 1
Credits: 0.5-1

This class covers SMAW welding of 6" schedule 80 steel pipe. This will include welding open roots with E6010 and fill and cover passes using E7018 in a 1G position.
Aid Code: 10 - undefined.
Co-requisites: (442-100 and 442-336)

Complete Course Listing

442-102 Pipe Welding - Shielded Metal Arc Welding 2
Credits: 0.5-1

This class covers SMAW welding of 6" schedule 80 steel pipe. This will include welding open roots with E6010 and fill and cover passes using E7018 in a 5G position.
Aid Code: 10 - undefined.
Co-requisites: (442-101)

Complete Course Listing

442-104 Pipe Welding - Shielded Metal Arc Welding 4
Credits: 0.5-1

This class covers SMAW welding of 6" schedule 80 steel pipe. This will include welding open roots with E6010 and fill and cover passes using E7018 in a 6G position.
Aid Code: 10 - undefined.
Co-requisites: (442-103)

Complete Course Listing

442-105 Pipe Welding - Gas Tungsten Arc Welding 1
Credits: 0.5-1

This class covers GTAW welding of 6" schedule 40 steel pipe. This will include welding open roots, fill and cover passes using the cup walking technique in a 1G position.
Aid Code: 10 - undefined.
Co-requisites: (442-100 and 442-165)

Complete Course Listing

442-106 Pipe Welding - Gas Tungsten Arc Welding 2
Credits: 0.5-1

This class covers GTAW welding of 6" schedule 40 steel pipe. This will include welding open roots, fill and cover passes using the cup walking technique in a 5G position.
Aid Code: 10 - undefined.
Co-requisites: (442-105)

Complete Course Listing

442-107 Pipe Welding - Gas Tungsten Arc Welding 3
Credits: 0.5-1

This class covers GTAW welding of 6" schedule 40 steel pipe. This will include welding open roots, fill and cover passes using the cup walking technique in a 2G position.
Aid Code: 10 - undefined.
Pre-requisites: (442-106)

Complete Course Listing

442-108 Pipe Welding - Gas Tungsten Arc Welding 4
Credits: 0.5-1

This class covers GTAW welding of 6" schedule 40 steel pipe. This will include welding open roots, fill and cover passes using the cup walking technique in a 2G position.
Aid Code: 10 - undefined.
Co-requisites: (442-107)

Complete Course Listing

442-109 Mechanics of Learning for Welding
Credits: 0.5-1

This course provides learners with strategies to develop study skills for success in college and the Welding Program. Through hands-on experience, learners apply study skills, learn how to think critically, and use information resources and technology. Focus will be on the use of college resources, goal setting, time management, flexible learning success strategies, and BTC Welding Program processes and procedures. Students will complete this course prior to starting other program welding courses.
Aid Code: 10 - undefined.

Complete Course Listing

442-116 Welding Metal Fabrication
Credits: 0.5-1

This course is designed to provide students with the knowledge and skills required to fabricate simple projects or parts of a project found on engineering drawings. The use and care of fabricating tools, along with safety, is stressed.
Aid Code: 10 - undefined.
Co-requisites: (442-343 and 421-310 and 620-146 and 457-100 and 442-139 and 442-336 or 442-152 or 442-160 or 442-165)

Complete Course Listing

442-117 Welding Metal Fabrication 2
Credits: 0.5-1

This course is designed to teach proper layout, fitment and tacking of complex projects found on engineering drawings. Students will assemble advanced weldments and use welding skills learned in previous welding classes to build those weldments in position and within tolerances listed on the drawing.
Aid Code: 10 - undefined.
Pre-requisites: (442-116)

Complete Course Listing

442-118 GTAW Stainless Steel 1
Credits: 0.05-1

This course covers Gas Tungsten Arc Welding equipment and welding procedures for producing fillet welds on stainless steel plates in the flat and horizontal positions. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-119 GTAW Stainless Steel 2
Credits: 0.05-1

This course covers Gas Tungsten Arc Welding (GTAW) equipment and welding procedures for producing fillet welds in the vertical position on stainless steel plates and in all positions on structural shapes fitted to plate. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-120 GTAW Stainless Steel 3
Credits: 0.05-1

This course covers Gas Tungsten Arc Welding (GTAW) equipment and welding procedures for producing fillet welds in the overhead position on stainless steel plates and structural shapes fitted to plate. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-121 GTAW Stainless Steel 4
Credits: 0.05-1

This course covers Gas Tungsten Arc Welding (GTAW) equipment and welding procedures for producing groove welds in the flat and horizontal positions on stainless steel plates and structural shapes. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-122 GTAW Stainless Steel 5
Credits: 0.05-1

This course covers Gas Tungsten Arc Welding (GTAW) equipment and welding procedures for producing groove welds in the vertical and overhead positions on stainless steel plates and in all positions on structural shapes. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-123 GTAW Stainless Steel 6
Credits: 0.05-1

This course uses skills developed in previous Gas Tungsten Arc Welding courses to produce a weldment from stainless steel following procedures and prints.
Aid Code: 10 - undefined.

Complete Course Listing

442-124 GTAW Pipe Welding 1 – Stainless Steel
Credits: 0.05-1

This course covers equipment, consumables and machine settings needed to produce welds in Schedule 40 stainless steel pipe. Students will learn to produce groove welds on schedule 40 stainless steel pipe in the 1G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-125 GTAW Pipe Welding 2 – Stainless Steel
Credits: 0.05-1

This course will teach students to produce groove welds on schedule 40 stainless steel pipe in the 2G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-126 GTAW Pipe Welding 3 – Stainless Steel
Credits: 0.05-1

This course will teach students to produce groove welds on schedule 40 stainless steel pipe in the 5G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-127 GTAW Pipe Welding 4 – Stainless Steel
Credits: 0.05-1

This course will teach students to produce groove welds on schedule 40 stainless steel pipe in the 6G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-128 GTAW Stainless Sanitary Tube Welding 1
Credits: 0.05-1

This course covers equipment, consumables and machine settings needed to produce welds in stainless steel sanitary tubing. Students will learn to produce groove welds on .065" wall stainless steel tubing with no filler metal in the 1G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-129 GTAW Stainless Sanitary Tube Welding 2
Credits: 0.05-1

This course will teach students to produce groove welds on .065" wall stainless steel tubing with no filler metal in the 2G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-130 GTAW Stainless Sanitary Tube Welding 3
Credits: 0.05-1

This course will teach students to produce groove welds on .065" wall stainless steel tubing with no filler metal in the 5G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-131 GTAW Stainless Sanitary Tube Welding 4
Credits: 0.05-1

This course will teach students to produce groove welds on .065" wall stainless steel tubing with no filler metal in the 6G position using GTAW.
Aid Code: 10 - undefined.

Complete Course Listing

442-132 GMAW Stainless Steel 1
Credits: 0.5-1

This course covers Gas Metal Arc Welding (GMAW) equipment and welding procedures for producing fillet welds on stainless steel plates in the flat and horizontal positions. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.
Co-requisites: (442-156)

Complete Course Listing

442-133 GMAW Stainless Steel 2
Credits: 0.05-1

This course covers Gas Metal Arc Welding (GMAW) equipment and welding procedures for producing fillet welds in the vertical position on stainless steel plates and in all positions on structural shapes fitted to plate. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-134 GMAW Stainless Steel 3
Credits: 0.05-1

This course covers Gas Metal Arc Welding (GMAW) equipment and welding procedures for producing fillet welds in the overhead position on stainless steel plates and structural shapes fitted to plate. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-135 GMAW Stainless Steel 4
Credits: 0.05-1

This course covers Gas Metal Arc Welding (GMAW) equipment and welding procedures for producing groove welds in the flat and horizontal positions on stainless steel plates and structural shapes. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-136 GMAW Stainless Steel 5
Credits: 0.05-1

This course covers Gas Metal Arc Welding (GMAW) equipment and welding procedures for producing groove welds in the vertical and overhead positions on stainless steel plates and in all positions on structural shapes. Students will also clean and polish their completed weldments.
Aid Code: 10 - undefined.

Complete Course Listing

442-137 GMAW Stainless Steel 6
Credits: 0.05-1

This course uses skills developed in previous Gas Metal Arc Welding courses to produce a weldment from stainless steel following procedures and prints.
Aid Code: 10 - undefined.

Complete Course Listing

442-139 Metal Finishing-General Fabrication
Credits: 0.5-1

This course covers metal finishing that occurs after welding. Students will learn to identify grades of finishes as well as the proper equipment needed to achieve those finishes. Students will learn to finish welds mechanically with hand held power tools.
Aid Code: 10 - undefined.
Co-requisites: (442-317)

Complete Course Listing

442-141 Welding Shop Safety
Credits: 0.5-1

This course will familiarize students with all necessary national safety rules and regulations of the welding industry, in addition to personal protective equipment and machine operation.
Aid Code: 10 - undefined.
Co-requisites: (442-109)

Complete Course Listing

442-142 Introduction to Welding
Credits: 0.5-1

The introduction to welding course will introduce students to the history of welding, basic metallurgy, weld defects and discontinuities, codes and standards and common welding processes and practices.
Aid Code: 10 - undefined.
Co-requisites: (620-165 or 442-141 or 442-317 or 449-425)

Complete Course Listing

442-143 Shielded Metal Arc Welding 1
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce flat position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-318 or 442-142)

Complete Course Listing

442-144 Shielded Metal Arc Welding 2
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce horizontal position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-336 or 442-143)

Complete Course Listing

442-145 Shielded Metal Arc Welding 3
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce vertical position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-337 or 442-144)

Complete Course Listing

442-146 Shielded Metal Arc Welding 4
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce overhead position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-338 or 442-145)

Complete Course Listing

442-147 Shielded Metal Arc Welding 5
Credits: 0.5-1

This course applies the theory and operation of Shielded Metal Arc Welding (SMAW) learned in prior courses through completion of projects. Safety protocols are reviewed and practiced.
Aid Code: 10 - undefined.
Co-requisites: (442-339 or 442-146)

Complete Course Listing

442-148 Flux Cored Arc Welding 1
Credits: 0.5-1

This course examines the theory and practical operation of Flux Cored Arc Welding (FCAW). Safety protocols are reviewed and practiced. Proper machine settings and filler metals are used to produce flat position welds on carbon steel using Gas Shielded and Self Shielded FCAW.
Aid Code: 10 - undefined.
Co-requisites: (442-318 and 442-109 and 442-317)

Complete Course Listing

442-149 Flux Cored Arc Welding 2
Credits: 0.5-1

This course examines the theory and practical operation of Flux Cored Arc Welding (FCAW). Safety protocols are reviewed and practiced. Proper machine settings and filler metals are used to produce horizontal position welds on carbon steel using Gas Shielded and Self Shielded FCAW.
Aid Code: 10 - undefined.
Co-requisites: (442-331 or 442-148)

Complete Course Listing

442-150 Flux Cored Arc Welding 3
Credits: 0.5-1

This course examines the theory and practical operation of Flux Cored Arc Welding (FCAW). Safety protocols are reviewed and practiced. Proper machine settings and filler metals are used to produce vertical position welds on carbon steel using Gas Shielded and Self Shielded FCAW.
Aid Code: 10 - undefined.
Co-requisites: (442-332 or 442-149)

Complete Course Listing

442-151 Flux Cored Arc Welding 4
Credits: 0.5-1

This course examines the theory and practical operation of Flux Cored Arc Welding (FCAW). Safety protocols are reviewed and practiced. Proper machine settings and filler metals are used to produce overhead position welds on carbon steel using Gas Shielded and Self Shielded FCAW.
Aid Code: 10 - undefined.
Co-requisites: (442-333 or 442-150)

Complete Course Listing

442-152 Flux Cored Arc Welding 5
Credits: 0.5-1

This course applies the theory and operation of Flux Cored Arc Welding (FCAW) learned in prior courses through completion of projects. Safety protocols are reviewed and practiced.
Aid Code: 10 - undefined.
Co-requisites: (442-334 or 442-151)

Complete Course Listing

442-153 Welding Blueprint Reading 1
Credits: 0.5-1

This course covers blueprint reading specific to the welding industry. Students examine and define welding symbols and abbreviations used on welding specific blueprints.
Aid Code: 10 - undefined.

Complete Course Listing

442-154 Thermal Cutting
Credits: 0.5-1

Students will perform oxy-fuel cutting set up and operations, line burner operation, plasma cutting operations, carbon arc cutting and gouging and coupon preparations used for practice and testing.
Aid Code: 10 - undefined.
Co-requisites: (442-318 or 442-142)

Complete Course Listing

442-155 Gas Metal Arc Welding 1
Credits: 0.5-1

This course examines Gas Metal Arc Welding (GMAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make welds in the flat position on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-318 and 442-109 and 442-317)

Complete Course Listing

442-156 Gas Metal Arc Welding 2
Credits: 0.5-1

This course examines Gas Metal Arc Welding (GMAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make welds in the horizontal position on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-320 or 442-155)

Complete Course Listing

442-157 Gas Metal Arc Welding 3
Credits: 0.5-1

This course examines Gas Metal Arc Welding (GMAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make welds in the vertical position on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-321 or 442-156)

Complete Course Listing

442-158 Gas Metal Arc Welding 4
Credits: 0.5-1

This course examines Gas Metal Arc Welding (GMAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make welds in the overhead position on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-322 or 442-157)

Complete Course Listing

442-159 Gas Metal Arc Welding 5
Credits: 0.5-1

This course examines Pulsed Gas Metal Arc Welding (GMAW-P) machine settings, theory, filler metals, safety protocol and welding process. Students will make welds in the flat position on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-323 or 442-158)

Complete Course Listing

442-160 Gas Metal Arc Welding 6
Credits: 0.5-1

This course examines Pulsed Gas Metal Arc Welding (GMAW-P) machine settings, theory, filler metals, safety protocol and welding process. Students will make welds in the horizontal and vertical positions on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-324 or 442-159)

Complete Course Listing

442-161 Gas Tungsten Arc Welding 1
Credits: 0.5-1

This course covers Gas Tungsten Arc Welding (GTAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make flat position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-318) and (442-109) and (442-317)

Complete Course Listing

442-162 Gas Tungsten Arc Welding 2
Credits: 0.5-1

This course covers Gas Tungsten Arc Welding (GTAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make horizontal position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-326 or 442-161)

Complete Course Listing

442-163 Gas Tungsten Arc Welding 3
Credits: 0.5-1

This course covers Gas Tungsten Arc Welding (GTAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make vertical position welds on carbon steel.
Aid Code: 10 - undefined.
Co-requisites: (442-327 or 442-162)

Complete Course Listing

442-164 Gas Tungsten Arc Welding 4
Credits: 0.5-1

This course covers Gas Tungsten Arc Welding (GTAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make flat and horizontal position welds on aluminum.
Aid Code: 10 - undefined.
Co-requisites: (442-328 or 442-163)

Complete Course Listing

442-165 Gas Tungsten Arc Welding 5
Credits: 0.5-1

This course covers Gas Tungsten Arc Welding (GTAW) machine settings, theory, filler metals, polarities, safety protocol and welding process. Students will make vertical position welds on aluminum.
Aid Code: 10 - undefined.
Co-requisites: (442-329 or 442-164)

Complete Course Listing

442-166 Welding Certification
Credits: 0.5-1

This course covers destructive and non-destructive testing methods and welding procedure creation and implementation as it relates to welding code work. Participants will write a procedure, fabricate, weld and test two pre-qualified specimens in accordance with a specified welding code.
Aid Code: 10 - undefined.
Co-requisites: (442-146) and (442-152) and (442-160) and (442-165)

Complete Course Listing

442-167 Advanced Welding Techniques
Credits: 0.5-1

Students construct various welding projects in accordance with the American Welding Society (AWS) SENCE program and EG2.0.
Aid Code: 10 - undefined.
Co-requisites: (442-166)

Complete Course Listing

442-168 Welding Blueprint Reading 2
Credits: 0.5-1

This course covers the fundamentals of Blueprint reading. Students examine and analyze types of drawings, orthographic projection, library of lines, title block dimensions and produce sketching projects.
Aid Code: 10 - undefined.

Complete Course Listing

442-169 FCAW-G and GMAW-S Welding
Credits: 0.05-1

This course examines Gas Metal Arc Welding Short Circuit Transfer and Flux Cored Arc Welding with Gas Shielding machine settings, theory, filler metals, polarities, safety protocol and welding processes. Students will make welds in the flat position on carbon steel.
Aid Code: 10 - undefined.

Complete Course Listing

442-170 Pipe Welding – GMAW-S and FCAW-G
Credits: 0.5-1

This class covers welding of 6" schedule 80 steel pipe with GMAW-S root passes and FCAW-G fill and cover passes in the 1 G position.
Aid Code: 10 - undefined.

Complete Course Listing

442-171 Pipe Welding - GTAW and SMAW
Credits: 0.05-1

This class covers GTAW and SMAW welding of 2" and 6" steel pipe. This will include welding open roots, fill and cover passes in various positions.
Aid Code: 10 - undefined.

Complete Course Listing

442-172 Welding Codes
Credits: 0.5-1

Students will learn the skills necessary to understand and navigate commonly used Welding Codes and Standards.
Aid Code: 10 - undefined.

Complete Course Listing

442-173 Weld Inspection and Testing
Credits: 0.5-1

Students who complete this course will be able to inspect and measure welds and discontinuities to determine compliance to a Welding Code or Standard.
Aid Code: 10 - undefined.
Co-requisites: (442-172)

Complete Course Listing

442-174 Resistance Welding
Credits: 0.5-1

This course provides learners with the basic skills necessary to operate resistance welding equipment.
Aid Code: 10 - undefined.
Co-requisites: (442-317)

Complete Course Listing

442-175 Robotic GMAW
Credits: 0.5-1

This course builds on previously learned robotic set-up and programming skills to provide students with a foundation for robotic welding applications.
Aid Code: 10 - undefined.
Co-requisites: (620-127) and (442-155)

Complete Course Listing

442-176 Robotic GMAW 2
Credits: 0.5-1

Students will learn how to develop and evaluate a program and process to robotically weld a given part.
Aid Code: 10 - undefined.
Co-requisites: (457-101) and (442-173) and (442-132) and (442-177)

Complete Course Listing

442-177 GMAW Aluminum 1
Credits: 0.5-1

This course covers GMAW equipment, consumables and basic machine settings in addition to producing fillet welds on aluminum in the flat and horizontal positions using GMAW (MIG).
Aid Code: 10 - undefined.
Co-requisites: (442-156)

Complete Course Listing

442-317 Welding Shop Safety
Credits: 0.5-1

This course will familiarize students with all necessary national safety rules and regulations of the welding industry, in addition to personal protective equipment and machine operation.
Aid Code: 31 - undefined.
Co-requisites: (442-109) or (412-305)

Complete Course Listing

442-318 Introduction to Welding
Credits: 0.5-1

The introduction to welding course will introduce students to the history of welding, basic metallurgy, weld defects and discontinuities, codes and standards and common welding processes and practices.
Aid Code: 31 - undefined.
Co-requisites: (442-317 or 412-450 or 449-425)

Complete Course Listing

442-336 Shielded Metal Arc Welding 1
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce flat position welds on carbon steel.
Aid Code: 31 - undefined.
Co-requisites: (442-109) and (442-317) and (442-318)

Complete Course Listing

442-337 Shielded Metal Arc Welding 2
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce horizontal position welds on carbon steel.
Aid Code: 31 - undefined.
Co-requisites: (442-336)

Complete Course Listing

442-338 Shielded Metal Arc Welding 3
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce vertical position welds on carbon steel.
Aid Code: 31 - undefined.
Co-requisites: (442-337)

Complete Course Listing

442-339 Shielded Metal Arc Welding 4
Credits: 0.5-1

This course examines the theory and operation of Shielded Metal Arc Welding (SMAW). Safety protocols are reviewed and practiced. Proper machine settings and common filler metals are used to produce overhead position welds on carbon steel.
Aid Code: 31 - undefined.
Co-requisites: (442-338)

Complete Course Listing

442-340 Shielded Metal Arc Welding 5
Credits: 0.5-1

This course applies the theory and operation of Shielded Metal Arc Welding (SMAW) learned in prior courses through completion of projects. Safety protocols are reviewed and practiced.
Aid Code: 31 - undefined.
Co-requisites: (442-339)

Complete Course Listing

442-341 Welding Certification
Credits: 0.05-1

This course covers destructive and non-destructive testing methods and welding procedure creation and implementation as it relates to welding code work. Participants will write a procedure, fabricate, weld and test two pre-qualified specimens in accordance with a specified welding code.
Aid Code: 31 - undefined.
Co-requisites: (442-340) and (442-152) and (442-160) and (442-165)

Complete Course Listing

442-342 Advanced Welding Techniques
Credits: 0.5-1

Students construct various welding projects in accordance with the American Welding Society (AWS) SENCE program and EG2.0.
Aid Code: 31 - undefined.
Co-requisites: (442-341)

Complete Course Listing

442-343 Welding Blueprint Reading 1
Credits: 0.5-1

This course covers the fundamentals of Blueprint reading. Students examine and analyze types of drawings, orthographic projection, library of lines, title block dimensions and produce sketching projects.
Aid Code: 31 - undefined.

Complete Course Listing

442-412 Welding Open
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

442-417 Welding-Open
Credits: 2.5

Update your skills with individualized instruction in the priciples of Welding Techniques and process related to various materials. Welding safety is emphasized. Please note that this course requires the student to sign the ACKNOWLEDGEMENT OF RISK/ACCEPTANCE OF RESPONSIBILITY AGREEMENT AND RELEASE form prior to engaging in course activities.
Aid Code: 47 - undefined.

Complete Course Listing

442-421 Garage and Repair Welding-12
Credits: 1.2

This course is designed for students with basic welding knowledge and who may have basic welding equipment at home but have questions on how to use it for projects throughout their workshop/garage and home.
Aid Code: 47 - undefined.

Complete Course Listing

442-510 Welding Plumbers
Credits: 0.05-1

Aid Code: 50 - undefined.

Complete Course Listing

442-511 Print Reading, Math, Cutting & Inspection
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-513 Advanced Fabrication and Layout with Soldering and Brazing
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-515 Welding & Fabrication Troubleshooting
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-522 Layout & Fabrication Basics with SMAW and GMAW Welding
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-524 Metallurgy & FCAW and GTAW Welding
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-526 Introduction to Automation, CNC and Lean Manufacturing
Credits: 1-2

The program configuration model for the Welder Fabricator apprenticeship related instruction provides xx semesters of coursework and the Transition-to-Trainer course in the last year. Courses listed here were developed by instructors and subject matter experts from industry. Each semester includes 72 hours of instruction (4 hours per week, or the equivalent, each term).
Aid Code: 50 - undefined.

Complete Course Listing

442-600 Beginning Art Welding-6
Credits: .6

This course will introduce students to basic welding tecniques as they complete an instructor-designed art welding project.
Aid Code: 60 - undefined.

Complete Course Listing

442-601 The World of Welding
Credits: 1.8

This course will intoduce students to the basic of welding, with an overview of four most common types of welding. At the end of the course students will create a project using what they have learned.
Aid Code: 60 - undefined.

Complete Course Listing

442-602 Intermediate Art Welding-6
Credits: .6

This course will introduce the students to more advanced welding techniques as they complete an instructor-designed art welding project.
Aid Code: 60 - undefined.

Complete Course Listing

General Education

Information provided includes course descriptions by subject only. For complete 2023-2024 programs/academic plans, please refer to Academic Programs (p. 16).

Communication Skills (801)

Information provided includes course descriptions by subject only.

For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

801-136 English Composition 1
Credits: 1-3

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of written documents.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or Act Writing Subject Score, 18 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Writng, 255 or GED-Reading, 165) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165)) or ((GPA High School, 2.6 or Act Writing Subject Score, 18 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Writng, 255 or GED-Reading, 165) and (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236 and 838-104)) or ((GPA High School, 2.0 or Act Writing Subject Score, 15 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Writng, 242 and 851-795) and (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236 and 838-104) or ()(GPA High School, 2.0 or Act Writing Subject Score, 15 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Writng, 242 and 851-795) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165))

Complete Course Listing

801-195 Written Communication
Credits: 1-3

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.
Aid Code: 10 - undefined.

Complete Course Listing

801-196 Oral/Interpersonal Communication
Credits: 1-3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or SAT Reading, 330 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 250 or Reading-Credit Level Met or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55)
Co-requisites: (838-104)

Complete Course Listing

801-196E Oral Comm ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

801-197 Technical Reporting
Credits: 1-3

The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

801-198 Speech
Credits: 1-3

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, supporting evidence, delivery techniques, active listening, and other essential elements of speaking successfully, form the basis of the course. Includes informative, persuasive, and occasion speech presentations. Audience requirements to be determined by individual colleges.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

801-198O Speech-Orientation
Credits: 0

In House for Telecouse Only.
Aid Code: 10 - undefined.

Complete Course Listing

801-201 Critical Writing, Reading, and Research
Credits: 1-3

A composition course focusing on researched academic writing that presents Information, ideas, and arguments. Emphasis will be on the writing process, critical thinking, and critical reading.
Aid Code: 10 - undefined.
Pre-requisites: (801-136)

Complete Course Listing

801-223 English Composition II
Credits: 1-3

Students continue the study of academic writing to attain advanced writing and critical thinking skills. Students learn textual synthesis, analysis, advanced source integration, and rhetorical strategies.
Aid Code: 10 - undefined.
Pre-requisites: (801-136)

Complete Course Listing

801-227 Creative Writing
Credits: 1-3

Introduces and encourages the creative writing process as an avenue for individual expression. Students will read and respond to works of creative writing in various genres to determine their principles as well as how and why writers break formal conventions. Students will experiment with techniques for producing original work in both poetry and prose. Emphasis is on idea generation, collaborative feedback, and effective revision. This is a workshop-based course.
Aid Code: 10 - undefined.

Complete Course Listing

801-311 Communication
Credits: 1-2

This course reviews the grammar and writing skills that an adult learner needs to write clearly, concisely, and persuasively on the job. Students will produce a variety of job-related documents such as: business memos, letters, and short reports. The course will provide techniques that will improve the effectiveness with which learners communicate interpersonally, and within small groups. Students will learn to prepare and deliver oral presentations.
Aid Code: 31 - undefined.

Complete Course Listing

801-621 Creative Writing
Credits: 0.05-0.65

Aid Code: 60 - undefined.

Complete Course Listing

General Education

890-400 ART Training
Credits: 0.1-4

Aid Code: 47 - undefined.

Complete Course Listing

890-701 GED/HSED Orientation
Credits: 0.5-1

Wisconsin requires students to obtain counseling from an approved educational advisor in order to take the GED® tests. This GED/HSED Orientation course is designed to satisfy this counseling requirement. Learners will determine the options available to earn a GED or HSED in Wisconsin, complete activities necessary to work toward an identified goal, career , or occupation, and develop a plan for completion of one of the GED/HSED options.
Aid Code: 76 - undefined.

Complete Course Listing

890-705 College Connections
Credits: 0.5-1

College Connections is a course whereby Adult Basic Education students who possess a high school diploma, GED, HSED, or are in the process of completing their secondary credentials, will become informed of post-secondary training options and the processes necessary to access those options. Students will become more familiar with various services available to them such as career guidance and counseling, financial assistance, classroom shadowing, and academic counseling. They will identify and research various career options of interest and receive guidance in pursuing their career choices. Computer technology skills and college readiness skills such as note taking, critical thinking/reading, goal setting, and study skills/test taking strategies, will be emphasized to support student success.
Aid Code: 77 - undefined.

Complete Course Listing

890-780 BSE Study Skills - College & Vocational
Credits: 1-2

This class is designed to assist new and continuing students in the development of affective and coping skills, and study skills. The students develop a variety of learning strategies including test taking and note taking skills, study skills, computer skills, and organization/time management skills. The course will also include an orientation to campus, information about other support agencies, training in self-advocacy, and development of an individualized educational plan.
Aid Code: 78 - undefined.

Complete Course Listing

Health & Wellness (807)

807-204 Physical Fitness for Life
Credits: 0.5-1

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program.
Aid Code: 10 - undefined.

Complete Course Listing

History (803)

803-214 Native American History
Credits: 1-3

Introductory course focusing on Native American history from the pre-Columbian era to the present. Topics include origins, cultures and sprituality, economics, interactions with Euro-Americans and the US governmnet (including removal and assimilation), alliances and rivalries, military strategies, native leadership, and tribal sovereignty. Explores the connections between native history and current affairs, with emphasis on native voices.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

Mathematics (804)

804-113 College Technical Mathematics 1A
Credits: 1-3

Topics include: solving linear, quadratic, and rational equations: graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the applications of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.
Aid Code: 10 - undefined.
Pre-requisites: (834-109) or (GPA High School, 2.6 or ACT Math, 17 or SAT Mathematics, 510 or Next Gen AccuPlacer Arithmetic, 272 or Next Gen AccuPlacer QRAS, 210 or GED-Math, 165)

Complete Course Listing

804-114 College Technical Mathematics 1B
Credits: 1-2

This course is a continuation of College Technical Mathematics 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of or concurrent enrollment in College Technical Mathematics 1A is required for course enrollment. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.
Aid Code: 10 - undefined.
Pre-requisites: 804-113

Complete Course Listing

804-134 Mathematical Reasoning
Credits: 1-3

All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts.
Aid Code: 10 - undefined.
Pre-requisites: (((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) and (834-109 or (GPA High School, 2.6 or ACT Math, 17 or SAT Mathematics, 510 or Next Gen AccuPlacer Arithmetic, 272 or Next Gen AccuPlacer QRAS, 210 or GED-Math, 165) or)) or ((GPA High School, 1.5 or ACT Math, 15 or SAT Mathematics, 320 or Next Gen AccuPlacer Arithmetic, 243) and 854-805))

Complete Course Listing

804-118 Intermediate Algebra with Applications
Credits: 1-4

This course offers algebra content with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.
Aid Code: 10 - undefined.
Pre-requisites: 834-110 or (GPA High School, 2.75 or ACT Math, 20 or SAT Mathematics, 540 or Next Gen AccuPlacer QRAS, 244 or Next Gen AccuPlacer AAF, 237)

Complete Course Listing

804-189 Introductory Statistics
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250))

Complete Course Listing

804-195 College Algebra w Apps
Credits: 1-3

This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorics, and the binomial theorem.
Aid Code: 10 - undefined.

Complete Course Listing

804-196 Trigonometry w Apps
Credits: 1-3

Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors.
Aid Code: 10 - undefined.
Pre-requisites: 804-118

Complete Course Listing

804-197 College Algebra and Trigonometry with Applications
Credits: 5

This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level. Topics include the real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatories, and the binomial theorem.
Aid Code: 10 - undefined.
Pre-requisites: (804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250))

Complete Course Listing

804-198 Calculus 1
Credits: 1-4

Analyze and graph algebraic expressions, especially conic sections. Develop an intuitive understanding of limits, derivatives and integrals. Apply the derivative and the integral to certain physical problems.
Aid Code: 10 - undefined.
Pre-requisites: 804-197

Complete Course Listing

804-211 Quantitative Reasoning
Credits: 3

This course is intended to develop analytic reasoning & the ability to solve quantitative problems. Topics to be covered include construction & interpretation of graphs, functional relationships, descriptive Stat., geometry & spatial visualization, math of finance, exponential growth, & basic probability. Appropriate use of units & dimensions, estimates, mathematical notation & available technology will be emphasized throughout the course.
Aid Code: 20 - undefined.
Pre-requisites: 804-134

Complete Course Listing

Music Appreciation (805)

805-201 Music Appreciation
Credits: 1-3

Discover how music is intertwined with the history, art, politics, religion, and culture of people from around the world and across the centuries. In this course, students will learn to identify voices, instruments, and genres of music from the Middle Ages to today. Students will develop active listening skills and an understanding of how music, beyond one's personal taste, can be appreciated for its artistry and significance on human interconnectedness. Attendance at one live school, community, or professional musical performance is required.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

Natural Science (806)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

806-110 Forensic Science (Criminalistics)
Credits: 1-3

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.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-112 Principles of Sustainability
Credits: 1-3

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-110 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-195 or 809-143 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-114 General Biology
Credits: 1-4

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-118 Metal Science
Credits: 1-3

This is a one-semester course in basic physics and metallurgy principles for the Technical College student. The course reviews accuracy and precision of measurements, introduces calculations with units and conversions within and between systems of measurements, formula rearranging, and applications in problem solving. Basic topics include properties of matter, metallurgy, material properties, material testing, force, motion (linear and circular), energy, power, and simple machines. The topics of heat, electricity, and magnetism are also introduced in the class. Emphasis is placed on the application of the laws and principles of physics to practical problems found in the machine shop and industry.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 073 or ACT Reading, 16 or ASSET Reading Skills, 39 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or ASSET Reading Skills, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

806-134 General Chemistry
Credits: 1-4

Covers the fundamentals of chemistry. Topics include scientific method, problem-solving using quantitative data, characteristics of matter, periodic relationships of elements, chemical bonding, chemical reactions, chemical equilibrium, analysis of chemical substances, characteristics of aqueous solutions, acids, bases, and gas laws.
Aid Code: 10 - undefined.
Pre-requisites: ((804-118 or 804-211) or ((GPA High School, 2.75 and HS Algebra II Completed, 1) or (ACT Math, 24 or SAT Mathematics, 590 or Next Gen AccuPlacer AAF, 250)) and (GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 51 or Test Waived-College Degree or GED-Reading, 165))

Complete Course Listing

806-139 Survey Of Physics
Credits: 1-3

This course emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-154 General Physics 1
Credits: 1-4

Presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves.
Aid Code: 10 - undefined.

Complete Course Listing

806-172 Basic Nutritional Science
Credits: 1-3

This course provides an introduction into the science of nutrition. Basics concepts related to digestion and metabolism are presented. The significance of carbohydrates, lipids, proteins and vitamins to the human organism are discussed. The relationship of proper nutrition to selected pathological conditions throughout the human lifecycle is presented. The concept of sustainability and environmentally - conscious food production are introduced.
Aid Code: 10 - undefined.

Complete Course Listing

806-175 General Pathophysiology
Credits: 1-3

This introductory course in pathophysiology covers topics related to alterations of homoeostasis and the associate pathophysiological processes. The major emphasis will be on the physiological factors that underlie disease states. Course studies include the processes involved that generate illness; signs and symptoms of commonly occurring illness states and effects of disease processes on the cell. Review of normal homeostatis mechanisms is included. Study of the fundamental processes in relation to the pathophysiological processes can enable the students to apply this knowledge to clinical situations.
Aid Code: 10 - undefined.
Pre-requisites: (806-179)

Complete Course Listing

806-177 General Anatomy and Physiology
Credits: 1-4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-177E General Anat&Phys ChallExam
Credits: 1-4

Aid Code: 10 - undefined.

Complete Course Listing

806-179 Advanced Anatomy and Physiology
Credits: 1-4

Advanced Anatomy and Physiology is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course.
Aid Code: 10 - undefined.
Pre-requisites: (806-177) and (Chemistry, 1.0 or 836-133 or 806-186) or 806-199 or 838-104)
Co-requisites: (838-104

Complete Course Listing

806-186 Introduction to Biochemistry
Credits: 1-4

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.
Aid Code: 10 - undefined.
Pre-requisites: (806-199) or (836-133) or (Chemistry, 1) or (GPA High School, 2.6 or SAT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or ((GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-189 Basic Anatomy
Credits: 1-3

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.
Aid Code: 10 - undefined.

Complete Course Listing

806-194 Survey of Anatomy and Physiology
Credits: 1-3

This course is designed to provide a basic understanding of human anatomy, physiology, diseases, and terminology to assist with the transcription and coding of medical documents.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-197 Microbiology
Credits: 4

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.
Aid Code: 10 - undefined.
Pre-requisites: (806-114 or 806-177 or 806-195 or 806-199)

Complete Course Listing

806-199 General, Organic and Biological Chemistry
Credits: 1-4

A one semester course covering the fundamental 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, acid, 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.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-199E Gen,Organ&Bio Chem Challexam
Credits: 1-4

Aid Code: 10 - undefined.

Complete Course Listing

806-286 Environmental Science
Credits: 1-4

An introductory survey course approprate for first-year students. This course includes a laboratory component and field trips designed to engage students in exploring environmental systems in the modern world. It emphasizes the interpretation of environmental data presented in graphs and figures and will sharpen student analytical skills through exercises based on both quantitative reasoning and reading comprehension.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

806-315 Applied Science
Credits: 1-2

This one semester course in basic physics principles reviews accuracy and precision of measurements and introduces calculations with units and conversions within and between systems of measurements. Formula rearranging and applications to problem solving are reviewed. Basic physics topics such as properties of matter, mechanical principles of force, motion (linear and circular), energy, power and machines, heat, electricity, and magnetism are also studied. Emphasis is placed on the applications of the laws and principles of physics to practical problems. The use of vectors is demonstrated in forces, velocities, and electrical transformers.
Aid Code: 31 - undefined.
Co-requisites: (804-306)

Complete Course Listing

Social Science (809)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

809-103 Think Critically and Creatively
Credits: 1-3

This course provides instruction in the vital, realistic and practical methods of thinking which are in high demand in all occupations of substance today. Decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more are considered in depth as the student applies specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic, and cultural situations. Classroom instruction is demonstrations, discussions, project and teamwork based. Assignments range from the short and simple to the detailed and complex. Reality and practicality are the focuses all through the course.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838 04)

Complete Course Listing

809-122 Intro to American Government
Credits: 1-3

Introduces American political processes and Institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. Also explores the role of state and national government in our federal system.
Aid Code: 10 - undefined.
Pre-requisites: (COMPASS Reading Skills, 73 or ACT Reading, 16 or AccuPlacer Reading Comp, 76 or Next Gen AccuPlacer Reading, 251 or SAT Reading, 330) and (COMPASS Reading Skills, 51) or (ACT Reading, 12 or SAT Reading, 270 or AccuPlacer Reading Comp, 55 or Next Gen AccuPlacer Reading, 236)
Co-requisites: (838-104)

Complete Course Listing

809-143 Microeconomics
Credits: 1-3

This course examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real world problems.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-144 Macroeconomics
Credits: 1-3

Macroeconomics is an introductory course. Basic social choices regarding economic systems, basic economic aggregates , fiscal policy, the banking system, monetary policy, and international trade are the principle topics discussed in the course. Balance is drawn between theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-159 Abnormal Psychology
Credits: 1-3

The course in Abnormal Psychology surveys the essential features, possible causes, and assessment and treatment of the various types of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.
Aid Code: 10 - undefined.
Pre-requisites: (809-198)

Complete Course Listing

809-166 Introduction to Ethics: Theory and Application
Credits: 1-3

This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-172 Introduction to Diversity Studies
Credits: 1-3

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-174 Social Problems
Credits: 1-3

Explores the causes of and possible solutions to selected social problems such as inequality, crime and deviance, and poverty. Students will examine the interrelationship of social problems and their roots in fundamental societal institutions.
Aid Code: 10 - undefined.
Pre-requisites: (809-196 or Test Waived-College Degree)

Complete Course Listing

809-188 Developmental Psychology
Credits: 1-3

Developmental Psychology is the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.
Aid Code: 10 - undefined.
Pre-requisites: (809-198)

Complete Course Listing

809-188E Develop Phychology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-195 Economics
Credits: 1-3

This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
Aid Code: 10 - undefined.
Pre-requisites: (ASSET Reading Skills, 39 or COMPASS Reading Skills, 073 or ACT Reading, 16 or AccuPlacer Reading Comp, 076 or Next Gen AccuPlacer Reading, 251 or Reading-Credit Level Met or SAT Reading, 330 or Test Waived-College Degree) or (838-104 or 838-104 or 801-195 or 801-136 or 801-196 or 801-198 or 804-133 or 806-110 or 806-112 or 806-118 or 806-134 or 806-139 or 806-154 or 806-177 or 806-186 or 806-194 or 806-199 or 809-103 or 809-166 or 809-172 or 809-188 or 809-196 or 809-198 or 809-199) and (COMPASS Reading Skills, 51 or ACT Reading, 12 or SAT Reading, 270 or ASSET Reading Skills, 55)
Co-requisites: (838-104)

Complete Course Listing

809-195E Economics ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-195O Economics Orientation
Credits: 0

In House for Online Orientation Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-196 Introduction to Sociology
Credits: 1-3

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-196E Intro to Sociology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-196O Intro to Sociology-Orientation
Credits: 0

In House for Telecourse Orientation Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-198 Introduction to Psychology
Credits: 1-3

This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-198E Intro to Psychology ChallExam
Credits: 1-3

Aid Code: 10 - undefined.

Complete Course Listing

809-198O Intro to Psychology-Orien
Credits: 0

In House for Telecourse Only.
Aid Code: 10 - undefined.

Complete Course Listing

809-199 Psychology of Human Relations
Credits: 1-3

Explores the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationships with others at work, in the family, and in society.
Aid Code: 10 - undefined.
Pre-requisites: ((GPA High School, 2.6 or ACT Reading, 16 or EVIDENCE-BASED READ/WRIT SCORE, 480 or Next Gen AccuPlacer Reading, 251 or Test Waived-College Degree or GED-Reading, 165) or (GPA High School, 2.0 or ACT Reading, 12 or EVIDENCE-BASED READ/WRIT SCORE, 390 or Next Gen AccuPlacer Reading, 236)
Co-requisites: 838-104)

Complete Course Listing

809-415 Native American Culture
Credits: 0.1-1.5

Aid Code: 42 - undefined.

Complete Course Listing

809-419 African American Culture
Credits: 0.05-2.2

Aid Code: 42 - undefined.

Complete Course Listing

Spanish (802)

802-211 Spanish I
Credits: 1-4

For students beginning the study of Spanish, this course emphasizes development of basic communicative skills through practice in listening, speaking, reading and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of Spanish speaking cultures. On completion students are expected to participate in uncomplicated conversations on everyday topics.
Aid Code: 10 - undefined.

Complete Course Listing

Pre-College

Information provided includes course descriptions by subject only. For complete 2023-2024 programs/academic plans, please refer to Academic Programs (p. 16).

General College: Comm Skills (831)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

831-103 Introduction to College Writing
Credits: 1-3

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: Next Gen AccuPlacer Reading, 251 or ACT Reading, 16 or SAT Reading, 330 or 851-781 or Reading-Precollege Level Met
Co-requisites: 838-104 and 851-798

Complete Course Listing

General College - Reading (838)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

838-104 Introduction to College Reading
Credits: 1-2

Provides learners with opportunities to develop and expand reading skills including comprehension and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: COMPASS Reading Skills, 051 or ACT Reading, 12 or AccuPlacer Reading Comp, 055 or Next Gen AccuPlacer Reading, 236 or Reading-Precollege Level Met or SAT Reading, 270 or 858-790
Co-requisites: 858-795

Complete Course Listing

General College: Mathematics (834)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

834-109 Pre-Algebra
Credits: 1-3

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 10 - undefined.
Pre-requisites: 854 781 or COMPASS Pre-Algebra Skills, 025 or ACT Math, 15 or AccuPlacer Arithmetic, 050 or Next Gen AccuPlacer Arithmetic, 243 or SAT Mathematics, 340
Co-requisites: 854-802

Complete Course Listing

834-110 Elementary Algebra with Applications
Credits: 1-3

This course offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.
Aid Code: 10 - undefined.
Pre-requisites: (834-109) or (ASSET Numerical Skills, 40 or COMPASS Pre-Algebra Skills, 044 or ACT Math, 17 or Test Waived-College Degree) or (AccuPlacer Arithmetic, 089) or (AccuPlacer Arithmetic, 065 and AccuPlacer Elem Algebra, 030) or (Next Gen AccuPlacer Arithmetic, 272) or (Next Gen AccuPlacer Arithmetic, 257 and Next Gen AccuPlacer QRAS, 210)

Complete Course Listing

Basic Skills Education

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

Career Education (862)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

862-411 Skills for Trade/Industry
Credits: 0.1-3.6

Aid Code: 42 - undefined.

Complete Course Listing

862-764 BSE Employability Skills/Career Decision 2
Credits: 1-3

Develops general information involved with career choices including self-concept, values, needs and abilities. Occupational information and expansion of vocational choices are included. Outside speakers are invited to share information. Hands on experience includes filling out forms, interviews and study of resumes.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Computer Basics (860)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

860-764 Computer Basics
Credits: 1-3

This course covers elementary computer skills such as file management; document formatting, creating and management; using the Internet; basic e-mail and information management.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

English (851)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

851-713 BSE Communications I
Credits: 1-3

Introductory course includes basics of punctuation, spelling, capitalization as needed for written expression in everyday situations. Basic sentence and paragraph construction will be included.
Aid Code: 73 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-755 BSE Communication Skills Workplace Learning Center
Credits: 1-2

Participants in this course will learn how to increase their reading comprehension; use punctuation, spelling and capitalization rules as needed for written expression in everyday situations; write complete sentences and paragraphs; and demonstrate the ability to use listening and speaking skills. Participants will also learn problem solving, critical thinking and conflict resolution skills using work related materials when appropriate. Emphasis will be placed on skill enhancement that is immediately transferable to professional or personal use by the participants. Course work may also be used in preparation for the GED test.
Aid Code: 77 - undefined.

Complete Course Listing

851-764 Communication 2 GED Review
Credits: 1-3

This course develops conventions of English structure, usage, mechanics, and spelling in order to write and expand ideas. It includes practice in writing, correcting and revising for the GED test at the pre-GED level. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-772 Communication 3 GED Review
Credits: 1-3

This course further develops conventions of English structure, usage, mechanics, and spelling in order to write and expand ideas. It includes practice in writing, correcting, and revising for the Reasoning Through Language Arts GED test. This course may also develop communication skills as needed for the Mathematical Reasoning, Social Studies, and Science GED tests. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

851-798 Writing Foundations
Credits: 1

A small group and individualized instruction course that helps students develop precollege writing skills. Emphasizes writing conventions (grammar, punctuation, capitalization, spelling) and sentence and paragraph skills. Must be taken concurrently with Intro to College Writing.
Aid Code: 77 - undefined.
Co-requisites: 831-103

Complete Course Listing

English Language Learners (861)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

861-400 English Language Learner College Transition Course
Credits: 0.05-3.6

This 36-hour course will assist English Language Learners (ELL) in bridging the gap between ELL program completion and readiness for success in a postsecondary program. Students will develop basic computer and academic skills, as well as identify and explore career interests. Students must have instructor recommendation to enroll.
Aid Code: 75 - undefined.

Complete Course Listing

861-701 English Language Learner, Grammar/Writing, Level 6
Credits: 1-3

Learners will discriminate common stress patterns, reductions, intonation, pitch patterns, and thought groups. Learners will utilize rules of grammar to form affirmative and negative statements and questions using simple, continuous, perfect and perfect continuous tenses. The use of conditional sentences and active/passive voice will be explored. Learners will be expected to use sustained speech to participate in discussions about unfamiliar topics, share experiential stories, and present oral reports of various types. UPDATED DESCRIPTION: Instruction to deepen writing and grammar skills. Students use the writing process to compose complex essays and utilize rules of grammar. The use of conditional sentences and active/passive voice will be explored. Word processing is refined, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-705 English Language Learner, Oral Communication, Level 6
Credits: 3

Learners in this course will analyze the systems in the world of work in the U.S. including chain of command, steps to filing a grievance, resolution of discriminatory practices, insurance options, and networking. All learners will develop resumes and practice writing cover letters as well as participate in mock interviews. Career options will be explored using a variety of materials and techniques. UPDATED DESCRIPTION: Instruction to deepen the use of formal and informal conversational language. Students differentiate common stress patterns, reductions, intonation, pitch patterns, and thought groups. Students use sustained speech to participate in discussions about unfamiliar topics, share experiential stories, and present oral reports of various types. Students share their points of view related to current events and topics.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-708 English Language Learner, Reading/Vocabulary, Level 6
Credits: 1-3

Learners will demonstrate comprehension of a variety of written work including short stories, consumer warnings, software instructions, newspapers, magazines, and college catalogues. Activities include identification of main idea and details, making inferences, identification of author's bias, and the identification of characters, setting, and plot. The writing process will be used to construct multiple-paragraph compositions. Learners will use reference tools including the dictionary, thesaurus, atlas, encyclopedia, software and the Internet. UPDATED DESCRIPTION: Instruction to deepen reading skills and vocabulary. Students demonstrate comprehension of various written materials, including short stories, consumer warnings, technical resources, newspapers, magazines, and web-based resources. Activities include identification of main idea and details, making inferences, identification of author's bias, and the identification of characters, setting, and plot.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-711 English Language Learner, Grammar/Writing, Level 1
Credits: 1-3

Instruction and practice in the use of formal and informal conversational language. Students build vocabulary and learn to use numbers, emergency and health language, identify types of jobs and classroom objects. Basic pronunciation, speaking, and listening strategies are developed. Basic grammar and writing skills are introduced and practiced. Programs are infused with and enhanced by technology. UPDATED DESCIRPTION: Instruction to introduce basic writing and grammar skills. Students learn to write numbers, emergency and health information, types of jobs, and classroom objects. Basic grammar and writing skills are introduced and practiced. Programs are infused with and enhanced by technology.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-715 English Language Learner, Oral Communication, Level 1
Credits: 1-3

Students develop basic language skills in the area of speaking, listening, reading and writing in the context of real-life survival skills. It is aimed at developing the listening comprehension and oral skills of beginning level learners of English. Students at this level function minimally, if at all, in English. UPDATED DESCRIPTION: Instruction to introduce the use of formal and informal conversational language. Basic pronunciation, speaking, and listening strategies are introduced. Students develop basic language in the context of real-life survival skills. It is aimed at developing the listening comprehension and oral skills of beginning level learners of English.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-718 English Language Learner, Reading/Vocabulary, Level 1
Credits: 1-3

Instruction to teach discrimination and correct orientation of the English alphabet, to introduce symbol/sound relationships, and the meaning of common signs and symbols. Students learn to recognize personal information print, use maps, calendars, and picture dictionaries. Students also begin to develop basic comprehension strategies at this level. UPDATED DESCRIPTION: Instruction to introduce discrimination and correct orientation of the English alphabet, symbol/sound relationships, and the meaning of common signs and symbols. Students learn to recognize personal information, use maps, and calendars. Students also begin to develop basic comprehension strategies at this level.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-731 English Language Learner, Grammar/Writing, Level 2
Credits: 1-3

Instruction to improve basic communication skills including: speaking, listening, pronunciation, writing, and grammar. Students learn to write and speak using simple past, present and future verb forms, generate simple affirmative and negative statements and questions, discriminate sounds, and respond to simple imperatives. Computer technology will assist students. UPDATED DESCRIPTION: Instruction to improve writing and grammar skills. Students learn to write sentences using simple past, present and future verb forms, generate simple affirmative and negative statements and questions, discriminate sounds, and respond to simple imperatives. Computer technology will assist students.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-735 English Language Learner, Oral Communication, Level 2
Credits: 1-3

Classes at this level provide relevant language in real-life contexts. This class uses an experience centered approach to give student survival skills as quickly as possible. This program provides plenty of opportunity to use language, while developing grammatical skills. Students at this level will begin to form simple sentences and be able to communicate with others. Students learn about standard social norms in the United States, the work ethic in the Unites States, and how to apply basic study skills. UPDATED DESCRIPTION: Instruction to improve the use of formal and informal conversational language. Basic pronunciation, speaking, and listening strategies are developed. Students expand their use of relevant language in real-life contexts.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-738 English Language Learner, Reading/Vocabulary, Level 2
Credits: 1-3

Instruction to improve basic reading skills and expand vocabulary. Students learn to comprehend and respond to a range of printed material, employ a variety of comprehension strategies, recognize formal and informal language, and develop fluency. UPDATED DESCRIPTION: Instruction to improve basic reading skills and vocabulary. Students learn to comprehend and respond to a range of printed material, employ a variety of comprehension strategies, recognize formal and informal language, and develop fluency. Employability vocabulary and the use of workplace terminology are introduced.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-751 English Language Learner, Grammar/Writing, Level 3
Credits: 1-3

Instruction to improve speaking, listening, pronunciation, writing, and grammar skills. Students learn to use the writing process to compose short paragraphs and workplace reports, develop an awareness of language patterns, utilize rules of grammar, use formal and informal conversational language and respond to multi-step process directions. Computer technology is used to enhance the learning experience. Students will learn to use word processing tools. UPDATED DESCRIPTION: Instruction to develop writing and grammar skills. Students learn to use the writing process to compose short paragraphs, write essential real-life documents, and utilize rules of grammar. Word processing is introduced, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-755 English Language Learner, Oral Communication, Level 3
Credits: 1-3

Students learn about school services and how to access them. They will participate in formal and informal conversations about legal and basic human rights. Students learn to write cover letters, resumes, and to complete job applications. Development of study skills is stressed, and students will learn to apply learning and test taking skills and strategies and actively participate in the learning process. UPDATED DESCRIPTION: Instruction to develop the use of formal and informal conversational language. Students learn about school services and how to access them. They will participate in formal and informal conversations about standard U. S. social norms.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-758 English Language Learner, Reading/Vocabulary, Level 3
Credits: 1-3

Instruction to improve reading skills and expand vocabulary. Students improve comprehension skills and learn to respond critically to a range of printed material. Employability vocabulary and the use of workplace terminology are expanded. Students develop greater fluency and increase their reading rate. UPDATED DESCRIPTION: Instruction to develop reading skills and vocabulary. Students improve comprehension skills and learn to respond critically to a range of printed material. Employability vocabulary and the use of workplace terminology are expanded. Students develop greater fluency and increase their reading rate. Comprehension strategies include main ideas and details.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-771 English Language Learner, Grammar/Writing, Level 4
Credits: 1-3

Learners will identify sounds of English, use basic pronunciation strategies, and discriminate speech. Formal and informal conversational language skills will be developed through participation in a variety of activities. Learners will use sustained speech to give short explanations, descriptions, and process directions. UPDATED DESCRIPTION: Instruction to expand writing and grammar skills. Students use the writing process to compose multiple paragraphs and utilize rules of grammar. Peer review strategies are introduced. Word processing is developed, and computer technology is used to enhance the learning experience.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-775 English Language Learner, Oral Communication, Level 4
Credits: 1-3

Learners will use pre-employment resources such as classified ads, employment agencies, web sites and the Rock County Job Center to complete a variety of assignments and tasks. Employer expectations such as punctuality, attitude, team work, and appreciation for diversity will be discussed. Learners will participate in activities to prepare for interviews. UPDATED DESCRIPTION: Instruction to expand the use of formal and informal conversational language. Students use sustained speech to give short explanations, descriptions, and process directions. Students participate in activities to prepare for interviews. Employment etiquette will be discussed.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-778 English Language Learner, Reading/Vocabulary, Level 4
Credits: 1-3

Learners will demonstrate comprehension of a range of printed materials including road signs, safety signs, newspaper articles, rhythm chants, short narratives, and fairy tales. Comprehension strategies studies will include recognition of compound words, homonyms, prefixes, and suffixes. Learners will demonstrate an awareness of a variety of language patterns and utilize rules of grammar to form statements and questions in simple and continuous tenses. UPDATED DESCRIPTION: Instruction to expand reading skills and vocabulary. Students demonstrate comprehension of printed materials including newspaper articles and short narratives. Comprehension strategies include recognition of compound words, homonyms, prefixes, and suffixes. Students utilize pre-employment resources to complete a variety of assignments and tasks.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-795 English Language Learner, Oral Communication, Level 5
Credits: 1-3

Learners will identify the raise-promotion process, discuss the purpose of personnel files, discuss employer expectations, and identify discriminatory practices. Interview etiquette will be discussed and practiced. Activities will lead to greater understanding of American cultural practices such as volunteerism, competitiveness, parenting, and neighborhood interaction. UPDATED DESCRIPTION: Instruction to enhance the use of formal and informal conversational language. Students differentiate speech patterns and display active listening skills. Students use sustained speech to generate two-person dialogues about familiar topics and share experiential stories. Class discussion leads to a greater understanding of American cultural practices, such as volunteerism, competitiveness, parenting, and neighborhood interaction.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

861-798 English Language Learner, Reading/Vocabulary, Level 5
Credits: 1-3

Learners will analyze a variety of printed material and identify main ideas, supporting details, predict outcomes, make inferences, and draw conclusions. Sources will include textbooks, newspapers, magazines, school notices, schedules, nutrition labels, and consumer instructions. Learners will use the writing process to compose organized paragraphs. UPDATED DESCRIPTION: Instruction to enhance reading skills and vocabulary. Students analyze a variety of printed material and identify main ideas, supporting details, predict outcomes, make inferences, and draw conclusions. Comprehension strategies include recognition of idioms, regional dialects, and slang.
Aid Code: 75 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Health Education (857)

Information provided includes course descriptions by subject only.

For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

857-771 BSE Health, HSED
Credits: 1-2

Overview of general health practices needed for healthy adult and family living. Allows students seeking a Wisconsin state HSED to meet the requirements of that diploma.
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

857-781 BSE Health
Credits: 0.5-1

This course teaches the basics of health for the individual, family, and community. Mental and emotional health will be discussed as well as first aid, substance abuse, consumer health, environmental health, and death and dying. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

Mathematics (854)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

854-713 BSE Mathematics 1
Credits: 1-3

Develops number concepts, mathematical language and whole number topics. This level introduces fractions, decimals, measurements and geometric shapes. Students use critical thinking skills to problem solve, perform computations, estimate results, interpret and develop data, work with appropriate technology and apply mathematics to real-world situations.
Aid Code: 73 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-755 BSE Mathematics for Workplace Learning Center
Credits: 1-2

Participants in this course will learn how to effectively use the basic concepts of whole numbers, fractions and decimals as they apply to either professional or personal use. The course will also provide specific preparation in the areas of algebra and geometry that could be used in vocational/technical programs or employment. Instruction will also be available for site specific math needs (example: pre-S.P.C. training or metric conversion). Participants will also learn problem solving skills using work related materials when appropriate. Course work may also be used in preparation for the GED test.
Aid Code: 77 - undefined.

Complete Course Listing

854-764 Math 2 GED Review
Credits: 1-3

This course develops math skills needed for the Mathematical Reasoning GED test at the pre-GED level. This course reviews whole numbers and develops fractions, decimals, measurements, mathematical language, percents, ratios, and proportions. This level may introduce basic algebra and geometry concepts. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-765 BSE Certified Nursing Assistant Mathematics
Credits: 1-2

This course will provide instruction in math skills needed to be successful in the Certified Nursing Assistant Program.
Aid Code: 74 - undefined.

Complete Course Listing

854-772 Math 3 GED Review
Credits: 1-3

This course reviews whole numbers and develops fractions, decimals, measurements, mathematical language, percents, ratios, and proportions. It includes an introduction to algebra and geometry and provides more higher level thinking and problem solving skills needed for the Mathematical Reasoning GED test. It may also develop math skills needed for the Social Studies and Science GED tests. *Credits earned in this course will not be counted toward the number of credits needed for any degreeThis course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

854-778 BSE Mathematics 3, Nursing Mathematics
Credits: 1-2

Designed for students entering the Associate Degree Nursing program. Topics will include decimals, fractions, percents, metric measurements, conversions, concentrations, significant figures, scientific notation, working with formulas, and solving for the unknown. Special emphasis will be placed on preparing for the math tests required by the ADN program. This course does NOT satisfy the Program Ready requirement for the ADN program. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.

Complete Course Listing

854-802 Math Foundations
Credits: 0.5-1

A small group and individualized instruction course that helps students develop precollege math skills. Emphasizes number operations needed to define and solve algebra and geometry problems and mathematical learning strategies. Must be taken concurrently with Pre-Algebra.
Aid Code: 77 - undefined.

Complete Course Listing

854-805 Math Studio
Credits: 0.5-1

Highly interactive format providing small group and individualized mathematics instruction that helps students develop mathematical skills and strategies for succeeding in college-level math. Must be taken concurrently with Mathematical Reasoning.
Aid Code: 77 - undefined.
Pre-requisites: (854-781) or (COMPASS Pre-Algebra Skills, 025 or ACT Math, 15 or SAT Reading, 340 or AccuPlacer Arithmetic, 050 or Next Gen AccuPlacer Arithmetic, 243
Co-requisites: 804-134)

Complete Course Listing

Reading (858)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

858-764 Reading 2 GED Review
Credits: 1-3

The course focuses on reading in the GED content areas. It includes skills of comprehension, application, and analysis as needed for the GED content area tests at the pre-GED level. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

858-771 Reading 3 GED Review
Credits: 1-3

This course further develops reading in the GED content areas. It includes continued work in comprehension, application and analysis as needed for the GED content area tests. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 76 - undefined.

Complete Course Listing

858-795 Reading Foundations
Credits: 0.5-1

A small group and individualized instruction course that helps students develop precollege reading skills. Emphasizes reading comprehension and learning strategies. Must be taken concurrently with Intro to College Reading.
Aid Code: 77 - undefined.
Co-requisites: 838-104

Complete Course Listing

Science (856)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

856-779 BSE Science 3 Pharmacology Preparation
Credits: 1-2

Designed for students entering the Associate Degree Nursing program. The course will be an introduction to pharmacology, one of the hardest courses taken by nursing students. In addition, students will develop other skills needed for success (and survival) in the nursing program, such as test taking strategies and writing papers in APA format. *Credits earned in this course will not be counted toward the number of credits needed for any degree.*
Aid Code: 77 - undefined.

Complete Course Listing

Social Science (859)

Information provided includes course descriptions by subject only. For complete 2022-2023 programs/academic plans, please refer to Academic Programs (p. 16).

859-740 Parenting
Credits: 3

The course focuses on several aspects of positive parenting. It includes exploring human growth and development, building self-esteem, learning positive parenting skills, establishing listening skills, engaging in effective discipline, and identifying bullying behavior. *Credits earned in this course will not be counted toward the number of credits needed for any degree. This course is not eligible for financial aid, and the credits do not count in enrollment status for financial aid eligibility.*
Aid Code: 74 - undefined.

Complete Course Listing

859-762 BSE Social Science 2 Review - Storefront
Credits: 1-3

This course allows students to work on any area in the social sciences that they need to review to be successful in later course work, on the GED tests, or in their career.
Aid Code: 74 - undefined.
Pre-requisites: (GED/ESL/BS Course Approval)

Complete Course Listing

859-773 BSE Social Science, Civics, HSED
Credits: 1-2

This course is an overview of the American government and how it impacts and influences the lives of American citizens. Areas of concentration are colonization, the constitution, branches of government, checks and balances, the Bill of Rights, state and local governments and citizen responsibility. Students who finish 30 hours of instruction in this course meet the citizenship requirement for the HSED certification.
Aid Code: 76 - undefined.

Complete Course Listing

STUDENT HANDBOOK

The Blackhawk Technical College Student Handbook contains resources and services for students, academic policies and procedures, general policies and procedures, and the Student Code of Conduct. Students are responsible for reading the handbook and complying with the procedures and regulations within it.

- Registration and Records (http://catalog.blackhawk.edu/registration-and-records/)
- Paying for College (http://catalog.blackhawk.edu/paying-college/)
- Student Support Services (http://catalog.blackhawk.edu/student-support-services/)
- Policies and Procedures (http://catalog.blackhawk.edu/policies/)
- Student Code of Contact (http://catalog.blackhawk.edu/student-code-of-conduct/)

Registration and Records

Registration & Records staff are available to provide assistance with registering for courses, managing tuition payments, graduation and commencement, and ordering transcripts.

Online registration is available before courses begin for a given semester, or students can register in person at either the Central Campus or Monroe Campus during regular business hours. New degree-seeking students must attend an Advising, Registration and Onboarding (ARO) prior to registering for classes.

The following important forms can be accessed online and submitted in person to Registration & Records:

- The Privacy Request Form (https://www.blackhawk.edu/0/PDFs/Student-Resources/Registration-and-Records/Privacy-Request-Form.pdf) if you wish to choose to withhold all information, including Directory Information.
- The Name and Network Change Form (https://www.blackhawk.edu/Portals/0/PDFs/Student-Resources/Registration-and-Records/Name-and-Network-Change-Form.pdf) if you need to change your name and/or network login
- The Release of Student Records Form (https://www.blackhawk.edu/Portals/0/PDFs/Student-Resources/Registration-and-Records/Release-of-Student-Records-Form.pdf) is used to grant permission to third parties, such as relatives, employers, etc., to access your student records.

Registration & Records can be reached at (608) 757-7660 or registration@blackhawk.edu. To speak with someone at the Monroe Campus, please call (608) 328-1660.

Registration for Courses

Registering for classes can be done online or in person. Students are encouraged to register online using the MyBTC portal as course availability is first-come, first-served. Most newly admitted students are required to attend an Advising and Registration Oboarding (ARO) prior to registering for their courses. Students will register for an ARO through a link that is sent to them in their acceptance letter.

Registering is the process of enrolling for specific classes. Students must be registered for all classes they attend. Registration is necessary in order for an official record to properly reflect a student's participation in educational activities.

It is the student's responsibility to keep informed of all registration requirements and procedures. By registering for courses, a student accepts the responsibility for all fees. Not attending does not constitute a cancellation of that obligation, nor does it officially withdraw a student from the class.

Current students will register for the next semester's classes before new students. This gives current students the first opportunity to enroll in the courses needed to complete program requirements. A registration schedule will be available to provide specific procedures to be followed, including the date and time of registration. Students are strongly recommended to register online by using their MyBTC account.

Online Registration

A student may register online via MyBTC if they are currently enrolled, have attended an Advising, Registration, and Onboarding (ARO), or have been previously enrolled within the last 365 days. To register online, go to blackhawk.edu (https://www.blackhawk.edu/). At the top of blackhawk.edu, click MyBTC. Once MyBTC is open, go to the Registration and Courses link to sign up for classes.

In-Person Registration

In-person registration is available at the Central Campus and Monroe Campus during regular office hours.

Transfer and Credit for Prior Learning

Blackhawk seeks to provide students with opportunities to obtain credit toward the completion of their technical college educational programming by providing credit for prior learning. In all cases, final determinations of credits earned are reached by the appropriate Division Dean or Division Administrator.

Students must complete at least 25% of the total program credits through coursework at Blackhawk. This shall include 25% of occupational core credits associated with the program from which the student will graduate.

If a student registers for a course for which the college later grants credit, students may choose to drop/withdraw from the course. Students are held responsible for all appropriate fees incurred.

Transfer Credit

Credit for prior learning must be supported by official transcripts (in closed original envelopes and bearing the school seal or sent electronically from Parchment or the National Student Clearinghouse). Transfer of credits can be evaluated from regionally and nationally accredited post-secondary institutions (where a "C" or better was earned) and, under certain circumstances, high school institutions (high school courses for which advanced standing was granted and a grade of "B" or better was earned). The College initiates this process upon your acceptance to the College. Once this process is complete, your Blackhawk transcripts will reflect grades of "TR" for all approved coursework. If students feel that specific coursework was not evaluated for transferability, it is the student's responsibility to provide the Registration and Records Office course descriptions from the appropriate college catalog along with a copy of the catalog's cover and/or a course syllabus. Once this information is received, the course(s) will be reviewed by the appropriate Division Dean. Students are notified of credits granted by email sent to the Blackhawk student email account.

Credit for Military Training and Service

As a member of the military, students may be eligible for college credit based on the American Council of Education (ACE) credit recommendation and the applicability to the program. The credits earned are for general electives required for an associate's degree only. Acceptance of credit by any college is at the discretion of the receiving college. It is the student's responsibility to obtain the necessary documentation (DD 214 and JST) for credits to be considered for transfer. Once the appropriate documentation is received, Blackhawk personnel will review military training and experience documents of former and currently enlisted U.S. Military personnel for the awarding of possible credits.

Please note: All communications regarding any type of Credit for Prior Learning will be sent to your Blackhawk email account.

Credit for Work and Life Experience

When supported by adequate documentation, students may request awarding of credits based upon work or other experiences. It is the student's responsibility to initiate this process with his/her Advisor.

Credit by Exam (Test Out)

Credit by exam includes Advanced Placement, College Level Exam Placement (CLEP), and Challenge Exams. When students have advanced high school courses or other undocumented or unaccredited experiences, Blackhawk offers them the opportunity to receive credit by examination. Students must meet with an Academic Advisor to discuss this option.
  Click here for more information on the Credit by Exam (https://www.blackhawk.edu/Admissions/Credit-for-Prior-Learning/Credit-by-Exam/).

Advanced Placement (AP) Exams are offered to high school students through CollegeBoard. Students may request a transcript from CollegeBoard to be sent to Blackhawk Technical College. Blackhawk will award credit for scores ranging from an earned "3" to "5" on the AP exam. See the chart below for the AP exam score and its equivalency at Blackhawk.

AP EXAM NAME/Score/Blackhawk Course #/Blackhawk Course Name/Credits

Art

- AP 2-D Art and Design/3 to 5/815-999/Humanities Elective/3
- AP 3-D Art and Design/3 to 5/815-999/Humanities Elective/3
- AP Drawing/3 to 5/815-999/Humanities Elective/3
- AP Art History/3 to 5/815-999/Humanities Elective/3
- AP Music Theory/3 to 5/815-999/Humanities Elective/3

English

- AP English Language and Composition/3/801-136/English Composition 1/3
- AP English Language and Composition/4-5/801-136, 801-223/English Composition 1 and English Composition 2/6
- AP English Literature and Composition/3/801-136/English Composition 1/3
- AP English Literature and Composition/4-5/801-136, 801-223/English Composition 1 and English Composition 2/6

History & Social Sciences

- Adopt AP African American Studies/3 to 5/809-999/Humanities Elective/3
- AP Comparative Government and Politics/3 to 5/809-999/Social Science Elective/3
- AP European History/3 to 5/803-999/Humanities Elective/3
- AP Human Geography/3 to 5/809-999/Humanities Elective/3
- AP Macroeconomic/3 to 5/809-144/Macroeconomics/3
- AP Microeconomic/3 to 5/809-143/Microeconomics/3
- AP Psychology/3 to 5/809-198/Intro to Psychology/3
- AP United States Government and Politics/3 to 5/809-999/Social Science Elective/3
- AP United States History/3 to 5/803-999/Humanities Elective/3
- AP World History: Modern/3 to 5/803-999/Humanities Elective/3

Math & Computer Science

- AP Computer Science A/3 to 5/804-999/Math Elective/3
- AP Computer Science A (IT-TSS Program)/3 to 5/154-146/Scripting & Programming Basics (New IT Program per TN)/1
- AP Computer Science Principles/3 to 5/804-999/Math Elective/3
- AP Computer Science Principles (IT-TSS Program)/3 to 5/154-146/Scripting & Programming Basics (New IT Program per TN)/1
- AP Calculus AB/3 to 5/804-198/Calculus 1/4
- AP Calculus BC/3 to 5/804-198/Calculus 1/4
- AP Precalculus/3 to 5/8004-197/College Algebra and Trig Apps/5
- AP Statistics/3 to 5/8004-189/Introductory Statistics/3

Science

- AP Biology/3 to 4/806-114/General Biology/4
- AP Biology/5/806-114, 806-999/General Biology and Natural Science Elective/8
- AP Chemistry/3/806-134/General Chemistry/4
- AP Chemistry/4 to 5/806-134,806-999/General Chemistry and Natural Science Elective/8
- AP Environmental Science/3 to 5/806-286/Environmental Science/4
- AP Physics 1: Algebra-Based/4 to 5/806-999/Natural Science Elective/4
- AP Physics 1: Algebra-Based/4 to 5/806-154/General Physics 1/5
- AP Physics 2: Algebra-Based/3/806-999/Natural Science Elective/4
- AP Physics 2: Algebra-Based/4 to 5/806-999/Natural Science Elective/5
- AP Physics C: Electricity and Magnetism/3/806-99/Natural Science Elective/5
- AP Physics C: Mechanics/3/806-999/Natural Science Elective/5
- AP Physics C: Mechanics/4 to 5/806-154/General Physics 1/5

World Language & Cultures

- AP Chinese Language and Culture/3 to 5/802-999/World Foreign Language Elective/4
- AP French Language and Culture/3 to 5/802-999/World Foreign Language Elective/4
- AP German Language and Culture/3 to 5/802-999/World Foreign Language Elective/4
- AP Italian Language and Culture/3 to 5/802-999/World Foreign Language Elective/4
- AP Japanese Language and Culture/3 to 5/802-999/World Foreign Language Elective/4
- AP Latin/3 to 5/802-999/World Foreign Language Elective/4
- AP Spanish Language and Culture/3 to 5/802-211/Spanish 1/4
- AP Spanish Language and Culture/3 to 5/802-999/World Foreign Language Elective/4

Capstone

- AP Research/3 to 5/999-999/General Elective/3
- AP Seminar/3 to 5/999-999/General Elective/3

Adding/Dropping Courses

Adding Courses

Students may add courses online through MyBTC or in-person up until the start of the semester. Once a course begins, registration can only be processed via email or in person, and with an instructor's approval. After the first week of the course, Dean and/or Program Chair approval is required.

Dropping and Withdrawing Courses

Students are responsible for notifying the College when dropping a course. Dropping a course can impact a student's program status and completion timeline. Dropping a course may affect financial aid. If an agency or program is funding educational expenses, students may be required to have schedule changes approved by the agency or program staff. Students are responsible for all course fees not paid.

The add/drop period for a course is up until 20% of the course's potential hours of instruction have been completed. When dropping a course, students may be eligible for a refund, in accordance with the WTCS Refund Policy (details found under Refund Policy). Courses dropped in the first 10% of a course's actual hours of instruction are not listed on a student's transcript. Refunds are directly deposited to accounts established in TouchNet or a check is mailed within two weeks if no outstanding balance exists.

After the add/drop period, students are able to withdraw from a course if 20% or less of the class remains (a grade of 'W' is recorded on the student's transcript, and no tuition refund is available). Students must notify the Registration & Records Office through their Blackhawk student email account or in person to officially withdraw from their last course. Students using financial aid are highly encouraged to see the Financial Aid Office prior to withdrawing. It is also highly recommended that students meet with their Academic Advisor before withdrawing from any or all courses to review their options.

Students are able to register for a course in a future term while they're enrolled in a pre-requisite for that course because success in the current course is assumed. If the pre-requisite course is not successfully completed, the College will administratively drop the student from the course in the future term, as the pre-requisites are now not met.

Non-Attendance

Failure to actively participate in any course during the first 10% of a course's actual hours of instruction is considered non-attending. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless approval from the instructor is received. If permitted, the student must re-register by contacting the Registration & Records Office. Removal from a course due to not attending may affect financial aid.

Instructor Withdrawal

Once 10% of a course has taken place, up until 80% of the course, a faculty member can withdraw a student from a course with a grade of 'W' if the instructor recognizes that the student has not been engaged in the class for two consecutive weeks or 20% of the total class has been missed.

Students are responsible for the cost of any course they are registered in after the course has had its first meeting of the semester. Students must drop the course before its first meeting to not incur any charges

for having been enrolled in the course. Please refer to the Blackhawk calendar (https://blackhawk.edu/About/News-Events/Event-Calendar/) for important dates regarding semester deadlines.

Waitlists

If a course is full when a student attempts to add it, an error message will appear where the student can select 'waitlist' from the dropdown menu and click submit. If a spot opens in the course, the student receives an email to their @students.blackhawk.edu email address. The student has 48 hours from the time the email is sent to take action and register via MyBTC. If the 48-hour timeline is missed, the student must go through the process of getting on the waitlist again. No charges for the course will be incurred until the student is officially enrolled in the course.

Course Scheduling

Students should refer to the academic plan in Degree Planner in Starfish. Students are introduced to their Degree Plans during the Advising, Registration and Onboarding process. Following an academic plan will help keep students on track for program completion. Students should speak to their assigned Academic Advisor if they have questions about their academic plan or course schedule.

Blackhawk offers flexible education at various locations and times in an effort to better meet students' needs. When registering for classes, students should take note of the times, location and method of delivery for the classes.

Flexible Learning

Blackhawk provides courses in alternative delivery formats:

MyEdChoice

This option allows you to choose how you attend each class and does not lock you into one format. In a MyEdChoice class, you have the option to attend:

- in the classroom at a set class time,
- live during class time using video conferencing, or
- online at anytime

You can mix and match how you attend class or pick the option that works best for you.

FlexLab (Flexible Laboratory)

This option allows you to attend when it is most convenient for you, within the designated open lab hours. The non-lab instructional content may be delivered face-to-face or online.

Hybrid

Course content is delivered in a blend of face-to-face and online sessions. At least 50% of the content is delivered online.

Online

The entire course is delivered online, although in-person proctored testing and assessment may be required.

Face-to-Face Classroom (traditional)

This option meets one or more times each week in a classroom setting. Assignments or learning activities may be completed online.

Face-to-Face Laboratory

This option meets one or more times each week in a laboratory setting. Assignments or learning activities may be completed online.

Course Load

A full-time student carries between 12 and 18 credits. For enrollment verification purposes, 12 credits is considered full-time. Students electing to carry more than 18 credits in a semester must speak to their assigned Academic Advisor. Approval will depend on the student's scholastic record. Students considering enrolling in any classes at another college or university with concurrent registration at Blackhawk should consult with their Academic Advisor.

Course loads are defined as:

- Full-time is 12 or more credits
- Three-quarters time is 7 - 11 credits
- Half-time is 6 credits
- Less than half time is 5 credits or less

Auditing Classes

Students may request the permission of the Division Dean to audit credit classes. The decision to audit must be made at the time of registration. Students taking a class for audit may not change to credit, nor may students change from credit to audit after the class begins. Students are only permitted to register to audit a course one week prior to the start of each semester. If a student repeats a course, it must be for credit and all course objectives must be met.

When auditing a class, students participate in the classwork, 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. Students will pay all of the regular tuition and fees for audited courses. However, no credit will be granted for the course. An "AU" will appear on the student's transcript as a grade for the course. Tuition will be waived for students 60 and older. However, all other fees will be charged.

Pre-Requisites/Co-Requisites

Certain classes may require that students take particular courses prior to (pre-requisite) or in conjunction with (co-requisite) other classes. Students must successfully complete these courses in order to move forward in their selected program. A grade of "C" or higher is required for a pre-requisite.

Some classes have more stringent requirements and students will be notified of these requirements through course syllabi.

Failure to obtain a "C" or higher in any pre-requisite course will result in students being administratively dropped by the college from the course(s) that requires the pre-requisite. Students are notified of this change through their Blackhawk student email. Charges on the student's account for the course(s) being dropped will be reduced to zero.

Personal Information Management

It is important that students keep their personal information current (i.e. name, address, and/or phone number). Blackhawk needs to have up-to-date information on file in the event of illness or an emergency. Students can change this information by selecting the "Personal Information" card located on the MyBTC homepage. Forms are also available in the Registration & Records Office or on MyBTC (student portal).

Preferred Name

Some Blackhawk students are known by a first name that is different than their legal first name. Students can change their preferred first name through MyBTC or by submitted a "Preferred First Name Request" form to the Registration and Records Office in order to update their information.

If a student's use of the preferred name is not for misrepresentation, they will appear instead of the person's legal name in Blackhawk-related systems and documents except where the legal name is required by college business or legal need.

Required Use of Legal First Name

In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system. Legal names will always appear on all external use reports and documents including, but not limited to, student ID, hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, reporting to the National Student Clearinghouse, tax forms, official College transcripts, and any other documents required by law. Legal first names can only be changed on these records when students pursue a legal name change with their home state and/or federal authorities and then submit that documentation to the Registration & Records Office.

Family Educational Rights and Privacy Act (FERPA)

Students' rights under the Family Educational Rights and Privacy Act (FERPA) begin upon initial enrollment in courses at Blackhawk College, regardless of age. FERPA protects the privacy of students' education records and provides students the right to review those education records.

Directory Information is defined by each institution. While FERPA allows for the release of Directory Information, is does not require it. Blackhawk designates the following items as Directory Information:

- Student Name
- Student Address and Phone Number
- Student BTC Assigned Email Address
- Date and Place of Birth
- Full-time or Part-time Status
- Major Field of Study
- Dates of Attendance
- Credits Earned Toward a Diploma
- Degrees and Awards Received
- Photos and Videos of Students for use in College Press Releases, Publications, and Websites

Students have the right to request non-disclosure of directory information. To request the non-disclosure of directory information,

students can fill out a Privacy Request Form, which can be found in the Student Resources, Registration & Records pages at blackhawk.edu (http://www.blackhawk.edu/).

To learn about students' rights under FERPA, please refer to the Students Rights & Responsibilities section of this Student Handbook.

Program Changes

Changes/Verifying Program of Record

Students are able to change academic programs when career goals change. Students are required to meet with an Academic Advisor when selecting a different program. During this meeting, a new academic plan will be created and new program requirements are discussed.

The accuracy of a student's program of record is important. Not only can this affect financial aid eligibility, but it could also affect program completion and permanent student records. Students can verify their program of record through MyBTC or by contacting the Registration and Records Office.

Incomplete Coursework

A grade of "Incomplete" (I) may be assigned at the instructor's discretion when student coursework is of passing quality and represents a significant portion of the requirements for a final grade, but is incomplete for a good cause. A good cause may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situation of equal gravity. If such a situation occurs prior to the withdrawal deadline of the course, students should consider withdrawing from the class. Students failing a course will not be granted an "Incomplete" to avoid receiving an "F."

It is the student's responsibility to maintain contact with the instructor and to turn in all required work within the designated time (not to exceed one semester, excluding summer, unless the "Incomplete" is granted due to activities related to military leave). Both parties must discuss the need for an "Incomplete", the process for completion of course requirements, and sign the "Incomplete Form." The "Incomplete Form" serves as an agreement and will guide the course(s) completion. If an "Incomplete" is granted at the end of the fall semester, students must complete it by the end of the spring semester. For spring or summer semesters, students must complete all requirements by the end of the following fall semester.

Any extensions beyond the maximum semester of allowed time must be initiated by the student for the instructor's consideration. The instructor will complete and submit a Grade Change form to the Registration & Records Office when all required work is complete. If not completed in the designated timeframe, a grade of "F" will automatically be awarded.

Midterm Grades

Midterm feedback is issued in an effort to provide students with early feedback about academic progress, as well as to provide students with services to support them in their success. At the semester midpoint of 16-week courses, Faculty are encouraged to provide feedback to students through a progress survey in Starfish. This is not required. Feedback issued may include a flag (concern), kudo (accolade), and/or comments from the Faculty. Flags raised during a midterm progress survey may result in an outreach to the student from a Blackhawk staff or Faculty member.

Graduation

In order to graduate students must:

- Complete all necessary coursework.
- Have a college GPA of 2.0 or higher.
  - Please note: some programs may require a higher GPA for graduation.
- Completed at least 25% of all program-required courses at Blackhawk.

Students who do not meet the criteria identified and/or deadlines may not be able to participate in the formal ceremony and receipt the diploma will be delayed.

Students who previously submitted graduation applications that did not meet the graduation criteria must re-submit an updated application.

Associate of Arts and Associate of Science Degree and Graduation Requirements

The Associate of Arts (AA) or Associate of Science (AS) degree is awarded to graduates of the University Transfer Programs. The Associate of Applied Science (AAS) degree is awarded to graduates of all other degree programs. To qualify for an AA or AS degree, a student must meet the following requirements:

- Satisfaction of all course requirements for the program of graduation.
- Program requirements can be met by completion of BTC courses, transfer credit, Transcripted Credit, satisfactory scores on Advanced Placement exams or by Challenge Exams. Note: Advanced Standing courses do not meet course requirements in the AA or AS degrees.
- The World/Foreign Language requirement may be satisfied by taking one year of world/foreign language in high school and earning a "C" or better in both semesters as documented on the high school transcript. While the category requirement is met by the high school course. the credits in the category are not earned. Students will need to take additional college-level coursework to earn 60+ credits for graduation.
- At least 15 credits must be earned in residence at BTC
- The final semester of the program must be taken in residence or with a BTC collaborative partner unless prior arrangements have been made with the General Education and Transfer Pathways Dean.
- Achievement of a minimum cumulative grade point average of 2.0 (or higher, depending on the academic program) in all courses that are taken in residence.
- Successful completion of PASS and Capstone Symposium unless arrangements have been made with the General Education and Transfer Pathways Dean.

Embedded Technical Diplomas

If a student's main program encompasses an embedded technical diploma, students will receive the credential once the requirements of the degree have been met without needing to apply for graduation. The embedded technical diploma credential will be displayed on the student's transcript.

Commencement

Commencement is currently held two times a year, in December and May, for students who meet the following requirements:

- Are graduating from a program with 12 or more credits.
- Are within six (6) credits of completing a program (diploma or degree programs) by the end of the spring semester for the May commencement or by the end of the summer semester for the December commencement.
- Apply for graduation by the application deadline.
- Pay the cap and gown fee.

Commencement Information

- Graduation caps and gowns will be worn for Commencement. Information regarding the purchase of the cap and gown will be provided by the College when a student informs us of their intent to graduate and/or walk at Commencement.
- If a student is unsure of whether they plan to attend the ceremony, it is best to mark "yes". If plans change, a notification to graduation@blackhawk.edu would be appreciated.
- Students and guests requiring special accommodations must contact graduation@blackhawk.edu at least two (2) weeks before Commencement.
- Commencement will be recorded and live-streamed.

Diplomas

Graduates from degree and/or diploma programs at Blackhawk Technical College will receive a digital diploma available through Parchment.

Paper diplomas for programs with 12 or more credits will be mailed to the address provided on the graduation application within the following timelines:

- Diplomas for the Fall semester will be mailed in early February.
- Diplomas for the Spring semester will be mailed in early July.
- Diplomas for the Summer semester will be mailed in early September.

Honor Cords

The Honor Cord program recognizes graduating students who have a cumulative grade point average of 3.5 or above at the end of the semester prior to completing their program requirements. Qualifying students will receive a complimentary gold cord that can be worn on the graduation gown recognizing this achievement of academic excellence. This honor is sponsored by Student Activity Fees. Those who qualify will be notified through the Blackhawk student email. For further information regarding the Honor Cord, contact the registrar at registration@blackhawk.edu.

Honors

President's Honor List

The President's Honor List is published each fall and spring semester. The list includes the names of students maintaining a grade point average of 3.5 or higher and enrolled in six (6) college-level credits or more.

Honors

Students receiving honors for a given semester where at least six college-level semester hours have been completed will have the following notation on their transcript:

- GPA between 3.5-3.99 will be notated as President's Honors
- GPA of 4.0 will be notated as President's High Honors

Graduates achieving President's Honors (3.5 or better) and President's High Honors (4.0) according to their program GPA are also recognized by a special notation on their diploma.

Transcripts

All students have the ability to request an official transcript from the 'Request Transcript' link on the Blackhawk website. The College has retained a third-party vendor, Parchment, to process all official transcript requests. There is a per transcript charge, with additional charges for same-day service. Details are available during the transcript ordering process. Students with registration or account "holds" will not be able to obtain official transcripts until the hold is resolved.

Unofficial transcripts can be accessed by active students (students who have been rolled in the last 365 days) via the MyBTC portal. Non-active (prior) student requests for unofficial transcripts can be made from the 'Request Transcript' link on the Blackhawk website. There is no charge for unofficial transcripts.

FERPA and Directory Information

Students' rights under the Family Educational Rights and Privacy Act (FERPA) begin admission to Blackhawk Technical College, regardless of age. FERPA protects the privacy of students' education records and provides students the right to review those education records.

Annual Notification

Students will be notified of their FERPA rights annually by email, by publication in the Student Handbook, and by including it on the Blackhawk website.

Rights Under FERPA

FERPA affords students:

The right to inspect and review their education records within 45 days of the day the College receives a request for access. Written requests are to be submitted to the Registrar. The request needs to identify the record(s) the student wishes to inspect. The Registrar will make arrangement for access and notify the student of the time and place where the records may be inspected. At the time of viewing, the student will present some form of picture identification, such as a valid driver's license, before being allowed to view the records.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Requests for amendments are to be submitted in writing to the Registrar by the student, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If it is determined to not amend the record as requested, the college will notify the student of the decision and provide information regarding the student's right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that

FERPA authorizes disclosure without consent (see section on exceptions below).

The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202

Definition of Education Records

FERPA defines an education record as any record that is directly related to a student and is maintained by an institution. Education records are comprised of either "Directory Information" or "Non-Directory Information" data elements. FERPA allows for the release of Directory Information without the written consent of the student, unless the students has requested in writing that such information not be shared. Any data element not included in the list of Directory Information is Non-Directory Information, and cannot be shared without the written consent of the student, unless the release meets the criteria of one of the exceptions outlined in the law.

Directory Information

Directory Information is defined by each institution. While FERPA allows for the release of Directory Information, is does not require it. Blackhawk designates the following items as Directory Information:

- Student Name
- Student Address and Phone Number
- Student BTC Assigned Email Address
- Date and Place of Birth
- Full-time or Part-time Status
- Major Field of Study
- Dates of Attendance
- Credits Earned Toward a Diploma
- Degrees and Awards Received
- Photos and Videos of Students for use in College Press Releases, Publications, and Websites

Students' Rights of Non-Disclosure

Students have the right to request non-disclosure of directory information. To request the non-disclosure of directory information, students can fill out a Privacy Request Form, which can be found in the Student Resources, Registration & Records pages on the Blackhawk website (www.blackhawk.edu).

Students' Rights to Release their Education Records to Third Parties

Students also have the right to allow the release of their non-directory information to others (third parties, such as relatives, employers, etc). To request the release of their data, student can fill out a Release of Student Records Form, which can be found in the Student Resources, Registration & Records pages on the Blackhawk website (www.blackhawk.edu).

Disclosure of Education Records

Blackhawk College may disclose information from a student's education records only with the written consent of the student unless the disclosure is:

- to school officials who have legitimate educational interests in records, such as:
  - a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including health or medical staff);
  - a person or company with whom the College has contracted (such as an auditor or collection agent);
  - a person serving on the Board of Trustees;
  - a student serving on an official committee, and performing tasks related to his/her work on that committee.
- legitimate educational interests including:
  - performing a task that is specified in his/her/their position description or contract agreement;
  - performing a task related to a student's education;
  - performing a task related to the discipline of a student;
  - providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid; or
  - maintaining the safety and security of the campus.
- to officials of another school, upon request, in which the student seeks or intends to enroll.
- to officials of the U.S. Department of Education and federal, state, or local education authorities in connection with audit or evaluation of state or federally-supported programs.
- to persons in connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- to the student.
- to organizations conducting research studies on behalf of the College.
- to accrediting organizations to carry out their functions.
- to parents of a student who is claimed as a dependent for income tax purposes.
- to comply with a judicial order or lawfully issued subpoena.
- to appropriate parties in a health or safety emergency.
- to a victim of an alleged perpetrator of a crime of violence.
- to appropriate parties in connection with a disciplinary proceeding at an institution of higher education (subject to requirements in 99.39).
- to parents of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance.
- information the institution has designated as "directory information."

U.S. Military

According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth, and field of study.

Blackhawk Technical College Foundation

Student names and addresses may be released to the Blackhawk Technical College Foundation for foundation-related activities. The Foundation is considered part of the College and will hold such information confidential, using the information only in specific activities intended to aid and support the College. The release of such information to the Foundation will be made only with the approval of the College President or their designee.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from a student's education record to the Attorney General of the United States or his/her/their designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b (g)(5)(B) and 2331 of Title 18, U.S. Code.

Written Release

Personnel employed by the College who have consent in the form of a written release of information, signed by the student, may disclose student information to appropriate outside agencies or persons.

Note: A record of disclosure will be maintained within a student's file indicating when information has been released from that file and to whom. A fee of five dollars may be assessed for the copying of all or a portion of a student record.

Student Identification Number and FERPA

As of January 1, 2000, Wisconsin Act 128 limits the disclosure and release of student Social Security numbers. In order to comply with Acct 128, Blackhawk assigns a unique identification number to each student. This identification number does not incorporate the student's Social Security number. Blackhawk may collect and report Student Social Security numbers for state and federal reporting requirements. Blackhawk procedures are designed to ensure the student Social Security numbers remain confidential.

Paying for College
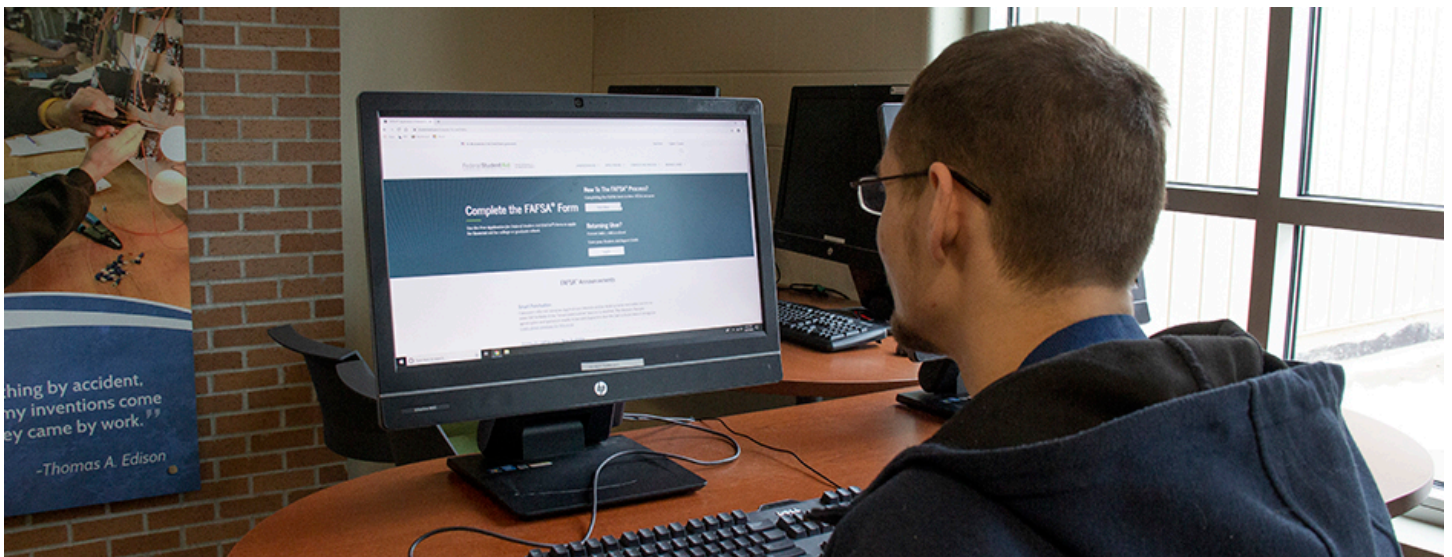
Blackhawk Technical College continually strives to help students who have financial need. The following offices or groups are available to assist students in overcoming the challenge of paying for college.

- Financial Aid (https://www.blackhawk.edu/Paying-for-College/Financial-Aid/)
- Blackhawk Foundation (https://www.blackhawk.edu/About/Foundation/)
- Veterans Educational Benefits (https://www.blackhawk.edu/Paying-for-College/Veterans-Benefits/)

This section aims to provide students with an overview of fees and billing, financial aid options, scholarship possibilities, and educational benefits for veterans. Please visit https://blackhawk.edu/Paying-for-College/Financial-Aid (https://blackhawk.edu/Paying-for-College/Financial-Aid/) for additional information.

Helpful Websites

- Federal Student Aid (FSA) website: http://studentaid.gov (http://studentaid.gov/)
- Complete your Free Application for Federal Student Aid: https:// (https://studentaid.gov/h/apply-for-aid/fafsa/)studentaid.gov/h/apply-for-aid/fafsa (https://studentaid.gov/h/apply-for-aid/fafsa/)
- Create a StudentAid.gov Account: https://studentaid.gov/fsa-id/create-account/ (https://studentaid.gov/fsa-id/create-account/launch/)launch (https://studentaid.gov/fsa-id/create-account/launch/)
- Learn about and manage your federal student loans: https:// (https://studentaid.gov/h/manage-loans/)studentaid.gov/h/manage-loans (https://studentaid.gov/h/manage-loans/)
- Free financial planning and literacy resource: https://gradready.com/ (https://gradready.com/sponsor/blackhawk/)sponsor/blackhawk (https://gradready.com/sponsor/blackhawk/)

Tuition and Fee Payment

Standard Tuition and Fees

All programs are subject to a uniform fee per credit established by the Wisconsin Technical College System Board and the state legislature. The rate is subject to change. Certain unique courses and programs are exempt from program fees.

For a complete listing of costs, please visit: https://www.blackhawk.edu/Paying-for-College/Tuition-Fees/Cost-by-%20Program (https://www.blackhawk.edu/Paying-for-College/Tuition-Fees/Cost-by-%20Program/)

Students can pay their tuition and fees using one of the four methods below:

- Pay in Full: Pay the full tuition and fees by cash, check, MasterCard, VISA, American Express or Discover by the start of each term or at the time of registration.
- Tuition Payment Plan available using TouchNet (available in the MyBTC student portal):
  - All payment plans require a non-refundable service charge. Students will be billed for outstanding balances monthly by email through TouchNet. If payments are not made, a hold will be placed on the student's account. Such holds will impact a student's ability to register, get official transcripts, diplomas, or access to learning resources until they are resolved.
- Financial Aid: To be eligible for federal or state financial aid, students must complete their Free Application for Federal Student Aid (FAFSA). Once the student has received their financial aid Award Letter from Blackhawk, they can defer payment of their tuition and fees. Their outstanding balance will be paid as financial aid disbursements are received by Blackhawk. If financial aid does not cover the entire balance due, the student will be responsible for payment of the remaining balance.
- Agency/Employer Funding: If written authorization from an agency or employer is on file, the student will be able to defer payment of tuition and fees. The agency/employer will be billed for the authorized costs. If the funding does not cover the entire amount of tuition and fees, the student will be responsible for paying the remaining balance. The student also will be responsible for any amount unpaid by the Agency/Employer after 105 days from billing date, and the student will be notified by mail. This would include debts incurred from dropped or failed classes while covered by post-9/11 GI Bill (Chapter 33).

Collection Issues: If you are late paying the outstanding balance, a hold will be placed on your account. You may not receive official transcripts or diplomas, and will not be allowed to register for additional classes until all balances are paid. After 90 days, students will receive notification if a balance is unpaid, and failure to make payment or set up a payment plan after receiving the notification will result in a late charge of $25.00 being assessed to your account. In addition to the late charge, your account will be referred to a collection agency or for legal action. In an effort to receive payment, the collection agency will be authorized to notify the State of Wisconsin's Tax Refund Intercept Program.

Out-of-State Tuition

Students who do not reside in Wisconsin and enroll in a program that is not covered under one of Blackhawk's reciprocity agreements will pay tuition and fees at a higher rate. A limited number of waivers may be granted. Paperwork for waivers is available in Student Services. Visit our website for more information on out-of-state tuition and fees (https:// www.blackhawk.edu/Paying-for-College/Tuition-Fees/ (http://www.blackhawk.edu/Paying-for-College/Tuition-Fees/)).

Applying for Financial Aid

Students may apply for financial aid months before the start of the academic year by completing a Free Application for Federal Student Aid (FAFSA) online. A student's FAFSA is used to determine their eligibility for financial aid. Students must complete a new FAFSA each academic year. The earlier the FAFSA is completed, the more opportunities there may be for certain t types of financial assistance. The FAFSA application period for the 2025-26 academic year opens on Oct. 1, 2024.

Here are instructions for applying for financial aid:

a. Create a StudentAid.gov account at https://studentaid.gov/fsa-id/create-account/launch (https://studentaid.gov/fsa-id/create-account/launch/)
b. Complete the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa (https://studentaid.gov/h/apply-for-aid/fafsa/)
   i. Determine the appropriate year FAFSA to complete
      1. 2024-2025 - Fall 2024, Spring 2025, Summer 2025 - 2022 federal taxes and W-2s
      2. 2025-2026 - Fall 2025, Spring 2026, Summer 2026 - 2023 federal taxes and W-2s
   ii. Establish access to required information:
      1. Federal tax forms from 2 years prior to FAFSA year
      2. W-2 forms and other income records, such as 1099 forms from 2 years prior to FAFSA year
      3. Current balances in bank accounts
      4. Current net worth of assets including investments, real estate, businesses and farms. Primary residences and retirement plans are not included as assets on the FAFSA.
      5. Child support received for the last complete calendar year, if applicable.
      6. Contributor first name, last name, date of birth, social security number (SSN), and email address. If your contributor does not have a SSN, you will need their address.
   iii. When the FAFSA asks which school to submit your information to, enter Blackhawk Technical College Federal School Code: 005390.
   iv. Sign and submit the FAFSA once all information has been provided and reviewed for accuracy.
   v. You must complete a new FAFSA each academic year.
c. After the student completes their section of the FAFSA, if contributors are required, an email will be sent to the contributor with instructions on completing their portion of the FAFSA. Each contributor will need to complete their portion fully before the student's FAFSA is considered submitted.

d. After all contributors have completed and signed the FAFSA, you will receive a confirmation email from Federal Student Aid. You may also check on the status of your FAFSA by logging in to studentaid.gov. Your FAFSA may be selected for verification by the Department of Education. If selected, we will contact you by mail indicating what additional documentation is required. Your application for financial aid is not complete until all documentation is received. Once all documentation is received, the BTC Financial Aid Office will review your information and award your financial aid. This process could take up to 4 weeks, depending on the time of year. Your award information will be sent to you by mail. Review it carefully. If grants are included on your Award Letter, you will not need to take any additional steps to accept your grants. If you would like to accept loans that have been offered to you, follow the instructions included with your Award Letter to do so.

e. Notify the Financial Aid Department of all other sources of financial assistance you will be receiving for attending Blackhawk, such as scholarships and tuition assistance from employers. All sources of assistance must be made known to the Financial Aid Department to ensure that your financial aid is awarded correctly.

Students can stop by the Financial Aid Office on Central Campus for assistance. Assistance at other campus locations is available by appointment. Please contact Financial Aid to schedule.

Financial Aid Policies and Guidelines

Disbursement of Financial Aid

Financial Aid is disbursed to student accounts according to federal and state guidelines and Blackhawk's disbursement schedule. If the combination of grants and loans disbursed to your student account for a semester exceeds the tuition and fees billed for the semester, a refund will be issued to you by Blackhawk's Accounting Office. Visit the college calendar (https://blackhawk.edu/About/News-Events/Event-Calendar/) to view disbursement and refund dates.

Book Charge Information

Bookstore charges allow a student to charge their books to their excess financial aid at the Blackhawk Bookstore. Bookstore charges are available from one week before the first day of each semester through the second week of each semester. For more information on bookstore charges, please visit: blackhawk.edu/Paying-for-College/Financial-Aid (https://www.blackhawk.edu/Paying-for-College/Financial-Aid/)

Return of Title IV Financial Aid

Federal law states that if you receive federal financial aid and withdraw, drop-out, stop attending or receive failing grades in your classes, you may have to return some federal aid that you received. Failure to attend classes may require you to repay 100% of all the aid you received for the classes you did not attend. To view Blackhawk's Return of Title IV policy , please go to https://www.blackhawk.edu/Portals/0/PDFs/Paying%20for%20College/R2T4Policy.pdf

Satisfactory Academic Progress

Students receiving financial aid must make Satisfactory Academic Progress (SAP) toward completing their program. To view Blackhawk's

SAP policy, please go to https://www.blackhawk.edu/Portals/0/PDFs/Paying%20for%20College/SatisfactoryAcademicPolicy.pdf

Program and Course Eligibility

- Students must be enrolled in an eligible program to receive federal or state financial aid. Look under "Is my program financial aid eligible?" on https://www.blackhawk.edu/Paying-for-College/Financial-Aid (https://www.blackhawk.edu/Paying-for-College/Financial-Aid%20/) to see if your program is eligible.

- Courses that are not required for graduation from a student's declared program are not eligible for federal or state financial aid.

- Students may only receive financial aid for the first completed retake of a course that they previously completed with a non-failing grade. A non-failing grade is any grade higher than an F.

- A student must be enrolled in at least six credits within their declared program of study in a semester to be eligible for Federal Direct Student Loans that semester.

- Students must begin attendance in each course that counts toward their Pell Grant eligibility. If Pell Grant is received for a course, and it's subsequently determined that the student did not begin attendance in that course, Blackhawk will return the Pell Grant to the Department of Education, and the student will owe the resulting balance to Blackhawk.

- The number of credits used to determine grant eligibility is locked for each student on the Financial Aid Census day. The Census day for most students will be the end of the full-semester 80% refund period (See Refund Policy in Registration & Records section of this handbook), although the Census day may vary by program. Students are notified by email when their credits are locked for grant purposes each semester. After Census, grant eligibility will not be adjusted for changes in credit load, unless the student does not begin attendance in a course or courses.

Enrollment Status

A student's enrollment status is determined each semester and is based on the number of credits they are enrolled in that are required for graduation from their declared program. Enrollment statuses are defined as follows:

- Full-time: 12 or more credits
- Three-quarter time: 9-11.99 credits
- Half-time: 6-8.99 credits
- Less than half-time: 5.99 or less credits

Financial aid award offers are estimated based on full-time status. Financial aid is reduced for students who are not full-time.

Students must be at least half-time to qualify for the following types of financial aid:

- Federal Direct Student Loans
- Most WI state grants, such as the Wisconsin Grant (WHEG), Technical Excellence Scholarship (TES), and the Talent Incentive Grant (TIP), for example.

Pell grants are adjusted based on the precise number of credits a student is enrolled in. These adjustments are needed if the student is enrolled in fewer than 12 credits. It is possible for students enrolled in fewer than six

credits to receive a Pell grant, but there are other variables in the eligibility calculation.

Students with questions about their enrollment status for financial aid purposes should contact the financial aid office.

Important Financial Aid Dates

For information on important dates related to paying for college, such as financial aid disbursement, refund dates, and when financial aid be used for Bookstore purchases, please review Blackhawk's calendar (https://www.blackhawk.edu/About/News-Events/Event-Calendar/).

Financial Aid for Shared Programs

Financial Aid for Shared Programs

Shared programs allow students to earn a diploma or degree by completing courses at two schools that combine to satisfy program requirements for graduation at one of the schools. The school issuing the diploma or degree is the home college. The other school is the visiting college. A consortium agreement is a written contract that enables students to pursue a shared program and to take courses at both schools simultaneously. Under such an agreement, a student may receive financial aid at the home college based on credits taken at both schools.

When Blackhawk is the Home College

For credits taken at the visiting college to be included in their financial aid eligibility calculation at Blackhawk, students must complete a Consortium Agreement Request form. Consortium Agreement Request forms are available from the Advising and Financial Aid Departments at Blackhawk. Students must submit a separate form for each semester they take credits at the visiting college.

Financial aid is disbursed according to Blackhawk's disbursement schedule. After a student's Blackhawk bill for a semester has been paid in full, excess financial aid, if any, is refunded to the student according to Blackhawk's refund schedule. Disbursement and refund dates are listed in Blackhawk's online **Events Calendar**. Financial aid funds are never sent to the visiting college on a student's behalf. It is the student's responsibility to pay their bill for courses taken at the visiting college.

When Blackhawk is the Visiting College

Students pursuing a shared program in which Blackhawk is the visiting college must adhere to the home college's consortium agreement procedures in order for credits taken at Blackhawk to count toward their financial aid eligibility at the home college. Financial aid will not be disbursed to Blackhawk on their behalf, and students must pay their bill at Blackhawk according to Blackhawk policy.

To ensure that financial aid is not disbursed to both colleges, students in shared programs must notify the Blackhawk Financial Aid Department if Blackhawk is the visiting college. Students who receive financial aid at two colleges for simultaneous enrollment may become ineligible for future financial aid disbursements and be held responsible for the repayment of any ineligible financial aid that was disbursed.

Satisfactory Academic Progress (SAP) for Shared Programs

Students must meet the home college's SAP standards to remain eligible for financial aid. All courses included in a student's consortium agreement are used by the home college to calculate the student's SAP,

regardless of at which school the courses are taken. To view BTC's SAP policy, please go to blackhawk.edu/paying-for-college/financial-aid (https://www.blackhawk.edu/paying-for-college/financial-aid/).

Blackhawk Technical College Foundation Scholarships

The Blackhawk Technical College Foundation extends scholarships aimed at providing financial assistance to students pursuing their college education at the institution.

Both current and prospective students are encouraged to apply for scholarships by April 1st (for Fall awards) and October 15th (for Spring awards) annually. This support has the potential to significantly impact the lives of students.

While certain Foundation scholarships may entail specific enrollment criteria or academic prerequisites such as maintaining a minimum grade point average, all students enrolled at Blackhawk Technical College are eligible to apply for scholarship funding through the Foundation.

For detailed information regarding the application process and available Foundation scholarships, generously provided by private donors committed to opening doors for Blackhawk students in their educational endeavors, please refer to blackhawk.edu/About/Foundation/Foundation-Scholarships. (https://www.blackhawk.edu/About/Foundation/Foundation-Scholarships/)

The Blackhawk Foundation gratefully accepts monetary contributions as well as in-kind gifts, which serve to expand educational accessibility and enrich opportunities for both our students and faculty. Donors have the option to support existing scholarships or establish their own annual or endowed scholarships to open doors for our Blackhawk students.

Veterans and Military Benefits

Federal Department of Veterans Affairs

A variety of programs are available if you have served in the military or are in the Reserves or National Guard. Dependents of disabled or deceased veterans may be eligible for benefits also. Military spouses may also be eligible for education benefits. For the latest information about Veterans education benefits through the Federal Department of Veteran Affairs (i.e. Montgomery GI Bill, Post 9/11 Bill), go to gibill.va.gov/ (https://www.gibill.va.gov/wave/) or call (888) 442-4551.

Wisconsin Department of Veteran Affairs

State programs in the form of tuition and fee reimbursement may be available for Wisconsin veterans. National Guard members may be eligible for the National Guard Tuition Grant. For more information about Wisconsin Veteran education benefits, go to dva.state.wi.us (https://dva.wi.gov/Pages/Home.aspx) or call Rock County Veteran Service Office at (608) 757-5552 or Green County Veteran Service Office at (608) 328-9415.

Veteran Benefits at Blackhawk Technical College

Once you have determined you are eligible to receive veteran education benefits and you would like to use them at Blackhawk Technical College, you must:

BLACKHAWK Technical College

- Notify the College VA Certifying Official of the benefits you are eligible to receive and your intent to use them at Blackhawk
- Be accepted into and attending courses in a program approved for veteran benefits
- Be taking courses within your degree requirement
- Maintain academic progress within your program of study
- If you are in an academic program with flex courses, promptly notify the College VA Certifying Official of your first date and last date of attendance in each course upon completion.

- Post-9/11 GI Bill® students who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to verify their enrollment to continue receiving their payments. Read more at benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp (https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp).

For more information call (608) 757-7664.

Student Support Services

If you are a prospective or enrolled student interested in Blackhawk Technical College, you've come to the right place. Our Student Services team is here to help you throughout your educational journey. Our job is to help you from getting started all the way to graduation.

Academic Advising

Academic Advising focuses on the development of students. The purpose is to assist students in achieving their academic, career, and personal goals while at the College.

Students are encouraged to consult with their assigned Academic Advisor about any academic or personal problems. Their advisor can help them explore their aspirations and interests. Services include academic planning and goal-setting, career exploration and guidance, referrals to on-campus and community resources, and support with academic and/or personal concerns.

Academic Advisors are located within the Student Services Department at the Central Campus and at other locations.

Students can schedule an appointment with an Academic Advisor in Starfish or by calling (608) 757-7668 or emailing advising@blackhawk.edu.

Advising, Registration, and Onboarding (ARO) Process

New program students are required to complete the Advising, Registration, and Onboarding (ARO) process prior to registering in courses. During the ARO process, students will receive an introduction

to Blackboard, Blackhawk's learning management system. Students will also learn more about policies and procedures at Blackhawk Technical College, receive assistance with technology, meet with advising and financial aid staff, and register for courses.

In the first semester after completing the ARO process, students will be required to meet with their assigned Academic Advisor to review and update their Master Academic Plan (MAP). Students are encouraged to work closely with their assigned Academic Advisor to create a plan that will help them reach their goals.

University Transfer Programs and Articulation Agreements

Based upon a student's educational or career goals, they may enroll in one of the University Transfer programs or work toward obtaining a bachelor's degree using one of the established articulation agreements. Students should connect with an advisor at their receiving institution and participate in parallel advising to ensure the courses they take within an associate degree are beneficial within their chosen bachelor's degree. The student is responsible for establishing and maintaining that relationship with their receiving institution.

Pathway Checkpoint

Pathway Checkpoint sessions occur during the registration period each semester. These sessions are optional but provide students with an opportunity to meet with an advisor, check their progress toward their degree, and register for courses. Students are encouraged to review their Master Academic Plan in Degree Planner in Starfish through MyBTC. The Starfish tool can assist students in communicating with faculty and

staff and making appointments with individuals and/or support services. Students can see their Success Network in Starfish and easily connect with faculty, advisors and other support staff and locate their contact information (i.e., phone number and email address).

<u>Starfish</u>

Starfish is part of student support services and is accessed through MyBTC. The Starfish tool can assist students in making appointments with individuals and/or offices around campus. Students can also use the Starfish kiosks to keep track of their attendance in labs and time in appointments. Students can see their Success Network in Starfish and easily connect with faculty, advisors and other support staff and locate their contact information (i.e., phone number and email address).

Progress Surveys, Flags, and Kudos

Students who need academic support should seek help immediately. Select faculty will complete an Early Alert Progress Survey through Starfish. Faculty identify attendance and/or other academic concerns early in the semester. The student's assigned academic advisor will be notified of the concern via a flag within Starfish. The advisor conducts outreach to students and shares resources to help keep the student on track (i.e. counseling, tutoring, academic planning, emergency financial assistance, time management, etc.).

During the semester, if the faculty members have concerns about students, the faculty members can raise flags in Starfish that will notify the student and the assigned academic advisor of the area of concern. Flags have varying levels of urgency, and some require outreach from the advisor to the student to support the student's success by sharing resources, making referrals, and building a success plan. Faculty are encouraged to speak with the student first regarding the concern(s) and inform the student that the advisor will be contacting him/her.

Flags raised in Starfish throughout the semester will be cleared after the advisor has contacted the student. The advisor will identify how they closed the loop (i.e., student reached out to advisor, call made to student-no response, etc.). All interactions will be tracked in Starfish.

Faculty also raise Kudos through Starfish to encourage students and acknowledge the academic progress students demonstrate throughout the semester. Students are notified of these Kudos; no follow-up is needed. The use of Kudos is highly encouraged.

Midterm Feedback

Midterm feedback is issued in an effort to provide students with feedback about academic progress, as well as to provide students with services to support them in their success. At the semester midpoint of 16-week courses, faculty are encouraged to provide feedback to students through a Progress Survey in Starfish. Feedback issued may include a flag (concern), kudo (accolade), and/or comments from the Faculty. Flags raised during a midterm progress survey may result in an outreach to the student from a Blackhawk staff or faculty. The Midterm Progress survey is an optional opportunity for faculty to provide feedback to the students and Academic Advisor.

Bookstore

Students are required to purchase their own textbooks and supplies. While it is not mandatory, students will usually find it convenient to purchase materials from the campus bookstore. The policy for a refund on book purchases is posted at the Bookstore. The receipt of purchase is required for any refund. A full refund on books used for full-semester courses is available up to one week after the first day of class. Full refunds are available for all other courses within 48 hours of the first class. The Bookstore does have a book buyback program approximately one week prior to the end of the semester.

The Bookstore has available a wide range of textbooks, educational materials, and school supplies. The Bookstore is typically open for additional hours during peak times. Visit blackhawk.edu/bookstore (https://www.blackhawk.edu/bookstore/) or call (608) 757-7672 for more specific information. Services you can access via their website include reserving and pre-paying online and then picking up in the store, buying online and having your books shipped, and purchasing software at student discount prices. You must have a credit card to pre-pay or have the books shipped.

Campus Safety

The Safety and Security Office is located on the College's Central Campus.

The College prepares an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as Wisconsin state statutes. A copy of this report may be found at blackhawk.edu/about/safety-security (https://blackhawk.edu/About/Safety-Security/). A copy can also be obtained from the Safety and Security Office.

<u>Non-Emergency Contact Numbers</u>

- Blackhawk Campus Security Department (608) 757-7617
- Central Campus Welcome Center (608) 758-6900
- Monroe Campus (608) 328-1660
- Advanced Manufacturing Training Center (608) 757-7628

It is the intent of Blackhawk to provide a safe, secure, and appropriate environment in which students can learn and employees can work. However, like all segments of society, situations may occur which threaten the security and safety of property and people. Assistance phones are located throughout the hallways at Central, Milton, and Monroe campuses. These phones can be used to report an emergency by following the posted instructions.

If you feel threatened, see criminal actions, or observe behavior that jeopardizes the safety and security of property and/or persons at Blackhawk, you should report the incident immediately to 911 and the Security Office or Blackhawk staff. Blackhawk security or a staff member will assess the situation and determine if an emergency response is necessary. If the situation warrants emergency intervention, local law enforcement will be contacted to resolve the problem and investigate the incident. Any non-emergency incident of property damage, theft, burglary, or other criminal actions should be reported to the Security Office and local law enforcement for investigation and disposition.

For the Visitors and Guests Code of Conduct, visit blackhawk.edu/About/Safety-Security/Code-of-Conduct-for-Visitors-Guests (https://www.blackhawk.edu/About/Safety-Security/Code-of-Conduct-for-Visitors-Guests/).

Behavior Intervention Team (BIT)

The Behavioral Intervention Team (BIT) has been established to serve as a central network focused on prevention and early intervention in college situations involving students showing signs of serious distress or engaging in harmful or disruptive behaviors. The Team develops strategies for, and provides referrals or consultations to, college resources when concerns arise about students' well-being or when there is behavior that seems potentially harmful to self and/or others or may be disruptive or threatening. This Team will regularly assess situations in the college community, monitor students for an appropriate period of time, and will recommend actions in accordance with existing college policies.

To reach a BIT Team member, please contact (608) 757-7660.

Criminal Offense Statistics at Blackhawk Facilities

Blackhawk Technical College prepares an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as Wisconsin state statutes. A copy of this report may be found at www.blackhawk.edu/safety. A copy can also be obtained in the Safety and Security Office located on Central Campus.

Security of and Access to Blackhawk Facilities

The College has armed Campus Security; however, they do not have arrest powers. College security officers have the authority to enforce college and administrative policies as well as the Student Code of Conduct.

The college uses local law enforcement agencies that have jurisdiction over the campuses and center to investigate and enforce ordinances and criminal laws.

Access to and use of Blackhawk facilities is governed by institutional policies and local statutes. Access to facilities is limited to Blackhawk students, faculty, and staff for work, education, or other related purposes. Outside groups may use the facilities with special permission in accordance with district policy. Loitering or wandering through the facilities for unapproved reasons is prohibited.

The mission of the College to initiate, develop, and maintain programs of specific occupational level can best be served by providing its students and staff with a secure, safe and appropriate environment for the pursuit of learning, work, and training. To assist in providing this favorable atmosphere, College buildings and grounds are open to all persons who use the facilities in a lawful manner, and do not disrupt the educational programming and normal activities of the College. Persons who interfere with or disrupt the College's normal routine, or threaten any person who is using the College's facilities, will be asked to leave the premises. Disruption includes, but is not limited to, the unauthorized entering or accessing of any College building, facility, property, employee work area, service, resource, or activity. Anyone refusing to leave the premises, when requested to do so, may be escorted off the premises and arrested by law enforcement authorities and charged in accordance with appropriate local ordinances."

Sex Offender Registry

It's required by law and College policy to self-disclose as a registered sex offender to Blackhawk Technical College Campus Safety and Security. They are also required to report to the Wisconsin Sex Offender Registry

that they intend to attend Blackhawk Technical College. Registered Sex Offender can get the form here (link form) prior to enrolling in classes. Prior to enrolling, they will need to meet with the Executive Director of Student Services to discuss any restrictions.

Federal law requires Blackhawk to provide details on where students can obtain information about registered sex offenders in the state or community. The Wisconsin Sex Offender Registry is maintained by the Wisconsin Department of Corrections. You can find more information at: https://appsdoc.wi.gov/public (https://appsdoc.wi.gov/public/) or https://www.nsopw.gov/

Timely Warnings of Potential Threats

A timely warning will be issued by Campus Security and/or College officials in the event that a situation arises on or off-campus that is considered a significant emergency or a continuing threat to the personal safety of students and staff. The decision to issue a timely warning will be based on information received by the College and, if possible, verified by outside agencies such as law enforcement, Emergency Management, Health Department, National Weather System, etc. Campus Security or College officials will determine the content of the notification and initiate the notification system.

However, a notification may be delayed if outside emergency response agencies believe immediate notification may compromise the safety and security of students and staff.

Campus Security and College officials issue warnings through the College's Safe Alert System and/or the Informacast System and/or email system to students and staff. Other notifications may be used (Blackboard posting, fire alarms, tornado sirens, media releases, etc.) depending on the situation. Campus Security or College officials may determine there is a specific segment of the student and staff population that warrants notification. This decision shall be made in conjunction with the appropriate outside agency. In this case, Campus Security or College officials will determine the best way to notify the specific segment of the campus population.

Anyone with information warranting a timely warning should contact Campus Security or College officials at the Welcome Center or by dialing 6900 on a campus phone.

In situations that may pose an immediate physical threat to members of the campus community, the Campus Security or College Officials may issue warnings through the College's Safe Alert System and/or the Informacast System and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Blackboard posting, fire alarms, tornado sirens, media releases, etc.).

Campus Security or College Officials may also determine there is a specific segment of students and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, Campus Security or College Officials will make the determination of how to best convey that information to the specific segment of the campus population.

Anyone with information warranting a timely warning should report the circumstances to Campus Security or College Officials. Campus Security or College Officials can be contacted through the Welcome Center (information desk) or by dialing 6900 on a campus phone.

Accident or Illness Emergency Procedures

Blackhawk uses the professional medical treatment system available in the community to respond to injuries and illnesses. Blackhawk will provide basic medical first aid but will not treat or diagnose any illness or injury. Rather, the student will be referred to an appropriate medical treatment facility. If the student refuses to seek follow-up medical treatment after it has been recommended by a staff member, the student will be asked to sign a waiver corroborating this decision.

The student is responsible for their own transportation to a medical facility. However, should the injury or illness be considered an emergency, an ambulance will be requested. The student will be responsible for the cost of the ambulance. Under no circumstances will College staff transport for treatment. All accidents, regardless of the seriousness, shall be reported to a staff member.

Clean-up after an accident or illness will be left to the College maintenance and custodial staff. Students will not attempt to clean up blood, vomit, or other bodily fluids. If clean-up is necessary, students should go to the Welcome Center (information desk) at the main entrance and request maintenance/custodial staff to clean up the area.

In case of an emergency, call 911. Classroom and hallway assistance phones can be used to report an emergency by following the posted instructions. Dial 911. The security non-emergency telephone number is 608-757-7617.

Emergency Campus Security Procedures

In the event of an emergency, call 911 immediately from a campus phone or 911 from a cell phone. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call the Office of Safety and Security at (608) 757-7617 or contact the College Welcome Center (information center). Students will follow the directions of College staff and emergency services personnel during an emergency.

Emergency Response Guide and Evacuation Procedures

Each classroom has an emergency response guide and a map indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The College holds evacuation and/or shelter-in-place drills at least once in an academic year. The College also conducts Safety and Security related tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Crime Prevention and Security Procedures

Crime prevention, security procedures, and practice information is presented during new student and employee orientations and periodically during in-service training. In addition, facilities and security personnel conduct routine inspections and patrol of buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways
- Always lock your vehicle
- If on campus in the evening, park close to the building in lighted areas and walk with others
- Items of value left in the vehicle should be placed out of sight
- Never leave items of value unattended
- Promptly report any suspicious behavior to Campus Security or College Officials
- Do not leave keys or access cards unattended
- Always lock doors in unattended office areas
- Never give out computer passwords
- When working during non-business hours, inform family and colleagues of your location and schedule

Crime Reporting Procedures

The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, Campus Security and/or College officials. When the alleged behavior or act is a crime and not just a policy violation, College officials will involve local law enforcement agencies as soon as the information is known. Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation.

Report all criminal activity to Campus Security. If unable to reach Campus Security, contact the Welcome Center by dialing 7617 on a campus phone. The College does not have any pastoral or professional counselors on staff but does assist students in providing various private and public options for such services. Crimes may be reported anonymously. To report a crime and/or dangerous situation anonymously, contact Campus Security or the Welcome Center (information center) and inform them you wish to speak with a security official. This same process can be done when making reports to local law enforcement.

Blackhawk complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and in outreach centers. The report can be found on the College's website or may be obtained from Campus Security. The report is also distributed every year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College Officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log.

CARE Center

The Careers, Advocacy, Resources, and Engagement (CARE) Center's mission is to support Blackhawk students on their path to academic and career success by helping them access services and resources on campus and in the community that assists them in managing barriers and developing connections.

Support services offered through the CARE Center:

- Career and employment services
- Counseling and case management services
- Access to community resources

- Emergency assistance support
- The Career Closet
- The Student Cupboard
- Campus engagement opportunities

If you're looking for a quiet and comfortable workspace for assignments or job searching, we have the space for you! The CARE Center is located on the Central Campus in room 2220. Resources are available for students at all Blackhawk campuses. For more information contact carecenter@blackhawk.edu.

Counseling and Case Management Services

Counseling and case management services are free and available for all current students to assist in dealing with issues that impact their overall well-being. Your counselor understands that there are pressures and challenges faced while in college – not all of them academic. Through counseling and case management, current students can share problems in a safe and supportive space. https://www.blackhawk.edu/Student-Resources/Counseling-Services (https://www.blackhawk.edu/Student-Resources/Counseling-Services/)

Counselors can help during these times by:

- Sharing ways to manage stress and anxiety
- Linking students to school and community resources
- Discussing emergency assistance options for students
- Assist in improving problem-solving and coping skills
- Helping identify strengths and sources of support
- Offering a different perspective
- Providing a safe place to talk and have someone who will listen

Mental Wellbeing

Counseling and case management services are free and available for all current students to assist in dealing with issues that impact their overall well-being. If individual counseling needs are determined to be beyond what is considered brief, every effort will be made to refer the student to an affordable, appropriate community-based provider. Additionally, students can access support resources like HeadSpace and BetterMynd.

Emergency Financial Assistance

Funding is available for eligible Blackhawk students experiencing unforeseen financial expenses.

Transportation and Childcare assistance is also available for eligible students.

https://www.blackhawk.edu/Paying-for-College/Financial-Aid/Emergency-Financial-Assistance (https://www.blackhawk.edu/Paying-for-College/Financial-Aid/Emergency-Financial-Assistance/)

Non-Traditional Occupations (NTO)

Men and women both want careers they enjoy. The US Department of Labor defines non-traditional occupations as careers in which women or men comprise 25% or less of the total workforce. Advantages of non-traditional occupations include: higher wages, good benefits, advancement opportunities and work you enjoy. But there can be

challenges, too, like: feeling isolated, balancing work and your personal life, and finding mentors in the field.

NTO students may be eligible for Transportation or Childcare Assistance.

Student Cupboard

The BTC Student Cupboard is a food pantry style campus resource supplying supplemental food, hygiene and household cleaning items that is open to all BTC Students. Our goal is to help meet immediate food needs of students and their families. We encourage students to visit once a week to select products based on household size. The Student Cupboard is located in the CARE Center, Room 2220 on the Central Campus. blackhawk.edu/Student-Resources/Student-Life/Student-Cupboard (https://blackhawk.edu/Student-Resources/Student-Life/Student-Cupboard/)

Student Engagement

The CARE Center can connect you to student organizations, committees, positions and events that meet on BTC campuses. Below are general examples of ways to get involved, for a more comprehensive list please email the CARE Center at carecenter@blackhawk.edu.

Student Organizations and Clubs

Joining a Student Organization is a great way to get even more out of your BTC experience. There are both co-curricular and extra-curricular student organizations open to BTC Students. These organizations plan their own campus-wide, community or organization events and participate in Student Government Association sponsored events. Student Organizations foster leadership and personal development as well as providing outlets for community outreach and career opportunities. blackhawk.edu/Student-Resources/Student-Life/Student-Organizations (https://blackhawk.edu/Student-Resources/Student-Life/Student-Organizations/)

Student Government Association (SGA)

The Student Government Association (SGA) is made up of officers representing the needs and wants of the BTC student body. SGA is responsible for planning campus-wide activities and assist in facilitating changes on all BTC campuses. SGA members gain professional marketing, planning, negotiation and communication experience by planning events, sitting on committees and meeting with local legislators. Elections typically take place annually in April. To get involved email SGA@blackhawk.edu.

Wisconsin Technical College System (WTCS) Ambassador Program

The WTCS Ambassador Program recognizes and rewards outstanding student achievement in the Wisconsin Technical College System. Each year, one Blackhawk student is selected as the WTCS Ambassador to represent Blackhawk. The ambassador attends several state-wide events throughout the year, is a spokesperson for the WTCS, and is often a featured speaker at the annual commencement ceremony.

Student Awards Ceremony

The annual Student Award Ceremony recognizes student achievement in Academics, Career Development and participation in Student

Organizations. This is an opportunity for Students, Staff and Faculty to celebrate the hard work and dedication shown throughout the academic year. The ceremony typically takes place in April, with nominations opening in March.

Student Representatives on Campus Committees

Do you want to be involved in making decisions that impact the BTC community? There are several committees with open positions specifically for students! Most committees meet once monthly or quarterly to discuss ideas, plan annual events and vote on upcoming campus changes.

Peer Advisors

Peer Advisors are a select group of students who represent Blackhawk to our student body and local communities. They serve as Advising, Registration and Orientation (ARO) leaders, tour guides and assist with the many events that take place on campus. Peer Advisors have been trained to answer common advising and registration questions.

Career Services and Leadership Development

Blackhawk takes great pride in offering a wide range of career and professional development services for students and alumni to develop the skills needed to get the job. These skills include:

- Job search assistance utilizing Handshake
- Assistance with cover letter and resume writing
- Interview skills, including mock interviews
- Networking through events such as workshops and job fairs
- On-campus employment opportunities through the Student Employment and Internship program

Career Services assistance is available in Room 2220 on the Central Campus. These services are also available at all other Blackhawk sites. Prospective graduates are encouraged to contact careercenter@blackhawk.edu for more information.

Certificate of Professional Development

The Certificate of Professional Development is a non-credit program that allows students and alumni to develop and improve professional skills, which will provide them the edge in their job search. This training program is self-paced and those that complete the full Certificate of Professional Development will be recognized for their accomplishment. Program Benefits:

- Receive specialized training and feedback.
- Gain experience that can be applied in the workplace.
- Take charge of professional development and gain more confidence in the job search/application.

Career Closet

The Career Closet provides all Blackhawk students access to new and gently used professional attire for interviews, career fairs, networking events, and the workplace. The goal of the Career Closet is to remove financial barriers that may prevent students with the highest need from looking and feeling their best during the internship and job search process. The Career Closet is located in the CARE Center (Room 2220).

Technology on Campus

Blackhawk students have access to numerous computer labs at both Central and Monroe campuses, and open-use computers in the Student Success Center and Health Sciences wing. MyEdChoice classes also have access to laptops for use on-site during class.

Students are welcome to bring their own device to campus. All Blackhawk facilities are equipped with wireless Internet access. The Library, located in the Student Success Center on Central Campus, also operates an equipment loan program where students can check out laptops, hotspots, and other devices. The Student Success Center has charging stations and BYOD (bring-your-own-device) stations to dock your laptop and utilize a full-size monitor, keyboard, and mouse.

IT Help Desk support is available both during and between semesters and can be reached at (608) 757-7711, by email at helpdesk@blackhawk.edu, online at helpdesk.blackhawk.edu, or in room 2506 at Central Campus.

Computer Use

Computers and computer systems owned by Blackhawk are to be used only for academic/instructional activities, and other official college business. They are intended for use by Blackhawk students and employees.

Students will be provided login identification and a temporary password at the time of the initial student registration. Usernames and passwords are unique to individuals and must not be shared. Every student is responsible for any activity under his/her username and password. Therefore, students should always log off a computer after each use. Computer users will be prompted every 180 days to change passwords.

Any use of college computer equipment and systems for illegal, unethical, or fraudulent purposes is prohibited. Displaying on college equipment or systems, or transmitting or distributing any material that is demeaning to persons of a particular gender, race, creed, ethnicity, disability, sexual orientation, or other protected class is considered harassment and is prohibited.

Students who violate computer use policies may lose privileges to the college equipment and systems, and/or may be subject to disciplinary action. Blackhawk reserves the right to monitor the computer system and computer network use.

Network Account

Your network account gives you access to Blackhawk computer network services, such as the MyBTC portal, the internet, Microsoft Office 365 products, and your personal data storage space,OneDrive.

When a College computer is turned on, a "Welcome to Windows" message displays. Press CTRL + ATL + Delete to begin. You will be prompted for your username and password. Your username is the first initial of your first name and your last name (no spaces between). Some users will have numbers added to ensure uniqueness. Your username can be found on your acceptance letter or on your registration schedule/bill when you register for classes.

Your password is initially set to Blackhawk and your 9 digit student ID number (found on your acceptance letter or on your registration schedule/bill). First-time users will be automatically prompted to

create a new password when attempting to log in with their temporary password (i.e. Blackhawk000123456). You will also be required to set up your password recovery options and multi-factor authentication (MFA) methods.

More information about Information Technology can be found at https://blackhawk.edu/Student-Resources/Information-Technology-Services or contact the ITS Help Desk at (608) 757-7711.

MyBTC (Student Portal)

The MyBTC portal is your connection to College resources. You can access the portal at blackhawk.edu with your full Blackhawk email address and password. In the portal, you can access information and your student records, including:

· Email

· Blackboard

· Register for classes

· Financial Aid

· Grades

· Starfish

· Make payments and set up payment plans through TouchNet.

You will be prompted to enter your password again the first time you access systems within the portal and after a password change.

Remember, always sign out, close the browser, and log off the computer when you finish.

Blackhawk Email Accounts

Every registered student is assigned an email account with his or her network account. Your email address will be username@students.blackhawk.edu.

The Blackhawk student email account is Blackhawk's official communication method. It is where students receive emails specific to important College-wide and campus-specific announcements and communication with Blackhawk staff. Instructors may email students regarding assignments, class cancellations, and course updates. Check it often to stay informed.

In order to ensure that emails are received, do not forward your student email account to an alternate account as security measures may block receipt of emails.

Student email accounts can be accessed via the MyBTC portal and by clicking on Webmail, or directly at https://outlook.office365.com/ , using your full email address and password.

Students are encouraged to check their Blackhawk email daily. This is the official email address used for college business.

Blackboard

Blackboard is a learning management system. All Blackhawk courses use this tool to distribute and collect materials as well as to conduct discussions and assessments. Classes offered face-to-face may use Blackboard to support in-class instruction.

Blackboard can be accessed via the MyBTC portal, or go directly to the Blackboard website at blackhawk.blackboard.com, choosing the "Login with BTC" third-party login option, and using your full email address and password. Students taking online or hybrid courses have access to the Online Student Orientation in Blackboard. This is a valuable resource for learning about Blackboard functions and online/hybrid procedures. It is listed in "MyCourses" on Blackboard.

Passwords & Account Security

You will be prompted to change your password every 180 days. Passwords must be complex, meaning that they combine upper case, lower case, symbols, and numbers, or at least three of those four groups, and must be eight or more characters in length. Passwords are case-sensitive. To change your network/MyBTC password on a Blackhawk computer:

· Log in to the network

· Press CTRL + ALT + Delete

· Select change password

· Enter your current password

· Enter your new password twice

· Click "OK"

Or from anywhere:

Log in to your Webmail or any Office 365 app and click your name to access and modify various account settings, including changing your password.

At your first login, you will be prompted to set up security questions that can be used to confirm your identity should you need to reset your own password. If you forgot your password you will be able to reset it by correctly answering your saved questions.

You will also be prompted to configure multi-factor authentication (MFA) to ensure secure access to your account and data. MFA helps to secure your account in the event that a cybercriminal compromises your password. Never approve an MFA request when you are not actively trying to log in to a BTC system.

Forgotten passwords may be reset by clicking the Forgot Password link at any login screen. If you need further assistance please come into the IT department in room 2506 at Central Campus with a photo ID in order to have your password reset.

Do not share your password. Blackhawk employees will never ask for your password. BTC will never text, call, or email you threatening to disable your account.

Printing

As a registered student, you will automatically receive the following FREE printing budget at the beginning of each semester: Fall & Spring $15; Summer $5.

BLACKHAWK Technical College

Printing prices are as follows:

3¢ – double-sided black ink

18¢ – double-sided color

2¢ – more each for single-sided

Students may increase their budget in-person at the Registration and Records Office. Funds added to the printing budget do not roll over to the next semester.

Library

Library Location and Contact Information

- Student Success Center (room 2200, Central Campus)
- 608-757-7705 | library@blackhawk.edu
- blackhawk.libguides.com/library (https://blackhawk.libguides.com/library/)
- blackhawk.edu/Student-Resources/Learning-Support/Library-Services (https://blackhawk.edu/Student-Resources/Learning-Support/Library-Services/)

About the Library

The library provides students with thousands of online resources for flexible access to quality research and learning materials. Library staff are available to support learners in-person and online with your assignments.

Online Materials: eBooks, Movies, Articles and more

The online library is available 24/7 through the library's website blackhawk.libguides.com/library, on MyBTC and in Blackboard. A BTC student ID number is required to access the resources.

Research Assignment Help

Library staff can help students with their research assignments, using the online library and citing sources. Help is available in person at the Library Help Desk in the Student Success Center, by email, over the phone, via chat or live online. Students can also find research help our Library Guides and the Library and Student Success Center FAQ.

Equipment Loans

Loaner laptops, WiFi hotspots, and other devices can be borrowed for free. Only currently enrolled BTC students without library fines or fees and no blocks on their Blackhawk records resulting from non-payment and/or dropped classes etc. can borrow loaner equipment. See full terms and conditions for equipment borrowing on blackhawk.libguides.com/laptops (https://blackhawk.libguides.com/laptops/)

Physical Resources: Books, Textbooks and more

Students with an active BTC ID number may borrow library materials such as books, course textbooks and test prep materials. Physical library materials are at Central and Monroe locations and can be transported between campuses when shuttle buses run. Items can be searched via the library catalog on blackhawk.libguides.com/library. Materials from other libraries can be requested at no cost, through our interlibrary loan services. See details on physical collection, interlibrary loan,

and borrowing items on blackhawk.libguides.com/library (https://blackhawk.libguides.com/library/).

Student Success Center Space and Facilities

The Student Success Center (room 2200, Central Campus) includes the following features:

- Study Rooms: students can book quiet study rooms for groups or for individual use. Book rooms and read complete room features and term of use on the Library Study Room Reserve page.
- Printer/Copier/Scanner: see information on printing costs here in the Student Handbook.
- Desktop computers: all include Office 365 (Word, Power Point, Excel, etc.)
- Commons study space with comfy chairs, worktables, chargers, and BTC campus WiFi

For information about Library resources email library@blackhawk.edu or visit the library web page (https://blackhawk.edu/Student-Resources/Academic-Support-Tutoring/Library-Services/).

Lockers

A limited number of lockers are available for students. For more information regarding lockers at Blackhawk sites, please contact the front desk at that site.

Lost and Found

The Lost and Found is located at the Campus Safety & Security Office (Room 2105) on Central Campus. It is generally open from 7:30 a.m. to 10 p.m. Monday through Thursday and from 7:30 a.m. to 4:30 p.m. on Fridays and 7:30 a.m. to 2 p.m. on Saturdays.

Anyone finding an item should turn it into the Campus Safety & Security Office. If you have lost an item, please file a report with security so, if found, the item can be returned. If no one is available in the Security Office, please see the Welcome Center to assist you. All items will be stored for 90 days and then donated to charity.

For more information regarding lost and found at other Blackhawk sites, please contact the front desk at that site.

Services for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Blackhawk Technical College provides reasonable accommodations and support services to students with disabilities, students seeking Title IX pregnancy/parenting accommodations and students with temporary, non-chronic impairments.

Students are required to provide written documentation of their disability. Services that are available include, but are not limited to, testing accommodations, note-taking, texts in an alternate format, sign language interpreters, and assistive technology. If you have a disability for which you are requesting accommodations, please contact Access & Accommodations at (608) 757-7796, WI Relay 711. Please request accommodations at least three (3) weeks prior to the start of classes

to ensure services are in place. Standards regarding course quality and academic progress must be maintained.

Transition Services are available to assist potential students with career exploration and developing a plan that outlines the steps that lead to a successful transition into Blackhawk. Accommodations for the college placement test may be available. Transition Services can be coordinated by calling (608) 757-7796, WI Relay 711.

Blackhawk also provides accommodations for students and guests with disabilities participating in activities offered through Blackhawk. If you require an accommodation, you should contact the Access & Accommodations Office at (608) 757-7796, WI Relay 711. Please request accommodations at least two (2) weeks prior to the event; however, requests with shorter notice will be provided whenever possible.

Starfish

Starfish is part of student support services and located in MyBTC. The Starfish tool can assist students in making appointments with individuals and/or offices around campus. Students can also use the Starfish kiosks to keep track of their attendance in labs and time in appointments. Students can see their Success Network in Starfish and easily connect with faculty, advisors and other support staff and locate their contact information (i.e., phone number and email address).

Throughout the semester, the faculty will use Starfish to identify positive student behaviors through kudos or student attendance and/or other academic concerns through flags. The student's assigned academic advisor will be notified of any concerns via a flag within Starfish. The advisor will then contact the student to share resources to help keep the student on track (i.e., counseling, tutoring, academic planning, emergency financial assistance, time management, etc.).

Progress Surveys, Flags, and Kudos

Students experiencing problems completing program or course requirements should seek help immediately. Select faculty will complete an Early Alert Progress Survey through Starfish. Faculty identify attendance and/or other academic concerns early in the semester. The student's assigned academic advisor will be notified of the concern via a flag within Starfish. The advisor will then contact the student to share resources to help keep the student on track (i.e. counseling, tutoring, academic planning, emergency financial assistance, time management, etc.).

During the semester, if the faculty has concerns about a student, the faculty member can raise a flag in Starfish that will notify the student and the assigned academic advisor of the area of concern. The assigned advisor will again contact the student to share resources and/or create a plan for the rest of the semester. Faculty are encouraged to speak with the student first regarding the concern(s) and inform the student that the advisor will be contacting him/her.

Flags raised in Starfish either through Progress Surveys or throughout the semester will be cleared after the advisor has contacted the student. The advisor will identify how they closed the loop (i.e., student reached out to advisor, call made to student-no response, etc.). All interactions will be tracked in Starfish.

Faculty can raise Kudos through Starfish and encourage and recognize the good work students do to progress in their class or college. Students

are notified of these Kudos; no follow-up is needed. The use of Kudos is highly encouraged.

Midterm Grades

Midterm feedback is issued to provide students with early feedback about academic progress, as well as to provide students with services to support them in their success. At the semester midpoint of 16-week courses, Faculty are encouraged to provide feedback to students through a progress survey in Starfish. This is not required. Feedback issued may include a flag (concern), kudo (accolade), and/or comments from the Faculty. Flags raised during a midterm progress survey will result in an outreach to the student from a Blackhawk staff or Faculty member.

Student Engagement

Peer Advisors

Peer Advisors are a select group of students who represent Blackhawk to our student body and local communities. They serve as Advising, Registration and Orientation (ARO) leaders, tour guides and assist with the many events that take place on campus. Peer Advisors have been trained to answer common advising and registration questions.

Student Organizations

Student organizations provide valuable experience to students by fostering leadership, personal development, career opportunity, and community relations. They are considered an integral part of the total education experience at Blackhawk. To learn more about student organizations, visit blackhawk.edu/Student-Resources/Student-Life/Student-Organizations (https://blackhawk.edu/Student-Resources/Student-Life/Student-Organizations/).

Student Representative to the District Board

Blackhawk was one of the first technical colleges in Wisconsin to formally have a student representative to the Board. Typically the representative is the President of the Student Government Association or a designee. The student representative serves in a non-voting position and acts as the liaison between the District Board and the student body.

Student Commons

The Student Commons is located on the lower level of Central Campus and is open to all students. The Student Commons is the perfect place to meet friends, play games, watch TV, study, or simply hang out. It also features a multi-purpose room and a Unity Lounge. The multi-purpose room is ideal for student organizations or group meetings to gather. The Unity Lounge is a safe place for Blackhawk students and features diverse and inclusive information and resources.

University Center

The University Center is located at the Central Campus and provides students with an opportunity to meet with four-year institutions about continuing their education. Blackhawk has partnered with institutions who hold office hours in the University Center.

Wisconsin Technical College System Student Ambassador

Each year, one student is selected as the WTCS Student Ambassador to represent Blackhawk. The ambassador attends several state-wide events throughout the year, is a spokesperson for the WTCS, and is often a featured speaker at the annual commencement ceremony.

Student Identification Cards

Identification cards are available to all currently enrolled Blackhawk students. The cards include the Blackhawk logo and address and student picture, name, and nine-digit identification number. The card also includes a bar code that allows students to access resources at the Blackhawk library and the Learning Resource Center in Monroe.

Students can have pictures taken and cards issued any time after they have registered for a course. Cards are issued at the Registration and Records Office on Central Campus, the Monroe Campus Learning Resource Center, or at our Advanced Manufacturing Training Center. In order for a Blackhawk student ID to be issued, students must present a valid picture ID and class schedule.

Student Insurance

Students are enrolled in Accident Insurance paid for through student fees. To learn more about filing a claim, please get in touch with the Campus Safety and Security Office at (608) 743-4596.

Additional student insurance programs are available on an individual basis for interested students. Brochures describing the coverage and further information is available by contacting further Student Services Office on Central Campus.

Telephones and Messages

Assistance phones are located throughout the hallways at Central and Milton campuses. These phones can be used to report an emergency by following the posted instructions. A courtesy phone is available in the lobby/lounge at the Central and Monroe campuses for placing local calls only. Students are not allowed to use school office phones. Deaf/hh, please call through Relay 9-711. Only messages of an emergency nature will be taken at the Welcome Center 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.

The Welcome Center is not to be used for delivery purposes (i.e. key or lunch drop-off, or book pick-up).

Transportation

Bus and Shuttle Transportation

Blackhawk operates shuttles that connect all Blackhawk sites. The shuttle service is free of charge, but a current student ID must be presented to use this service. A complete schedule is available at blackhawk.edu/ (https://blackhawk.edu/Locations/#shuttle)shuttle (https://blackhawk.edu/Student-Resources/Shuttle-Service/). **All credit students are assessed a $20 transportation fee per semester.**

Public transportation is offered between Janesville and Beloit. There are twelve stops each weekday at Central Campus between 6:00 a.m. (first stop at Blackhawk is 6:15 a.m.) and 6:15 p.m. (last stop at Blackhawk is 5:40 p.m.) The schedule has been coordinated with the transit companies so the stops coincide with class schedule to the degree possible. Bus schedules, fare information, routes, etc. are available at the Welcome Center on Central Campus. Bus service is provided Beloit Transit and Janesville Transit System.

Parking

The Central Campus usually has adequate parking for everyone. Please observe parking restrictions as posted and park in marked parking stalls. Otherwise, you may park on a first-come, first-serve basis.

Overnight parking is not allowed without permission from College Security.

Persons with disabilities who have a proper state-issued license plate or identification card may park in specially marked spaces. Only persons with a valid disabled license plate or handicapped placard issued by a State Department of Motor Vehicles (DMV) may park in those spaces. The College cannot issue any kind of handicapped sticker.

There are some designated parking areas set aside for special purposes such as motorcycles and the Rock County Sheriff Office's personnel. There is no parking in crosswalks, driveways (unless otherwise posted) or on the paved areas adjacent to the buildings. These areas need to be kept open for emergency vehicles. Anyone parked in a restricted area without appropriate authorization may receive a parking citation issued by law enforcement.

BLACKHAWK Technical College

On-site parking is available at the Center for Transportation Studies, Monroe Campus, and the Advanced Manufacturing and Transportation Center in Milton. The rules noted above also apply to these locations.

Tutoring and Learning Support

Need help understanding or completing an assignment? The Learning Center has multiple options to get support with your course assignments and study strategies including online and in-person tutoring. The Learning Center is located in the Student Success Center room 2200 on Central Campus, resources are accessible at other campuses. For more information contact tutoring@blackhawk.edu or check out Learning Center (https://www.blackhawk.edu/Student-Resources/Academic-Support-Tutoring/Tutoring-Services/) on the college website.

Walk in-person and Online Support from the Learning, Math, and Writing Centers

- Get help from instructors or special subject expert in-person or online
- Have your paper reviewed via an online drop box
- Want one-on-one help from our student tutors? Request via Starfish

Live Online 24/7 Tutoring

If you need support outside of Learning Center hours, 24/7 tutoring is available through Brainfuse. Find it in all of your Blackboard course in the Tools menu.

Academic Coaching

 Academic coaching is a one-on-one holistic partnership with a student that focuses on study skill development, campus engagement, short and long-term goals, and general academic performance. If you would like to strengthen your study skills and habits, you may request academic coaching via Starfish or contact the Learning Center.

Peer Tutoring

If you are struggling with a specific topic, need guidance on completing assignments, need help preparing for exams, or are looking for other students to work with (i.e. small peer study group), peer tutoring may be right for you. To request a peer tutor, contact Tutoring Services at (608) 757-7666 or testingcenter@blackhawk.edu. Students can also request a peer tutor through Starfish by selecting the "Peer Tutor Request" flag in their Starfish Account.

Interested in becoming a peer tutor? Requirements include: successful completion of 12 transferable credits (with a minimum overall GPA of 3.00 and 3.00 GPA in the course you want to tutor), recommendation from an instructor of the course you want to tutor and résumé. For more information, contact the Testing Center at (608) 757-7666 or testingcenter@blackhawk.edu

Weather-Related School Closings

The College may need to close its buildings because of inclement weather or emergencies. When this occurs, a college-wide communication is sent to all Blackhawk students via SAFE Alert (https://admin.icmobile.singlewire.com/selfservice/#/login?destination=%2Fhome), which is an emergency notification system. You can determine how you'd like to receive these alerts - text, email, voice - by logging into the SAFE Alert system (https://admin.icmobile.singlewire.com/selfservice/#/login?destination=%2Fhome) (also called InformaCast).

Information about campus closures is posted at blackhawk.edu (https://www.blackhawk.edu/) and on the College's Facebook page (https://www.facebook.com/blackhawktech/). Students are encouraged to check Blackboard (https://blackhawk.blackboard.com/auth-saml/saml/login/?apId=_1448_1&redirectUrl=https://blackhawk.blackboard.com/webapps/portal/execute/defaultTab) for possible announcements and course-specific communication from instructors.

We make every effort to notify area radio and TV stations by 6 a.m. for daytime classes and by 3 p.m. for evening classes.

Please Note: Blackhawk is listed as Blackhawk Technical College NOT Blackhawk Schools or Black Hawk College.

Policies and Procedures

Blackhawk's campus, academic and community policies define what the college expects from the students and what students may expect from the College. Polices are developed and approved through Blackhawk's governance system.

Academic Forgiveness

Academic Forgiveness is designed to allow students a second chance regarding their academic performance. Academic Forgiveness can be granted only once.

After at least a two-year continuous break from credit-based coursework at Blackhawk, a student may request Academic Forgiveness based upon past academic performance. The request will be reviewed after a return to the college and completion of at least twelve (12) college-level credits or more and an earned GPA of 2.0 or higher in those credits. If approved, grades of D or F for the courses from the prior attendance period will be removed from the student's GPA; however, the courses will remain on the official transcript, with a special code for Academic Forgiveness.

If a student is receiving financial aid, Satisfactory Academic Progress guidelines and policies may still apply.

Academic Standards

Academic Standing Policy

The Blackhawk Technical College Academic Standing Policy defines the requirements you must meet to maintain good academic standing if you have enrolled in an associate degree and/or technical degree program AND have registered in three or more college credits during the fall and/or spring semesters. Blackhawk requires students to earn and uphold a minimum cumulative grad point average (GPA) of 2.0 on a 4.0 scale to remain in Good Academic Standing. This policy also establishes a formal process to identify, notify and provide assistance if you fall below Academic Standards requirements.

The following actions are determined only at the end of the Fall or Spring semester. The three factors used to determine the student's academic standing are: the student's standing at the beginning of the semester, the student's semester GPA, and the student's cumulative GPA.

  a. When a student is in Good Academic Standing at the beginning of the semester:
    i. A semester GPA of 1.999 or below and a cumulative GOA of 2.0 or better will result in Continuation of Good Academic Standing.
    ii. A semester GPA of 1.999 or below and a cumulative GPA of 1.999 or below will result in a status of Academic Warning.
  b. When a student is on Academic Warning at the beginning of the semester:
    i. A semester and cumulative GPA of 2.0 or better will result in a return to Good Academic Standing.
    ii. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Academic Warning.
    iii. A semester GPA of 1.999 or below will result in Academic Probation.
  c. When a student is on Academic Probation at the beginning of the semester:
    i. A semester and cumulative GPA of 2.0 or better will result in a return to Good Academic Standing.

    ii. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Academic Probation.
    iii. A semester GPA of 1.999 or below will result in Academic Dismissal.
  d. When a student who has been on Academic Dismissal for a year comes back at the beginning of the semester on Final Academic Probation:
    i. A semester and cumulative GPA of 2.0 or better will result in a return to Good Academic Standing.
    ii. A semester GPA of 2.0 or better but less than a 2.0 cumulative GPA will result in continuation on Final Academic Probation.
    iii. A semester GPA of 1.999 or below will result in Academic Dismissal for at least another year.

Academic Dismissal

Blackhawk Technical College will place a registration hold on your account, which prevents you from registering for classes. If you are registered for the upcoming term, your classes will be dropped.

If placed on academic dismissal, you will be notified in writing from Registration and Records and provided information about the appeal process. If you are academically dismissed from Blackhawk, you may not re-enroll in credit classes for one academic year.

Re-enrollment After Academic Dismissal

If you are dismissed and wish to re-enroll after one year, you must apply for admission (or readmission) to a program. Prior to re-acceptance, you will be asked to complete an Academic Recovery Plan and write a re-enrollment support letter before meeting with your assigned academic advisor.

Upon re-acceptance, you will be placed on academic probation and may need to follow guidelines or meet expectations set up with your academic advisor.

Academic Recovery Plan and Re-Enrollment Letter

An Academic Recovery Plan is a short form that will help you identify factors that contributed to your lack of academic success and start to identify methods that may help you find greater success in your next attempt.

Following the completion of the Academic Recovery Plan, please write a letter addressed to your academic advisor that highlights:

• What you have identified to be the barriers to your academic success that currently remain in your life.
• The steps you plan to take to remedy these recognized impediments.
• Resources and services you think would help you to maintain the Academic Standards requirements.
• What your goals are for the upcoming semester (i.e. 6 credits, GPA of 2.75, etc.) and overall at Blackhawk.

This letter will be an important part of your meeting with your academic advisor. Please spend adequate time and consideration in the development of your letter.

Please note: re-enrollment does not guarantee reinstatement of financial aid, if applicable.

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You must complete your re-application by the deadline listed below to be considered for re-enrollment in the listed semesters.

Deadline for Reapplication:

- April 1: for summer semester re-enrollment
- July 1: for fall semester re-enrollment
- December 1: for spring semester re-enrollment

Alcohol & Drug Policies

Alcohol Policies

The possession, consumption, transfer, and sale of alcoholic beverages on Blackhawk premises is strictly prohibited. In addition, possession, use, and sale of alcohol are further regulated in accordance with applicable state and federal laws and Wisconsin Administrative codes. Blackhawk cooperates with local police agencies to enforce underage drinking laws and other violations related to the possession, use, and sale of alcohol. As a Blackhawk student, you are expected to comply with all laws and District policies regarding the use of alcoholic beverages. Depending on the nature of the violation, you may face legal prosecution and/or disciplinary action in accordance with applicable laws and College procedures.

All students must comply with applicable laws and these alcohol regulations:

Medical Reprieve

Student health and safety are of primary concern at BTC. As such, in cases of intoxication and/or alcohol poisoning, the College encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to their level of intoxication, the Conduct Officer may not pursue conduct sanctions against the student for alcohol violations. In lieu of student conduct sanctions, the intoxicated student will be required to meet with the Conduct Officer who may issue educational requirements such as an alcohol education class and/or an alcohol and substance abuse assessment.

Please note: Medical Reprieve will not be granted to students who do not seek medical assistance. Students who are confronted by College staff will be referred to the Conduct Officer for alleged policy violations.

Prohibited Activities

The College prohibits alcohol intoxication by students (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically, this offense includes, but is not limited to:

- The possession, use, consumption, manufacture, sale or distribution of alcohol by anyone under the legal age to do so;
- The possession, use, consumption, manufacture, sale or distribution of alcohol in violation of any applicable law, including the laws of the State of Wisconsin;
- The possession, use, consumption, manufacture, sale or distribution of alcohol in any College building, facility, or property;
- The possession of any apparatus used to facilitate the rapid consumption of alcohol or drinking games;

- A violation of any College policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol.

Students who display intoxicated behaviors or students who require staff assistance due to the consumption of alcohol or illegal drugs while attending classes or college functions are subject to disciplinary action.

Evidence of an intoxicated person may include, but is not limited to, a combination of the following indicators:

- Odor of intoxicants on the breath
- Bloodshot eyes
- Dilated pupils
- Stumbling or staggering
- Slurred speech
- Impairment of dexterity

Other restrictions can be imposed by college administration as deemed necessary.

Student Organizations

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the College shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol.

Use of Alcohol On-Campus

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited.

Use of Alcohol Off-Campus

The College accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off campus including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the College may impose sanctions upon the student for such behavior. The student organization advisors, faculty, staff or other college administration as deemed necessary can impose other restrictions.

Educational Exception

The possession, distribution, and consumption of alcoholic beverage and intoxication of individuals is allowable, under supervision, direction, and control by the Wisconsin Law Enforcement Recruit Academy program, for the education of law enforcement recruits.

Illegal Drug Policies

The College prohibits the possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities.

Definitions

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use. The term "drug

paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

Prohibited Activities

Specific violations of this standard include, but are not limited to:

- The possession, use, consumption, manufacture, sale, or distribution of any drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia; The sale, delivery, or transfer of a prescription or prescription drug
- The possession of a prescription or prescription drug not issued to the student is a violation of any applicable local, state or federal law relating to drugs or drug paraphernalia;
- The sale, delivery, or transfer of a prescription or prescription drug
- The possession of a prescription or prescription drug not issued to the student

Attendance

Attendance is critical to a student's academic progress. Students are expected to be present, prepared, and active participants. Students should discuss absences with instructors. The attendance policy for a particular course will be shared in class and included in the course syllabus.

If you are receiving financial aid, be aware that failure to attend classes may affect your financial aid.

Non-Attendance

Failure to actively participate in any course during the first 10% of a course's actual hours of instruction is considered non-attending. If an instructor reports a student as non-attending, the student is removed from the course and notified of their removal via their Blackhawk student email. At this point, students are no longer considered registered in that course and cannot start attending unless approval from the instructor is received. If permitted, the student must re-register by contacting the Registration & Records Office. Removal from a course due to not attending may affect financial aid.

Instructor Withdrawal

Once 10% of a course has taken place, up until 80% of the course, a faculty member can withdraw a student from a course with a grade of 'W' if the instructor recognizes that the student has not been engaged in the class for two consecutive weeks or 20% of the total class has been missed.

Students are responsible for the cost of any course they are registered in after the course has had its first meeting of the semester. Students must drop the course before its first meeting to not incur any charges for having been enrolled in the course. Please refer to the Blackhawk calendar (http://catalog.blackhawk.eduttps://www.blackhawk.edu/About/News-Events/Event-Calendar/) for important dates regarding semester deadlines.

Background Checks

Wisconsin Caregiver Background Check

Wisconsin law requires background checks of persons who provide care for others or have access to people who receive care. This law applies to Blackhawk Technical College students in the following programs:

- Dental Assistant
- Dental Hygienist
- Diagnostic Medical Sonography & Vascular Technology
- Early Childhood Education
- Emergency Medical Technician
- Medical Assistant
- Medical Laboratory Technician
- Nursing
- Nursing Assistant
- Pharmacy Technician
- Phlebotomy
- Physical Therapist Assistant
- Radiography
- Sterile Processing Technician
- Substance Use Disorder Counselor
- Surgical Technology

Criminal convictions, as well as arrests and/or pending charges, may limit a student's ability to participate in clinical/practicum courses. Further, a criminal background could have a negative impact on certification examination eligibility and employability in health care facilities.

Once completed, Blackhawk Technical College, its employees, and agents will provide a copy of the student's signed State of Wisconsin Background Information Disclosure (BID) form and information obtained from the Caregiver Background Check to assigned clinical/practicum affiliation sites. This information will be used in determining eligibility and suitability for clinical placement.

Criminal Justice Background Checks

For the Law Enforcement Academy, Basic Corrections Academy and Secure Juvenile Detention Academy, the Department of Justice will complete background checks unless the candidate has already been hired by a law enforcement/corrections agency. If they have already been hired, the agency that sends them to the academy will complete the background check.

Additionally, Law Enforcement Academy candidates' driving records will be checked to determine if the college will allow them to operate college owned vehicles.

Children on Campus

For the purpose of this regulation, "children" are defined as minors under the age of 18 who are not enrolled in a Blackhawk Technical College course or program.

Children without supervision (unattended) may disrupt the educational process or work setting, and possibly create a safety hazard for the children themselves or for others on the College campus.

It is the intent of Blackhawk Technical College to create and maintain a learning environment that is conducive to the success of students. Disruption of, or distraction in, that environment is a serious matter in which the good of all students needs to be considered. Clearly, having children in this environment interferes with the primary function of the College.

At Blackhawk Technical College, children should not accompany registered students, training participants, or college faculty/staff to classes, seminars, or other educational activities. If a child is brought to a session by a student/participant, the instructor/staff is authorized to ask the student/participant to leave that session.

Under no circumstances are children permitted to be left unattended on the College premises or at College functions (including parking lots and surrounding areas). If a child is left unattended, staff should immediately notify the appropriate division or site manager. The division or site manager will proceed with contacting College Security, who will make every attempt to resolve the issue but, if unable to do so, will refer the matter to the proper authorities (i.e. the Sheriff's Office).

This regulation is in no way intended to discourage or prohibit special events, activities, and programs aimed at involving children with the College.

Student and Community Complaint Procedure

Blackhawk Technical College (Blackhawk) provides opportunities for students, staff, and members of the community to register complaints by filling out a Student, Staff, and Community Complaint Form. The form provides an avenue to submit a concern regarding any area at Blackhawk and can be found by following the Student, Staff, and Community Complaint Procedure (https://www.blackhawk.edu/Student-Resources/Complaint-Process/). The College will address and systematically process all student, staff, and community complaints in a timely manner.

Complaint Procedure – Informal Phase

Blackhawk Technical College recognizes that disputes may sometimes arise. Students, staff, and members of the community are encouraged to seek informal resolution of their complaints or concerns.

Informal complaints (concerns or expressions of dissatisfaction or disagreement) should be handled through direct communication (conversation, email, or letter) with the student, staff, or member of the community and the Blackhawk staff or department/division involved.

If the issue remains unresolved, the informal complaint should be directed to the appropriate department/division supervisor. Students, staff, and members of the community may also consult with the Executive Director of Student Services if they are unsure about where or how to address a complaint or concern. If a complaint remains unresolved, students, staff, or members of the community would initiate the formal phase of the complaint process.

Complaint Procedure – Formal Phase

If the resolution is not satisfactory at the informal complaint level, a formal complaint must be submitted if seeking resolution. Formal complaints must be made in writing and submitted via the online Student, Staff, and Community Complaint Form. Formal complaints must be filed within 30 college business days of the occurrence that prompted the complaint.

Appeal

If the student, staff, or member of the community does not get a satisfactory resolution to their formal complaint, resolution may be sought by appealing through Student, Staff, and Community Complaint Procedure (https://www.blackhawk.edu/Student-Resources/Complaint-Process/).

Records

To comply with federal regulations, Blackhawk will maintain a record of formal complaints and their resolution, including those complaints reported to external agencies. The record will be housed within the Office of Institutional Research and Effectiveness and made available to the Higher Learning Commission peer reviewers for their review. Complaint records may also be subject to public disclosure laws and will be kept according to the state records retention laws.

Consensual Relations

Positive relationships between students and staff at Blackhawk enrich the college environment and are encouraged. It is natural that interaction between individuals in an academic setting may lead to personal friendships. Personal friendships do not pose problems as long as they do not interfere with academic decisions. However, a consensual romantic or sexual relationship between a student and a staff member may be exploitative and create the appearance of a conflict of interest.

Therefore, students and staff are discouraged from entering into a consensual romantic or sexual relationship while the student is currently enrolled in the staff person's class or when the student is receiving guidance from the person.

As a student, you are urged, for your own protection, to refrain from developing a relationship of a sexual or romantic nature with Blackhawk staff. If you become involved in such a relationship, you are encouraged to contact the Blackhawk Title IX Officer located on Central Campus.

Title IX

Title IX of the Educational Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The College is bound by and supports all applicable laws. The Title IX of the Higher Education Act of 1972 ensures the College does not discriminate on the basis of sex in its educational programs and the Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (WAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking.

For further information, please read the Gender Discrimination & Sexual Misconduct Addendum (http://catalog.blackhawk.edu/student-code-of-conduct/gender-discrimination-addendum/).

What if something happened or I think something happened?

Students, staff, and/or witnesses are encouraged to direct violence, harassment, assault, or other Title IX questions, concerns, and complaints to the Title IX Coordinator or an appropriate college employee who is available. If a Title IX Coordinator is alleged to be the person who engaged in discrimination or sexual misconduct, the report may be filed with another of the named officers or with the Office of the President, Central Campus. Financial aid and other benefits of Wisconsin Technical College System institutions are provided on a non-discriminatory basis as required by Civil Rights legislation.

For more information:

Blackhawk's Title IX website: https://www.blackhawk.edu/About/Safety-Security/Title-IX (https://www.blackhawk.edu/About/Safety-Security/Title-IX/)

Blackhawk's Title IX Board Policy: https://www.blackhawk.edu/Portals/0/PDFs/About/Governance/Policies/E-222-Prohibition-of-Sexual-Harassment-Under-Title-IX.pdf

Title IX Contacts:

Alicia Acker, Deputy Coordinator/Coordinator, Career Services and Leadership Development

Central Campus, Room 2209, (608) 743-4423, aacker@blackhawk.edu

Complaints can also be filed with the Office of Civil Rights (OCR). The OCR encourages complaints to follow the College's process before filing a complaint with OCR; however, it is not required. Generally, complaints must be filed with OCR within 180 days of the alleged event. Complaints can be filed with OCR via email at ocr@ed.gov and by completing an electronic complaint form at http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Course Age Limit Policy

Policy on Age Limits on Courses

Blackhawk Technical College does not apply blanket age limits to courses for the purpose of Blackhawk program completion, transfer in, meeting selective admissions, program's ranking/entrance procedures, or meeting program requirements in award completion. Approved age limits on courses will be related to the competency(ies) students/graduates must demonstrate in the field, employment, and other measures such as certification examinations.

Courses included in an earned Associate or Bachelor's degree, whether from Blackhawk or another institution, and transcripts showing 15 or more earned credits (passed with a C or higher) in the last 10 years are exempt from the age limits listed below.

Approved time limits on the applicability of courses to program admission and completion are available in program admission documents and on program-specific web pages. The college does reserve the right to deny prior coursework if significant changes in the area of study have occurred, or if current knowledge is necessary for student success. For example, computer coursework or allied health courses may have changed significantly and may no longer satisfy degree requirements due to changes in technology or professional practices.

Approved Age Limits for Transferring in Courses

Blackhawk Program and Courses (Year limit - date approved by Dean)

- All Math and Science Courses (5 years)
- All Clinical and Lab Courses (Health Science) (1 year)
- CST/MITS—Computer Service Technician/Manufacturing Information Technician Specialist (5 years)
- Criminal Justice Studies (5 years)
- IT-Network Specialist (5 years)
- Web Software Developer (5 years)
- MLT—Medical Laboratory Technician (5 years)
- Nursing Assistant (5 years, unless currently employed as a Nursing Assistant)

Discrimination and Harassment Policies

Blackhawk, through its commitment, will affirmatively attempt to provide an environment free of harassment for all employees and students. Harassment of students and employees of Blackhawk is unacceptable and will not be tolerated. Blackhawk deplores such conduct as an abuse of authority.

Blackhawk, in compliance with Title VI and VII of 1964 Civil Rights Act as amended, Title IX of the 1972 Education Amendments Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, prohibits harassment by supervisors, co-workers, students, and non-employees on the basis of sex, race, national origin, disability, or other protected status person.

Blackhawk has no tolerance for discriminatory, harassing, or racist behaviors. Specifically, the Blackhawk District Board actively complies with all state and federal equal opportunity and affirmative action laws, rules, executive orders, and policies. It is the policy of Blackhawk not to discriminate in employment on the basis of age, race, creed, color, religion, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, sexual orientation, or membership in the National Guard, state defense force, or any reserve component of the military forces of the United States or this state. Blackhawk does not discriminate against students on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status. Discrimination means the difference in treatment in any service, program, course, or facility of Blackhawk on the basis of these protected statuses.

Inquiries regarding equal opportunity and possible discrimination may be directed to one of the following individuals. Their area of expertise, office location at the Central Campus, and telephone number are noted:

- Kathy Broske, Affirmative Action Officer Administration Center, (608) 757-7773
- Alicia Acker, Deputy Coordinator/Coordinator, Career Services and Leadership Development, (608) 743-4423
- ADA Officer Administration Center, (608) 757-7700
- Written concerns can be sent to any of these individuals at Blackhawk Technical College, 6004 South County Road G, P.O. Box 5009, Janesville, WI 53547-5009

Harassment is unwanted, deliberate or repeated unsolicited comments, slurs, demeaning references, gestures, graphic material, physical contact, solicitation of favors, advances, or other adverse treatment based on a protected group status when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, student status, or academic participation.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an individual.
- The conduct has the purpose or effect of substantially creating an intimidating, hostile, or offensive environment that tangibly affects or interferes with an individual's job performance or other employment or academic opportunities.

Alleged acts of harassment and discrimination may be violations of equal employment or educational opportunity policies under which Blackhawk operates. Discipline may be imposed for violations of this policy in accordance with the procedures outlined in the Student Code of Conduct (http://catalog.blackhawk.edu/student-code-of-conduct/).

Grading Procedures

Your grade point average (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. A minimum of 2.0 GPA is needed to maintain satisfactory academic standing and is required for graduation. GPAs are figured on a 4.0 scale. The point equivalents are listed below. It is the student's responsibility to consult with their instructors as to their progress.

Grade Point Values

A	AB	B	BC	C	D	F
4.0	3.5	3.0	2.5	2.0	1.0	0.0

Grade Appeals Process

Students who have complaints related to course grades should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the student may then go to the appropriate Program Dean. If a resolution is not achieved with the appropriate Program Dean, a student may submit a formal complaint via the online Student and Community Complaint Form (https://tinyurl.com/Blackhawk-Complaints/).

Grade Appeals Process

Students who have complaints related to course grades should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the student may then go to the appropriate Program Dean. If a resolution is not achieved with the appropriate Program Dean, a student may submit a formal complaint via the online Student and Community Complaint Form (https://tinyurl.com/Blackhawk-Complaints/).

Refund Policy

Refund Policy

In order to receive a refund, except in cases when Blackhawk cancels or discontinues a course, a student must request a refund. This also applies to drops due to non-attendance. Blackhawk will issue the refund within two weeks of a request.

Refunds will be issued in accordance with the following state guidelines:

100% Refund

If a student drops any course before the first-class meeting, 100% of the fees shall be refunded – excluding non-refundable fees. Dropped courses do not appear on the student transcript.

If a student drops a course before or at the time that 10% of the potential hours of instruction have been completed and adds another course on the same day, 100% credit will be received for all applicable student tuition and fees for the dropped class.

80% Refund

Eighty percent of all applicable student tuition and fees are to be refunded if the course is dropped before or at the time that 10% of the course's potential hours of instruction have been completed – excluding non-refundable fees. Dropped courses do not appear on the student transcript.

60% Refund

Sixty percent of all applicable student tuition and fees are to be refunded if the course is dropped after 10% but not more than 20% of the course's potential hours of instruction have been completed – excluding non-refundable fees. A grade of 'W' will appear on the student transcript.

0% Refund

No refund is made if the course is dropped after 20% of the course's potential hours of instruction have been completed. A grade of 'W' will appear on the student transcripts.

Tuition Refund Appeal Policy

Exceptions to the Refund policy are considered on rare occasions for legitimate extenuating circumstances – situations beyond your control. These may include serious illness or hospitalization of you or your immediate family, death of an immediate family member, or military activation or deployment. A tuition refund appeal is granted at the discretion of the College.

To qualify for an exception, you must submit a Tuition Refund Appeal form, along with all required supporting documentation, to the Registration & Records Office within on calendar year of the semester end date. Information regarding the appeal process is found on the Blackhawk website: https://blackhawk.edu/Paying-for-College/Tuition-Fees (https://blackhawk.edu/Paying-for-College/Tuition-Fees/)

Religious Belief Accommodations

Blackhawk will attempt to minimize conflict between your academic obligations and sincerely held religious beliefs. Reasonable accommodations will be made so that examinations and other academic

requirements do not unnecessarily interfere with your observation of religious holidays.

Observation of a religious holiday does not exempt you from any course requirement but allows you an opportunity to complete the assignment through an alternate means as arranged with your course instructor(s).

The following procedures will be used to set up reasonable accommodations for a religious holiday:

- Submit a written request to your course instructor(s) within the first ten (10) days of the class. The request will advise the instructor(s) of the specific date of the observation.
- The instructor(s) will have ten (10) school days to respond to your request, in writing, outlining the accommodations that will be made.
- You should remind the instructor(s), in writing, of the religious observation five (5) school days in advance of the anticipated absence.
- The instructor(s) may provide you with a make-up assignment for the day absent. The instructor(s) are not obligated to schedule a make-up assignment before the regularly scheduled requirements are due.

Conflicts between your observation of a religious holiday and completion of academic requirements should be resolved informally between you and your instructor whenever possible. If the issue cannot be resolved informally, a formal grievance complaint may be filed.

Repeating Courses

Students may choose to repeat a course to gain additional knowledge or improve a previous performance. Some exceptions may apply, specifically to health-related programs. Students may be required to obtain approval prior to repeating program courses in these programs from the Dean or Division Administrator. For repeated coursework, the original grade points and units will be excluded from the GPA calculation. Only the repeated points and credits will be included in the GPA, regardless of the previous grades earned. As an exception, should a grade of "W" be earned for a repeated course, the previous grade earned will be calculated in the student's GPA. It is advisable to retake courses in which low grades were earned as students cannot graduate with less than a 2.0 GPA their program.

Additional policies exist regarding financial aid (see Financial Aid Standards of Academic Progress policy). Repeating courses may affect financial aid.

Retraining Guarantee Policy

The education and training offered at BTC is designed to enable students to acquire job entry occupational skills needed for full participation in the workforce. BTC stands behind the training provided and will guarantee to provide at least six (6) additional credits of retraining, at no cost to the student, under the following conditions:

- The student's employer certifies that target job competencies are lacking as specified in the educational program normally expected of a job entry-level employee, or
- The student has not secured employment within six months following graduation.

To be eligible for the guaranteed retraining, a student must have successfully completed and graduated from a one-year technical diploma, two-year technical diploma, or associate degree program. In addition, a student must have registered for services provided through BTC's CARE Center and actively pursued employment in their occupational field or a related field. Other guidelines may also apply. For more information on BTC's Guaranteed Retraining policy, contact the Career Services Coordinator at (608) 743-4423.

Safety and Security Procedures

Accident or Illness Emergency Procedures

Blackhawk uses the professional medical treatment system available in the community to respond to injuries and illnesses. Blackhawk will provide basic medical first aid but will not treat or diagnose any illness or injury. Rather, the student will be referred to an appropriate medical treatment facility. If the student refuses to seek follow-up medical treatment after it has been recommended by a staff member, the student will be asked to sign a waiver corroborating this decision.

The student is responsible for their own transportation to a medical facility. However, should the injury or illness be considered an emergency, an ambulance will be requested. The student will be responsible for the cost of the ambulance. Under no circumstances will College staff transport for treatment. All accidents, regardless of the seriousness, shall be reported to a staff member.

Clean-up after an accident or illness will be left to the College maintenance and custodial staff. Students will not attempt to clean up blood, vomit, or other bodily fluids. If clean-up is necessary, students should go to the Welcome Center (information desk) at the main entrance and request maintenance/custodial staff to clean up the area.

In case of an emergency, call 911. Classroom and hallway assistance phones can be used to report an emergency by following the posted instructions. Dial 911. The security non-emergency telephone number is 608-757-7617.

Emergency Campus Security Procedures

In the event of an emergency, call 911 immediately from a campus phone or 911 from a cell phone. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call the Office of Safety and Security at (608) 757-7617 or contact the College Welcome Center (information center). Students will follow the directions of College staff and emergency services personnel during an emergency.

Emergency Response Guide and Evacuation Procedures

Each classroom has an emergency response guide and a map indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The College holds evacuation and/or shelter-in-place drills at least once in an academic year. The College also conducts Safety and Security related tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Crime Prevention and Security Procedures

Crime prevention, security procedures, and practice information is presented during new student and employee orientations and periodically during in-service training. In addition, facilities and security personnel conduct routine inspections and patrol of buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways
- Always lock your vehicle
- If on campus in the evening, park close to the building in lighted areas and walk with others
- Items of value left in the vehicle should be placed out of sight
- Never leave items of value unattended
- Promptly report any suspicious behavior to Campus Security or College Officials
- Do not leave keys or access cards unattended
- Always lock doors in unattended office areas
- Never give out computer passwords
- When working during non-business hours, inform family and colleagues of your location and schedule

Crime Reporting Procedures

The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, Campus Security and/or College officials. When the alleged behavior or act is a crime and not just a policy violation, College officials will involve local law enforcement agencies as soon as the information is known. Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation.

Report all criminal activity to Campus Security. If unable to reach Campus Security, contact the Welcome Center by dialing 7617 on a campus phone. The College does not have any pastoral or professional counselors on staff but does assist students in providing various private and public options for such services. Crimes may be reported anonymously. To report a crime and/or dangerous situation anonymously, contact Campus Security or the Welcome Center (information center) and inform them you wish to speak with a security official. This same process can be done when making reports to local law enforcement.

Blackhawk complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and outreach centers. The report can be found on the College's website or may be obtained from Campus Security. The report is also distributed every year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College Officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log.

Smoke/Tobacco Free Campus

For the health and well-being of everyone using Blackhawk's facilities, smoking and the use of any type of tobacco product (including electronic cigarettes) is NOT PERMITTED in any of the buildings or Blackhawk vehicles. Smoking outside of the buildings is allowed, but only in the areas designated for that purpose. Smokers should only use the designated areas set aside for tobacco use and the receptacles located at those areas.

Student Identification Numbers and FERPA

As of January 1, 2000, Wisconsin Act 128 limits the disclosure and release of student Social Security numbers. In order to comply with Act 128, Blackhawk assigns a unique identification number to each student. This identification number does not incorporate the student's Social Security number. Blackhawk may collect and report Student Social security numbers for state and federal reporting requirements. Blackhawk procedures are designed to ensure that student Social Security numbers remain confidential.

FERPA

Students' rights under the Family Educational Rights and Privacy Act (FERPA) begin upon initial enrollment in courses at Blackhawk Technical College, regardless of age. FERPA protects the privacy of students' education records and provides students the right to review those education records.

Annual Notification

Students will be notified of their FREPA rights annually by email, by publication in the Student Handbook, and by including it on the Blackhawk website.

Rights Under FERPA

FERPA affords students:

The right to inspect and review their education records within 45 days of the day the College receives a request for access. Written requests are to be submitted to the Registrar. The request needs to identify the record(s) the student wishes to inspect. The Registrar will make arrangement for access and notify the student of the time and place where the records may be inspected. At the time of viewing, the student will present some form of picture identification, such as a valid driver's license, before being allowed to view the records.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Requests for amendments are to be submitted in writing to the Registrar by the student, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If it is determined to not amend the record as requested, the college will notify the student of the decision and provide information regarding the student's right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that

FERPA authorizes disclosure without consent (see section on exceptions below).

The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, D.C. 20202

Definition of Education Records

FERPA defines an education record as any record that is directly related to a student and is maintained by an institution. Education records are comprised of either "Directory Information" or "Non-Directory Information" data elements. FERPA allows for the release of Directory Information without the written consent of the student, unless the students has requested in writing that such information not be shared. Any data element not included in the list of Directory Information is Non-Directory Information, and cannot be shared without the written consent of the student, unless the release meets the criteria of one of the exceptions outlined in the law.

Directory Information

Directory Information is defined by each institution. While FERPA allows for the release of Directory Information, is does not require it. Blackhawk designates the following items as Directory Information:

- Student Name
- Student Address and Phone Number
- Student BTC Assigned Email Address
- Date and Place of Birth
- Full-time or Part-time Status
- Major Field of Study
- Dates of Attendance
- Credits Earned Toward a Diploma
- Degrees and Awards Received
- Photos and Videos of Students for use in College Press Releases, Publications, and Websites

Students' Rights of Non-Disclosure

Students have the right to request non-disclosure of directory information. To request the non-disclosure of directory information, students can fill out a Privacy Request Form, which can be found in the Student Resources, Registration & Records pages on the Blackhawk website (www.blackhawk.edu).

Students' Rights to Release their Education Records to Third Parties

Students also have the right to allow the release of their non-directory information to others (third parties, such as relatives, employers, etc). To request the release of their data, student can fill out a Release of Student Records Form, which can be found in the Student Resources, Registration & Records pages on the Blackhawk website (www.blackhawk.edu).

Disclosure of Education Records

Blackhawk College may disclose information from a student's education records only with the written consent of the student unless the disclosure is:

1. to school officials who have legitimate educational interests in records, such as:

- a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including health or medical staff);
- a person or company with whom the College has contracted (such as an auditor or collection agent);
- a person serving on the Board of Trustees;
- a student serving on an official committee, and performing tasks related to his/her work on that committee.

legitimate educational interests includes:/their professional responsibilities for the College;

- performing a task that is specified in his/her/their position description or contract agreement;
- performing a task related to a student's education;
- performing a task related to the discipline of a student;
- providing a service or benefit relating to the student such as health care, counseling, job placement or financial aid; or
- maintaining the safety and security of the campus.

2. to officials of another school, upon request, in which the student seeks or intends to enroll.

3. to officials of the U.S. Department of Education and federal, state, or local education authorities in connection with audit or evaluation of state or federally-supported programs.

4. to persons in connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. to the student.

6. to organizations conducting research studies on behalf of the College.

7. to accrediting organizations to carry out their functions.

8. to parents of a student who is claimed as a dependent for income tax purposes.

9. to comply with a judicial order or lawfully issued subpoena.

10. to appropriate parties in a health or safety emergency.

11. to a victim of an alleged perpetrator of a crime of violence.

12. to appropriate parties in connection with a disciplinary proceeding at an institution of higher education (subject to requirements in 99.39).

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13. to parents of a student under the age of 21 concerning the student's violation of any law or policy regarding the use or possession of alcohol or a controlled substance.

14. information the institution has designated as "directory information."

U.S. Military

According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth, and field of study.

Blackhawk Technical College Foundation

Student names and addresses may be released to the Blackhawk Technical College Foundation for foundation-related activities. The Foundation is considered part of the College and will hold such information confidential, using the information only in specific activities intended to aid and support the College. The release of such information to the Foundation will be made only with the approval of the College President or their designee.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from a student's education record to the Attorney General of the United States or his/her/their designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b (g)(5)(B) and 2331 of Title 18, U.S. Code.

Written Release

Personnel employed by the College who have consent in the form of a written release of information, signed by the student, may disclose student information to appropriate outside agencies or persons.

Note: A record of disclosure will be maintained within a student's file indicating when information has been released from that file and to whom. A fee of five dollars may be assessed for the copying of all or a portion of a student record.

Transfer Pathways

Overview:

Blackhawk Technical College is committed to providing students with comprehensive resources and support to help them achieve their academic and career goals. This is achieved by offering two University Transfer Programs, the Associate of Arts and Associate of Science; providing a dedicated space for transfer related information, called the University Center; and through articulation agreements to four-year colleges and universities.

Philosophy of Transfer Pathways:

Blackhawk Technical College believes in creating seamless and accessible pathways for our students to continue their education beyond the associate level. Our philosophy revolves around empowering students to pursue their academic and career aspirations by providing clear and flexible transfer options. We recognize the importance of a smooth and established transition from a two-year college to a four-year institution

and are dedicated to facilitating this process through activities within the University Center and Advising Team.

Considerations for Four-Year Pathways:

1. Academic Advising: Blackhawk's Academic Advising team is here to guide and provide options for students who are looking to earn bachelor's or master's degrees. While the BTC advising staff is knowledgeable about various pathways for students, the students themselves own the process and the decision making. Therefore, students should consider establishing a relationship with an advisor or admissions counselor at their receiving college/university (the institutions they want to transfer to) to verify the choices they are making. It is always up to the "receiving institution" on whether they accept another college's course for transfer credit.

2. Course Selection: When planning coursework, consider the transferability of the classes. We work closely with four-year institutions to identify transferable courses, ensuring that students make the most of their time at Blackhawk Technical College. Students should utilize tools such as www.transferology.com and the Universal Transfer Agreement to determine transferability of BTC courses. It is always the decision of the receiving institution to accept BTC credit for program or graduation requirements.

3. Transfer Support Services: Take advantage of the various transfer support services offered at our college, such as transfer workshops, information sessions, and campus visits from representatives of four-year institutions. These resources will help you make informed decisions about your academic future.

4. Partnership Institutions: Blackhawk Technical College partners with the University of Wisconsin- Whitewater at Rock County to offer the University Transfer Program. Coursework may be taken at either institution to meet requirements of the Blackhawk Technical College degrees. To ensure proper communication and progress evaluations of the academic plan, it is the student's responsibly to complete and submit the required Student Release of Records (FERPA) forms for all involved institutions. With the proper documentation on file, transcripts can be shared between registrar's offices.

The University Center is home to additional four-year University partners. These institutions have unique transfer and articulation agreements with Blackhawk Technical College. The institutions within the University Center are available to meet with students regarding pathways from applied programs at BTC to specific bachelor's degree completion opportunities. Check the University Center webpage for the most up-to-date agreements and institutions.

Many courses require a final grade "C" or better to transfer credit to 4-year institutions. For transfer purposes, students must also meet the accepting 4-year institution requirements to earn the bachelor's degree with the accepting institution's major(s).

Articulation Agreements:

Blackhawk Technical College has established articulation agreements with several four-year institutions to facilitate a clear transition for students. These agreements outline specific transfer pathways, including which courses will transfer and how they will be applied toward the completion of a bachelor's degree. BTC regularly updates

these agreements to reflect changes in curriculum and admission requirements.

To access information about specific articulation agreements and transfer pathways, please visit our University Center, speak with your academic advisor, or view current agreements on the Transfer Agreement page on the website. We encourage you to explore the possibilities and plan your educational journey strategically.

Student success is Blackhawk Technical College's priority, and faculty and staff are here to support students every step of the way. Whether you aspire to pursue a bachelor's degree in arts, sciences, business, health care or any other field, we are dedicated to helping you achieve your academic and career goals.

UW/WTCS Policy on Credit Transfer

Any student enrolled in the Wisconsin Technical College System who wishes to continue their education in the University of Wisconsin System may be eligible to transfer credits toward a bachelor's degree.

UW institutions may accept in transfer up to forty-eight (48) Blackhawk core credits. In cases where UW institutions find such coursework not acceptable for transfer, Blackhawk students should have an opportunity to earn credit by examination if the UW institution offers a course that is generally comparable in content and/or title.

UW System students who have successfully completed an Associate of Applied Arts/Science Degree may be eligible to transfer certain technical support and/or occupational credits when there is a direct relationship between Blackhawk's Associate Degree program and a program offered at a UW System institution.

Students transferring from the WTCS may earn credits by earning appropriate scores on national standardized examinations (e.g., College Level Examination Program) or examinations developed by the UW System transfer institution.

For more information about transfer opportunities, you should consult with your advisor or contact the Admissions Office at the UW System institution or private college of your choice.

Associate of Arts and Associate of Science Degrees

The Associate of Arts and Associate of Science degrees (AA/AS) at Blackhawk are designed to create structured pathways for students to transfer to complete baccalaureate degrees at the Universities of Wisconsin.

Students completing an AA or AS degree at Blackhawk will have met the General Education requirements of the Universities of Wisconsin and can transfer on a path to complete their chosen major. Elective options in the AA/AS programs will allow students to select courses that align with Universities of Wisconsin degree program requirements, individual students may transfer up to 72 credits based on eligible course selections. Specifically, Blackhawk and UW-Whitewater have developed a guaranteed transfer agreement to support these goals.

Student Code of Conduct

Student rights and responsibilities have been formulated into a Student Code of Conduct. The following policy outlines the procedure the College will use when addressing violations of the Student Code of Conduct.

Any member of the College community may report a violation of the Student Code of Conduct. Individuals who report a violation are referred to as "complainants" and individuals alleged to have violated the Code are referred to as "respondents." Reports should be submitted using the Behavior Intervention Team (BIT) report on the college website or reported directly to the Conduct Officer or Executive Director of Student Services. A report should be submitted as soon as possible following the alleged violation to ensure a fair and timely investigation. The respondent(s) will be notified through email of the alleged violation.

This procedure is outlined to address the resolution process for behavioral misconduct (Section 1) and academic misconduct (Section 2) and applies to all students, visitors, and guests, as well as Blackhawk programs, activities, practices, operations, and behaviors that take place on any College property, facility, or building, and any on, or off-campus college#sponsored events. The Student Code of Conduct procedure applies to conduct that occurs in-person, in writing, via cellphone, and online via email or other electronic mediums including blogs, web postings, chats, and social media networking.

All actions by a member of the College community that involve the use of the College's networks and/or technology from a remote location including, but not limited to, accessing email accounts, are considered to have occurred on-campus. This policy may also apply to off#campus or online conduct when the college determines that the conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes a criminal offense as defined by law.
- Any situation where it appears that the accused may present a danger or threat to the health or safety of self or others.
- Any situation that significantly imposes upon the rights, property, or achievements of a student or causes significant social disruption.

Any online postings or other electronic communication by students and employees, including cyber-bullying/harassment that occurs completely outside of the College's control will be subject to this procedure when the online behaviors cause a substantial on#campus disruption or use the College's networks and/or technology. While the College may not control websites, social media, and other venues in which disruptive behavior may occur, the College maintains a responsibility to review and attempt to resolve the situation when such behavior is reported to the College.

Interpretation and Revision

Any questions of interpretation of the Student Code of Conduct will be referred to the Conduct Officer.

The Conduct Officer and the Executive Director of Student Services will review the Student Code of Conduct annually for compliance with Wisconsin and Federal Laws pertaining to areas covered by Student Codes of Conduct and for effectiveness.

Due Process

Respondents are entitled to the following due process:

- Notification of the allegations against them;
- Fair and timely investigation of the allegations;
- Notice of the applicable range of consequences;
- Know the nature of the information against them, unless release of the information would endanger the safety of the complainant or witness(es);
- Opportunity to respond to the allegations and present relevant information and witnesses;
- Appeal, if applicable.

Academic Misconduct

Section 2. Academic Misconduct

Students are expected to act with academic integrity. All students must be honest and forthright in their academic work. To falsify the results of one's work, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts disrupts the learning environment.

The following conduct constitutes standard violations of the Student Code of Conduct regarding academic misconduct, but is not limited to, and will subject a student to the Student Code of Conduct procedure. A violation of the Student Code of Conduct may also constitute a violation of city, state, or federal law. If so, some violations may trigger a report to law enforcement.

- *Academic misconduct* – any other act that disrupts the learning environment or provides a student with an academic advantage over another student. This includes, but is not limited to:
  - unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
  - Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic records, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
  - Entering any College building, facility, office, or other property, or accessing any computer file or other College record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change the grade;
  - Continuing to work on an academic exercise after the specified allotted time has elapsed;
  - Bribing another person to obtain an academic exercise, including answers to questions of an academic exercise that is not administered.
- *Cheating* - an act or an attempted act of deception by which a student seeks to misrepresent that they have mastered information that has not been mastered. This includes, but is not limited to:
  - Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
  - Allowing another person to copy one's own academic work, whether intentionally or recklessly;
  - The unauthorized use of artificial intelligence technology. Students are responsible for knowing their instructor's expectations when it comes to using artificial intelligence technology;
  - The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
  - The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
  - The unauthorized use of electronic instruments such as cell phones, PDAs, or personal response systems (clickers) to access or share information;
  - The unauthorized completion for another person of academic work, or permitting someone else to complete academic work for oneself, including through the use of personal response systems (i.e. clickers).
- *Copyright Infringement* - Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the U.S. Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. For more information, see the website of the U.S. Copyright Office at www.copyright.gov (http://www.copyright.gov/).
- *Fabrication* - the use of invented information or the falsification of research or other findings. This includes, but is not limited to:
  - The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
  - The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
  - The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
  - The unauthorized submission of academic work prepared totally or in part by another.
- *Plagiarism* - the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and if verbatim statements are included, with quotation marks as well. By submitting work as their own, a student certifies the originality of all material not otherwise acknowledged. This includes, but is not limited to:
  - The quotation or other use of another person's words, ideas, opinions, thoughts or theories (even if paraphrased into one's own words) without acknowledgment of the source;
  - The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

Academic Misconduct Procedure & Sanctions

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Reports of academic misconduct will be addressed through the procedures set forth below.

Generally, the process for addressing reports of academic misconduct will be completed within sixty (60) days although the College reserves the right to extend the timeline when necessary to complete an investigation.

The procedure and outcome of a violation of the Student Code of Conduct will consider several factors, including the respondent's prior disciplinary history, the need to remedy the effects of the respondent's behavior, the safety of the College community, and the need to hold the respondent accountable for their actions. When the severity of the circumstance warrants, Title IX Coordinator, Director of Campus Security, the Executive Director of Student Services, Vice President for Academic Affairs, and/or President impose upon the respondent a temporary suspension or separation from the College, including classes and any College activity.

Procedure

Any violation of academic misconduct must be reported to the Conduct Officer/BIT. The faculty member, in consultation with the Conduct Officer, will decide whether the matter should be processed through the Student Code of Conduct procedures or resolved informally. If the faculty member chooses to resolve the issue informally, they must have an agreement with all students directly affected. A report should be filed through the Behavior Intervention Team (BIT) report for documentation.

In the event the faculty member chooses to address the alleged academic misconduct through the Student Code of Conduct procedures, or the matter cannot be resolved informally, a report should be submitted using the Behavior Intervention Team (BIT) report (https://blackhawk.edu/About/Safety-Security/Behavior-Intervention-Team/) on the College website or reported directly to the Conduct Officer. A report should be submitted as soon as possible following the alleged violation to ensure a fair and timely investigation. The respondent(s) will be notified of the alleged violation.

Once the report has been submitted, the Conduct Officer will preliminarily assess and review the alleged violation by taking the following steps:

- Meet with the complainant to understand the nature of the report and offer supportive services.
- Gather other relevant preliminary information, if necessary. This may include:
  - Gathering relevant documents, such as, but is not limited to, student records, disciplinary records, and academic assignments
  - Interviewing relevant witnesses and College officials, when appropriate.
- Contact law enforcement, if appropriate.

Once relevant information has been gathered, the Conduct Officer will take the following steps:

- Notify the respondent of the alleged violation via email.
- Meet with the respondent, share the information obtained, and provide respondent an opportunity to respond to the information.
- If needed, conduct additional interviews or gather additional information.
- Determine whether the respondent has violated the Student Code of Conduct and assign appropriate sanctions.

- Provide notice to the respondent(s) and complainant (when appropriate) of the decision. If sanctions are assigned, provide respondent with explanation of sanctions, supportive resources, appeal options, and timeline to complete sanctions (if applicable).

If the respondent does not take responsibility for the alleged violation, chooses not to participate in the resolution process, or an agreement between the respondent and Conduct Officer is not reached, the Conduct Officer/BIT shall determine, based upon the review of the respondent's previous disciplinary history and the nature of the violation, appropriate sanctions.

Sanctions

The following sanctions for academic misconduct that may be imposed upon the respondent include, but are not limited to:

- Verbal Warning – Respondent will be notified verbally that they have violated the Student Code of Conduct and must act more responsibly in the future.
- Written Warning – Respondent will be notified in writing that they have violated the Student Code of Conduct and must act more responsibly in the future.
- Resubmission of work – Respondent will be required to resubmit work to be graded on its merits.
- Grade Reduction – Assigned lower or failing grade on a particular assignment, test or in the course.
- Corrective Action – Required corrective action including, but not limited to, academic counseling and/or tutoring, substance abuse screening, mental health assessment, writing a letter of apology, service to the College, etc.
- Educational Program - Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended.
- Loss of Privileges – Denial of specified privileges for a designated period of time.
- Administrative Withdrawal – a College official may withdraw a student from a course without student consent.
- College Suspension – Separation from the College for a specified period of time, after which the respondent is eligible to return. Conditions for return may be specified. During the suspension period, the student is banned from property owned, leased, or controlled by the College and is banned from College sponsored events and activities. The sanction may be enforced with a trespass action as necessary.
- College Expulsion – permanent separation of the student from the College with no opportunity to return.
- Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct including the completion of all sanctions imposed if any.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- Other Sanctions – Additional or alternate sanctions may be created and designed as deemed appropriate.

The Conduct Officer/BIT may not impose College suspension, College expulsion, withholding degree, nor revocation of admission and/or degree upon a respondent, such sanctions may be recommended to the Executive Director of Student Services for final determination.

Interim Suspension

In certain circumstances, a campus interim suspension may be recommended by the Conduct Officer/BIT to the Executive Director of Student Services. An interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property, to ensure the respondent's own physical or emotional safety and well-being, or if the respondent poses an ongoing threat of disruption of, or interference with, the normal operations of the College. If an interim suspension is imposed:

- The respondent shall be notified in writing of this action at the time it is imposed. Notification will include the reasons for the interim suspension. The notice will include the place, date, and time (within 24 hours of the notification) of an appeal meeting at which the respondent may show why their continued presence on campus does not constitute a threat.
- During the interim suspension, the respondent will be denied access to the College (including classes) and all other College activities or privileges for which the respondent might otherwise be eligible. Any negative impact (including academic or financial) of interim suspension is the responsibility of the respondent.
- The interim suspension does not replace the regular resolution process, which will proceed as outlined in this policy.

Student Records

Only sanctions that include grades, course withdrawals, expulsion, revocation, or withholding of a degree for violation of Student Code of Conduct will be made part of the respondent's permanent academic record, and all other sanctions will become part of the respondent's disciplinary record. Upon graduation, the respondent's disciplinary record may be expunged of disciplinary actions other than, College suspension, expulsion, revocation, or withholding of a degree.

Behavioral Misconduct

Section 1. Behavioral Misconduct

The following conduct constitutes standard violations of the Student Code of Conduct, but is not limited to, and will subject a student to the Student Code of Conduct procedure. A violation of the Student Code of Conduct may also constitute a violation of city, state, or federal law. If so, some violations may trigger a report to law enforcement.

- *Noncompliance with Policies and Procedures* – Failure to comply with Blackhawk policies and procedures as outlined in the Policy and Procedure manual: blackhawk.edu/about/governance (https://blackhawk.edu/About/Governance/)
- *Noncompliance with Law* – Failure to comply with any local, state, or federal law, including statutes, regulations, and ordinances.
- *Failure to comply with a directive from a College employee* – Failure to appear when requested at conferences, meetings, or hearings;

failure to respond to verbal or written inquiries; knowingly furnishing false information; and failure to comply with a reasonable request regarding a College matter.

- *Complicity* - A persons shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Student Code of Conduct. A person who has knowledge of another committing or attempting to commit a violation of the Student Code of Conduct is required to remove themselves from the situation, and failure to do so may be the basis for a violation of the Student Code of Conduct. Persons are responsible for the behavior of their guests and must ensure that guests comply with College regulations including the standards in this Student Code of Conduct.
- *Disruptive Conduct* – A persons shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the College, the learning environment, or any of its students, faculty, staff, or guests. This includes, but is not limited to: Committing or threatening to commit any act of violence against self or others; Threatening the health, safety, or welfare of another or engaging in conduct that endangers the health, safety, or welfare of the student or anyone else; Interfering with the freedom of movement of another person; Invading the privacy of another person; Stalking (purposely and repeatedly engaging in behavior and/or communication directed at a specific person which causes that person alarm, distress, fear or a change of normal behavior); Interfering with the right of another to enter, use, or leave any College building, facility, property, services, resources, or activity; Trespassing or the unauthorized entering or accessing of any College building, facility, property, employee office or work area, services, resource, or activity; Instigating or otherwise encouraging others to engage in a fight, riot, or other disruption; Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior; Exhibiting public nudity or lewd behavior.
- *False information* – A persons shall not make a false or misleading oral or written statement to any College employee when the student knew or should have known the statement was false; make a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another; falsely report the presence of an explosive or incendiary device, or fire, or other safety hazards; falsely report a crime or violation of this Student Code of Conduct; possess or display any form of false identification or any identification not one's own.
- *Misuse of College Assets* – A persons shall not misuse any College material, service, or property. This includes, but is not limited to destroying, damaging, misusing, or defacing any College building, facility, or property, or any private property on-campus or being used for a College-sponsored event; destroying, damaging, misusing, reproducing, or defacing any student identification card, College provided key or other access cards, laboratory equipment, or any material issued or owned by the College; impairing or otherwise hindering another's use of a College material, service, or property; reading, duplicating, removing, photographing, forging, counterfeiting, or altering any College document or record without authorization; littering on or in any College property, facility, or building.
- *Theft* – Intentional and unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the College, another student, a person attending a College-sponsored event, or any other person; the unauthorized taking or use of any College-owned or contracted service.

- *Endangering Safety* – A persons shall not endanger the lives or safety of others. This includes, but is not limited to creating an unsafe condition or environment which could cause harm to others; setting, causing, or failing to report a fire; tampering with, misusing or damaging fire or safety equipment such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers; failing to immediately exit any facility or building when a fire alarm has been sounded or hindering or impairing the orderly evacuation of any College facility or building; failing to comply with a directive by any College official or faculty member in connection with a fire, alarm, or other safety or security matter. Endangering safety may occur due to action (e.g. making a bomb threat or pulling a fire alarm) or inaction (e.g., failing to report).

- *Retaliatory Acts* – A persons may not commit any adverse action against a person because they have reported harassment, filed a complaint, acted as a witness in the complaint or conduct process, or provided information in support of a violation. This includes, but is not limited to; ostracizing the person, pressuring the person to drop the complaint, providing false or misleading information, or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Further violations include threatening, intimidating, or coercing the person, otherwise discriminating against any person for exercising their rights or responsibilities under this policy.

- *Weapons* – The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited on all College facilities and all College-sponsored events (on and off-campus). A student shall not possess, use, or threaten to use any of the following items on campus: Any firearm (including any weapon or instrument from which a shot, projectile, or other objects may be discharged by force, whether operable or inoperable, loaded or unloaded); Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury; Any BB gun, pellet gun, air rifle, pain gun, stun gun, Taser, sword (whether decorative or not), or other martial arts weapon; Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of 3 inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals. Note: Possession of a license to possess or use of any of the above items will not constitute a defense of any violation of this section.

- *Misuse of Technology* - Violation of the College's Acceptable Use of Information Technology Services Resources Policy (http://catalog.blackhawk.edu/student-code-of-conduct/behavioral-misconduct/blackhawk.edu/about/governance/), and otherwise unethical, inappropriate, or illegal use of College technology and IT resources.

- *Trespassing* – Unauthorized entry into or use of property owned, leased, or controlled by the College, or at College-sponsored activities or events. Unauthorized possession, duplication or use of keys/swipe cards/lock codes to any property owned, leased, or controlled by the College.

- *Bullying and Cyberbullying* – Deliberate or intentional behavior, including behavior conducted on computers, cell phones, and other electronic devices, using words or actions, intended to cause fear, intimidation or harm. Bullying and cyberbullying may be repeated behavior and involve an imbalance of power.

- *Invasions of Privacy* - Using electronic or other means to record or photograph any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, recording or photography in shower/locker rooms and restrooms. The storing, sharing, and/or distributing of such unauthorized recordings or photographs by any means is also prohibited.

- *Forgery* – Alteration or misuse of any College document, record, form, or instrument of identification.

- *Illegal Use of Substances* – Illegal use, possession, sale, or distribution of controlled substances, associated paraphernalia, and/or alcohol on property owned or leased by the College, or at College-sponsored activities. All persons must comply with applicable laws and District policies regarding the use of controlled substances.

- *Gender Discrimination and Sexual Misconduct* – The College is committed to providing a learning environment free of unlawful discrimination and sexual harassment. The College will use the following policy to respond appropriately to address violations: https://www.blackhawk.edu/About/Safety-Security/Title-IX (https://www.blackhawk.edu/About/Safety-Security/Title-IX/)

- *Sexual Harassment under Title IX of the Education Amendments* - Sexual harassment is an overarching definition that includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Blackhawk Technical College is bound by and supports all applicable laws as they pertain to Title IX. The Title IX of the Higher Education Act of 1972 ensures the College does not discriminate based on sex in its education programs. The Campus Sexual Violence Elimination Act (SAVE) of 2013 and the Violence Against Women Reauthorization Act (VAWA) ensures colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking. Reports of sexual harassment under Title IX will be addressed under the College's Gender Discrimination and Sexual Misconduct policy: https://www.blackhawk.edu/About/Safety-Security/Title-IX (https://www.blackhawk.edu/About/Safety-Security/Title-IX/)

- *Harassment* – Unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic material, physical contact, solicitation of favors, advances, requests, or other adverse treatment based on a protected group status. The College reserves the right to address harassment even if it is not based on a protected group status and/or does not create a hostile environment.

- *Discrimination* – Unfair or unequal treatment on the actual or perceived basis of a protected group status. The College reserves the right to address discrimination even it is not based on a protected status and/or does not create a hostile environment.

- *Assault or Battery* – Threats of physical harm or physical harm against another person.

- *Abusive Acts* – Acts of verbal or physical abuse, or acts which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning or work environment.

First Amendment Statement

Speech or conduct protected by the First Amendment will NOT be considered a violation of the College's Harassment and Nondiscrimination Policy. Discrimination, harassment, and retaliation against members of the College community are NOT protected expression or the proper exercise of academic freedom. The College considers academic freedom in the investigation of reports of discrimination or harassment that involve an individual's statements or speech in an academic context. The College is committed to the protection of individual rights under the First Amendment (and related principles of academic freedom) and in preserving the widest possible dialogue within its educational environment. Off#campus discriminatory or harassing speech may be regulated by the College only when such speech is made in an official College capacity, is directed at other College community members, or has the propensity to create a hostile environment in the educational or work activities of the College.

Behavioral Misconduct Procedure & Sanctions

Reports of behavioral misconduct will be addressed through the procedures set forth below. Reports of sexual harassment under Title IX of the Education Amendments of 1972 will be addressed under the College's Gender Discrimination and Sexual Misconduct (Title IX) policy at: https://www.blackhawk.edu/About/Safety-Security/Title-IX (https://www.blackhawk.edu/About/Safety-Security/Title-IX/)

Generally, the process for addressing reports of behavioral misconduct will be completed within sixty (60) days. However, the College reserves the right to extend the timeline when necessary to complete an investigation.

The procedure and outcome of a violation of the Student Code of Conduct will consider several factors, including the respondent's prior disciplinary history, the need to remedy the effects of the respondent's behavior, the safety of the College community, and the need to hold the respondent accountable for their actions. When the severity of the circumstance warrants, the Director of Campus Security, Title IX Coordinator, Executive Director of Student Services, Vice President for Academic Affairs, and/or President may impose upon the respondent a temporary suspension or separation from the College, including classes and any College activity.

Procedure

Whenever possible, alleged misconduct issues should be resolved through a conference with the complainant and the respondent. The parties may ask a neutral party to act as a mediator. The Conduct Officer will refer situations to BIT for appropriate next steps and mediator recommendations.

In the event the alleged misconduct cannot be resolved between the parties, or the behavioral misconduct becomes egregious and/or persistent, a report should be submitted using the Behavior Intervention Team (BIT) report (https://blackhawk.edu/About/Safety-Security/Behavior-Intervention-Team/) on the College website or reported directly to the Conduct Officer or Executive Director of Student Services. A report should be submitted as soon as possible following the alleged violation to ensure a fair and timely investigation. The respondent(s) will be notified in writing of the alleged violation.

Once the report has been submitted, the Conduct Officer will preliminarily assess and review the alleged violation by taking the following steps:

- Meet with the complainant to understand the nature of the report and offer supportive services.
- Gather other relevant preliminary information, if necessary. This may include:
    - Gathering relevant documents, such as, but is not limited to, student records, disciplinary records, police reports, and audio and video recordings.
    - Interviewing relevant witnesses and College officials, when appropriate.
- Contact law enforcement, if appropriate.

Once relevant information has been gathered, the Conduct Officer will take the following steps:

- Notify the respondent of the alleged violation via email.
- Meet with the respondent, share the information obtained, and provide the respondent an opportunity to respond to the information.

- If needed, conduct additional interviews or gather additional information.
- Determine whether the respondent has violated the Student Code of Conduct and assign appropriate sanctions.
- Provide notice to the respondent(s) and complainant (when appropriate) of the decision. If sanctions are assigned, provide the respondent with an explanation of sanctions, supportive resources, appeal options, and a timeline to complete sanctions (if applicable).

If the respondent does not take responsibility for the alleged violation, chooses not to participate in the resolution process, or an agreement between the respondent and Conduct Officer is not reached, the Conduct Officer shall determine, based upon the review of the respondent's previous disciplinary history and the nature of the violation, and will consult with BIT for appropriate sanctions.

Disruptive Behavior in the Classroom

Classroom disruptions will first be addressed informally by the faculty member to articulate the problem and expectations of classroom behavior clearly. If a student engages in behavior that is disruptive to the learning environment, the student may be denied access to the classroom upon the faculty member's notification of the Dean and submission of a BIT report. The behavior misconduct procedures will ensue. This applies to online and face-to-face classrooms. Students who are removed from class have a right to due process procedures to ensure fair treatment in such circumstances.

Examples of common disruptive behavior include, but are not limited to:

- Persistent late arrival or departure that disrupts the class.
- Repeated cell phone use during class.
- Intentionally disrupting class with the use of language or physical behaviors.
- Loud and/or frequent interruption of class flow with inappropriate questions or remarks.
- Persistent contact outside of class that hampers the instructor's ability to do normal work or assist other students.
- Belligerent behavior
- Verbal and/or physical threats.
- Threatening or harassing emails, letters, messages or voicemails.

- Inappropriate contact at the instructor's home.
- Any behavior indicating a romantic or obsessive interest.
- Distressing, disturbing or other dangerous behaviors.

If the faculty member feels that there is an immediate threat to the health or safety of others, the instructor will call 911 and then call Campus Security. Disruptive behavior, particularly when such behavior is repeated, threatening, harassing or dangerous, is a violation of the Student Code of Conduct and shall be handled accordingly. In all cases, the faculty member is asked to submit a report using the Behavior Intervention Team (BIT) report.

Sanctions

The following sanctions for behavioral misconduct that may be imposed upon the respondent include, but are not limited to:

- Verbal Warning – Respondent will be notified verbally that they have violated the Student Code of Conduct and must act more responsibly in the future.
- Written Warning – Respondent will be notified in writing that they have violated the Student Code of Conduct and must act more responsibly in the future.
- Corrective Action – Required corrective action includes, but is not limited to, academic counseling and/or tutoring, substance abuse screening, mental health assessment, writing a letter of apology, service to the College, etc.
- Educational Program - Enrolling in an educational program addressing the related issues. Referral to an off-campus education program may be recommended.
- Loss of Privileges – Denial of specified privileges for a designated period of time.
- Restitution – Monetary penalties for loss, damage, or injury.
- No Contact Directive – Directive to avoid all contact with the complainant or other individuals. This includes contact through in-person, email, phone, social media, or other electronic mediums.
- Confiscation of Prohibited Property – Confiscation of illegal or prohibited items for a designated period of time. Any controlled substances, including alcohol, will be discarded or turned over to law enforcement.
- College Suspension – Separation from the College for a specified period of time, after which the respondent is eligible to return. Conditions for return may be specified. During the suspension period, the student is banned from property owned, leased, or controlled by the College and is banned from College sponsored events and activities. The sanction may be enforced with a trespass action as necessary.
- College Expulsion – Permanent separation of the student from the College with no opportunity to return.
- Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct including the completion of all sanctions imposed if any.
- Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- Other Sanctions – Additional or alternate sanctions may be created and designed as deemed appropriate.

The Conduct Officer/BIT may not impose College suspension, College expulsion, withholding degree, nor revocation of admission and/or degree upon a respondent, such sanctions may be recommended to the Executive Director of Student Services for final determination.

When a violation of the Student Code of Conduct occurs regarding College groups, organizations, and/or member of groups or organizations acting on behalf of the group or organization, the Conduct Officer may impose the loss of selected rights and privileges for a specific period of time, including College recognition.

Interim Suspension

In certain circumstances, a campus interim suspension may be recommended by the Conduct Officer/BIT to the Executive Director of Student Services. An interim suspension may be imposed to ensure the safety and well-being of members of the College community or preservation of College property, to ensure the respondent's own physical or emotional safety and well-being, or if the respondent poses an ongoing threat of disruption of, or interference with, the normal operations of the College. If an interim suspension is imposed:

- The respondent shall be notified in writing of this action at the time it is imposed. Notification will include the reasons for the interim suspension. The notice will include the place, date, and time (within 24 hours of the notification) of an appeal meeting at which the respondent may show why their continued presence on campus does not constitute a threat.
- During the interim suspension, the respondent will be denied access to the College (including classes) and all other College activities or privileges for which the respondent might otherwise be eligible. Any negative impact (including academic or financial) of interim suspension is the responsibility of the respondent.
- The interim suspension does not replace the regular resolution process, which will proceed as outlined in this policy.

Temporary Suspension When Certain Criminal Charges are Pending

The College may temporarily suspend any student when certain criminal charges, on or off-campus, are pending against that student. Specifically, a temporary suspension may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs, or any other conduct that is egregiously offensive to the College's mission.

Emergency Suspension

The College may remove any student where the continued presence of the student on campus poses a threat to the safety or rights, welfare, or property of the individual, others, and/or the College.

Student Records

Only sanctions of expulsion, revocation, or withholding of a degree for violation of Student Code of Conduct will be made part of the respondent's permanent academic record, and all other sanctions will become part of the respondent's disciplinary record. Upon graduation, the respondent's disciplinary record may be expunged of disciplinary

actions other than, College disciplinary suspension, expulsion, revocation, or withholding of a degree.

Appeals

Section 3. Appeals

If the respondent is not satisfied with the outcome of the Student Code of Conduct procedure, the reserve the right to appeal and must follow the guidelines set forth through the Appeal and Complaint Process (https://www.blackhawk.edu/Student-Resources/Appeal-Complaint-Process/).

An appeal can only be submitted if it is discovered that there was information in possession of the College that was not included in the previous procedure process, the sanction was beyond the Student Code of Conduct, or procedures were not follow.

If the respondent does not take responsibility for the alleged violation, chooses not to participate in the resolution process, or an agreement between the respondent and Conduct Officer is not reached, the Conduct Officer shall determine, based upon the review of the respondent's previous disciplinary history and the nature of the violation, appropriate sanctions which will be final with no subsequent proceedings and are not eligible for an appeal.

FACULTY

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