

<b>A+1</b>	...prepares the learner to take the CompTIA A+ Certification Essentials Exam which is taken as part of the course. Learners will develop basic technical skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance on PCs, security, communication, and professionalism.
<b>Abnormal Psychology</b>	...surveys the essential features, possible causes, and assessment and treatment of the various systems of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology. PREREQUISITE: 10809198 Psychology-Introduction, or 10809199 Psychology of Human Relations
<b>Access 2007 - Level 2</b>	...prepares the learner to set advanced field properties and data types; manage data using related tables, edit forms; manipulate report data; format forms; and integrate a database with other applications. This course is offered in a self-paced format. PREREQUISITE: 10103170 Access 2007 - :Level 1 or 10103181 Access 2002 - Level 1
<b>Access 2007 - Level 1</b>	...introduces the learner to the following basic techniques: to create and edit a database; create a table, a query, a form, and a report; and modify tables. This course is offered in a self-paced format.
<b>Access 2007 - Level 3</b>	...prepares the learner to design a database; manage changing data; filter data in a linked table using parameters and form filters; use advanced Access tools; analyze and summarize data; share a database with others; simplify the database for other users. This class is a self-paced format. PREREQUISITE: 10103171 Access 2007 - Level 2 or 10103182 Access 2002 - Level 2
<b>Accounting Cost I</b>	...provides the learner with the skills to understand cost accounting for manufacturing enterprises, including budgets, concepts, cost reports, job-order costing, process costing, joint products, and byproducts. PREREQUISITE: 10101111 Accounting I
<b>Accounting Cost II</b>	...expands the learner's ability to understand accounting for manufacturing enterprises, including factory overhead, material costs, labor costs, standard costing, direct costing, marketing costs, break-even analysis, differential costs, and capital expenditures. PREREQUISITE: 10101125 Accounting Cost I
<b>Accounting for Professionals</b>	...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.
<b>Accounting I</b>	...provides the learner with the skills to understand accounting principles and procedures useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, special journals, and ledgers, accruals and deferrals, depreciation, inventories, the voucher system, payroll, and accounting principles and concepts.
<b>Accounting III</b>	...introduces the learner to intermediate accounting concepts, principles, and applications, including financial statements, temporary investments, receivables, equities, current liabilities, fixed assets, and bonds. PREREQUISITE: 10101113 Accounting II and Microsoft Word and PowerPoint skills or equivalent
<b>Accounting Income Tax I</b>	...introduces the learner to the federal income tax laws and their underlying principles, including such topics as gross income (inclusions and exclusions), deductions and exemptions, tax forms and schedule, and the computation of taxes; and use of tax forms.
<b>Accounting Income Tax II</b>	...expands the learner's ability to comprehend the principles of income tax law and calculate federal income tax for businesses using tax forms and for businesses using tax forms and practical problems. PREREQUISITES: 10101111 Accounting I and 10101123 Accounting Income Tax I
<b>Accounting Information Systems</b>	...introduces the learner to current accounting information systems theory, procedures, and methods designed to communicate financial data and report financial information; system analysis and design related to manual and computerized systems; internal control; flow charting; form design; and procedure writing. PREREQUISITE: 10101113 Accounting II
<b>Accounting Payroll</b>	...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; maintain payroll records; and process payroll in both a manual and computerized setting. PREREQUISITE: 10101111 Accounting I
<b>Administrative Law</b>	...provides the learner with the skills to summarize the administrative legal process including the creation and interpretation of administrative rules and regulations as well as the adjudication of administrative law cases, with emphasis on Workers Compensation and Social Security Disability law. PREREQUISITE: 10110101 Intro to Paralegalism
<b>Advanced Anatomy and Physiology</b>	...is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course. PREREQUISITE: 10806177 General Anatomy & Physiology
<b>Advanced Cardiac Life Support Recognition</b>	...is offered to those health care deliverers who are daily actively engaged in advanced life support. The course includes content and skills specified by the AHA. Upon satisfactory completion, the student receives a 2 year ACLS Recognition card through AHA.
<b>Advanced Cardiac Life Support-Renewal</b>	...is a refresher course in the didactic and practical areas of advanced cardiac life support. The course includes content and skills specified by the American Heart Association. Upon satisfactory completion, the student receives a two-year ACLS Recognition through the American Heart Association of Wisconsin.
<b>Agriculture Financial Applications</b>	...prepares students to make decisions about the profitability of a total farm business, enterprises within the business and proposed changes in the business. Topics include financial strategies, determining payback on investments, analyzing purchasing decisions, managing accounts payable, determining cash flow, and comparison pricing.

<b>Algebra for General Chemistry</b>	...introduces the student to real numbers; solving linear equations; percentages; proportions; variations; calculator operations; measurements (metric, English, English-metric, scientific notation, and prefixes); beginning graphing; geometry; formula rearrangement; and formula evaluations. This course is a prerequisite for Chemistry; it does not satisfy program math requirements. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency or 77854761C1 Math Computations ModuMath with a Grade of P
<b>Basic Child Care Skills</b>	...prepares learners for work in child care centers by providing practical skills for those who will assist teachers. Topics and skills presented include basics in adult study skills, customer service, time management and professional behavior needed for successful child care workers. Basics in childhood health, child development, and children's learning activities. Learners will participate in guided online activities.
<b>Basic Electricity for the Trades</b>	...provides practical DC/AC concepts to introduce various components, electrical quantities, and measuring values in DC and AC circuits. Circuit measurement of voltage, current and resistance will be taken with analog and digital meters applying basic concepts. The student will learn about electrical theory, electrical safety, basic circuit design, measuring equipment, general wiring practices, motors, and transformers.
<b>Basic Life Support Healthcare Provider</b>	...provides training to recognize and treat of cardiac arrest and obstructed airway, includes 2-person CPR, adult and child and infant 1-person CPR and obstructed airway. This class also includes AED
<b>Basic Rider Course</b>	...provides an introduction to the fundamentals of safe, responsible motorcycling. This includes the knowledge and skills that lead to licensing and motorcycle operation on the streets and highways. Certified MSF RiderCoaches provide a safe, positive learning environment.
<b>Basic Tools and Measurement</b>	...prepares the learner to use hand tools, fasteners, and simple shaft alignments. Participants identify and describe the function and learn to adjust simple mechanisms.
<b>Blueprint Reading, Metrology and Calibration</b>	...provides knowledge and skill in the understanding of quality measurement, quality measurement devices and their proper application. Quality measurement topics include precision, accuracy, control of variation, gage R/R, calibration techniques and blueprint/specification reading. The quality measurement devices portion of this course provides hands-on use of common measurement and test equipment. The applications portion shows how measurement and test equipment is used to ensure useful results in practical situations.
<b>Body Structure and Function</b>	...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
<b>Business Law I</b>	...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and analyze warranties.
<b>Business Operations</b>	...assesses the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the supervisor's role in the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.
<b>Calculations for Working Pharmacy Technicians</b>	...prepares the pharmacy technician to enlarge and reduce formulas, solve proportions, allegations, and solve problems related to milliequivalents, powder volumes, flow rates and business calculations.
<b>Career Assessment</b>	...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet. PREREQUISITE: 10105124 Portfolio Introduction
<b>Career Assessment and Portfolio Development</b>	...is a preliminary course to Individualized Technical Studies educational plan development and/or prior learning assessment portfolio development. Students identify their future career goals through self assessment and a variety of career development instruments. A personal educational plan is completed. The basis for prior learning assessment through an individualized portfolio process is developed.
<b>Caregiver Skills Refresher</b>	...will highlight how to perform the basic nursing assistant skills as outlined by the Department of Health Services.
<b>Challenging Issues</b>	...prepares the learner to understand the challenging occupational and social issues and problems that shape the direction of today's work world and become aware of what those contemporary issues are, how the issues impact the student, and how the student can make changes when necessary.
<b>Civil Litigation II</b>	...provides the learner with the skill to evaluate and summarize depositions; evaluate evidentiary challenges; prepare a witness list; draft settlement documents; locate expert witnesses; prepare witnesses; prepare for presentation of evidence at trial; prepare a trial notebook; draft a Bill of Costs; prepare post trial motions; evaluate and research appellate issues. PREREQUISITE: 10110102 Civil Litigation
<b>College Technical Math 1B</b>	...is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804196 College Tech Math 1A, or 10804109 Algebra Computation or COREQUISITE: 10804113 College Tech Math 1A
<b>College Technical Mathematics 1</b>	...prepares the student to solve linear, quadratic, and rational equations; graphing; formula rearrangement; solve systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. This course is the equivalent of successful completion of College Tech Math 1a and 1b. PREREQUISITE: Accuplacer Math minimum score of 100 or Equivalent

<b>College Technical Mathematics 1A</b>	...prepares the student to solve linear, quadratic, and relational equations; graph; formula rearrangement; solve systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency
<b>Communication for Accountants</b>	...prepares the learner to meet the specific, rigorous communication demands of accounting professionals for business writing, business presentations, and interpersonal skills, including the ability to develop the ability to organize and present ideas clearly; apply communication strategies; and listen, speak, and write effectively to be a more competent business communicator.
<b>Communication Skills for the Workplace</b>	...prepares the student to develop paper job-search tools and job-related writing skills to increase job stability; introduces the students to team-building skills to resolve organizational problems; introduces the student to the skills of effective listening; prepares the student to respond to workplace criticism and praise; and introduces the student to interpersonal relationship skills, including effective interviewing skills, customer relations, and management/employee relations.
<b>Compensation and Benefits Administration</b>	...applies the skills and tools necessary to design, implement and manage a compensation and benefits program as a tool for recruitment, retention and performance management of employees.
<b>Computer Applications-Legal</b>	...provides the learner with skills to use computer applications typical to a law office including spreadsheets; database; e-mail; timekeeping and billing software; litigation management software; and the Internet. PREREQUISITE: 10110101 Intro to Paralegalism
<b>Computer Career Planning</b>	...provides the learner with the skills to seek and obtain employment in computer-related areas with emphasis on types of positions, employer expectations, resume writing, and interview techniques. Development of a career plan and ways to acquire and document future experiences are stressed.
<b>Computer Concepts</b>	...introduces the learner to the basic concepts and terminology of a computer system hardware and software; applied skills include: managing computer data files; protecting against computer viruses; creating simple web pages; producing electronic word documents, spreadsheets and presentations; investigating current employment trends; and examining techniques of systems analysis & design, programming languages and database systems.
<b>Computers Beyond the Basics-Next Step-Windows XP</b>	...is designed for those who have completed Computers for Absolute Beginners and Computers for Beginners. The course focuses on the development of intermediate computer skills in file management, windows, and Word; and basic computer skills in Excel. You will manipulate the windows environment; troubleshoot and resolve windows problems; adjust windows; evaluate the layout of Word documents; and create, edit and format an Excel spreadsheet.
<b>Computers for Absolute Beginners-Windows</b>	...is for students with no computer experience. Content includes: learning computer terminology, using the mouse, discovering parts of the computer, exploring the Desktop, exploring Windows, software applications, and working files.
<b>Computers for Beginners - Windows XP</b>	...focuses on developing the learner's basic skills in using a computer. The learner must have completed Computers for Absolute Beginners. You will demonstrate using the Windows environment; construct a file management system by creating folders, and copying, moving, and renaming files; create documents using Microsoft Word by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function.
<b>Computers: Excel-Level 1</b>	... focuses on the development of basic computer skills in Excel. You will create, edit and format an Excel spreadsheet.
<b>Computers: Excel-Level 2</b>	...builds more excel knowledge and review on the skills learned in Excel 1. Concentrate on the development of formulas using both relative and absolute referencing, and use of the following functions: sum, average, max, min, now, and If. Create a chart to display a pictorial representation of data from spreadsheets.
<b>Computers: Microsoft Beginners-Level 1</b>	...is designed for absolute beginners. The course focuses on the development of very basic skills needed to operate a computer. You will learn terminology related to a computer, navigate through various features of a computer, including how to safely turn off your computer and you will create and save a file.
<b>Computers: Microsoft Beginners-Level 2</b>	...focuses on developing the learner's basic skills in using a computer. You will demonstrate using the Windows environment.
<b>Computers: Microsoft Beginners-Level 3</b>	...focuses on developing the learner's basic skills in using a computer. You will construct a file management system by creating folders, and copying, moving, and renaming files.
<b>Computers: Microsoft Beginners-Level 4</b>	...focuses on the development of intermediate computer skills in file management and windows. You will manipulate the windows environment, troubleshoot and resolve windows problems, and adjust windows.
<b>Computers: Word-Level 1</b>	... focuses on the development of basic computer skills in Word. You will create documents using Microsoft Word by inserting/deleting text, formatting text, setting line spacing, aligning documents, using templates, changing margins, and using the spelling/grammar function.
<b>Computers: Word-Level 2</b>	... focuses on the development of intermediate computer skills in Word. You will evaluate the layout of Word documents.
<b>Constitutional Law</b>	...prepares the learner to apply law enforcement procedures and policy; distinguish ministerial and discretionary duties; show the structure of the criminal justice system; analyze arrest, search, and seizure powers; analyze confession and statement powers; evaluate the admissibility of evidence in court; determine information necessary to obtain warrants; analyze the legal requirements for taking a statement; and utilize resources available to answer questions of constitutional law. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Cooking: Fancy Desserts</b>	...will tempt your palate with a variety of delectable desserts. These desserts are easy, delicious, and will impress your family and friends. Discover the culinary artist in you!
<b>Cooking: Italian Dishes to Love</b>	...will allow you to create an Italian masterpiece! This class will teach you how to prepare a sampling of Italian dishes representing the three regions of Italy. We will prepare and sample soup, salad, entree and dessert.

<b>Cooking: Mother/Daughter Fun</b>	Make a happy memory with your child! No matter how old you are, it is always fun to cook with your daughter. We will prepare and sample recipes that the two of you can make together. This class is appropriate for children (boys or girls) who are over age 5. Note: The registration fee is collected for all participants in the class, regardless of the age of the participant.
<b>CPT (Current Procedural Terminology)</b>	...prepares learners to assign CPT codes, supported by medical documentation, with entry-level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation.
<b>Criminal Investigation Theory</b>	...prepares the learner to analyze the importance of evidence; process and document a crime scene; handle evidentiary items; outline the unique investigative issues for crimes against life; investigate a death; assist a crime victim; apply the Wisconsin Statutes to victims and witnesses of a crime; interview a victim; respond to a domestic disturbance; respond to a sexual assault; obtain additional resources at the scene; release a crime scene; and photograph/videotape a crime scene. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Criminal Law</b>	...prepares the learner to classify the elements of a crime, determine the type of crime, evaluate tribal law, analyze defenses to prosecution, apply criminal statutes, identify federal offenses, evaluate types of immunity from prosecution, analyze officers' legal protection and good Samaritan laws, and analyze limitations to prosecution. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Customer Service Techniques</b>	...assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.
<b>Dairy Cattle Genetics and Reproduction</b>	...prepares participants for the mating and breeding of the dairy herd. Topics include linear appraisal, selection indexes, anatomy, hormonal cycles, artificial insemination, and estrus detection. Live cattle for artificial insemination practice are featured.
<b>Dairy Cattle Management</b>	...introduces the student to herd health and preventative medicine through understanding cow behavior, signs of illness, metabolic disorders, infectious disease, vaccination programs, and herd records to develop and implement a herd-health protocol.
<b>Dairy Feeding</b>	...provides the student with knowledge of rumen anatomy and physiology to make fundamental feed choices in order to balance dairy rations. Main topics are nutrient digestion, uptake, transport, and testing and evaluation of feed for dairy cattle.
<b>Dairy Herd Management Skills</b>	...provides the student with skills to troubleshoot basic electrical applications, apply basic veterinary skills, acquire agronomy application knowledge, and communicate basic Spanish for farm operations.
<b>Data Assurance</b>	...provides the learner with a fundamental understanding of computer security principles and implementation; technologies used and principles involved in creating a secure computer environment; authentication; types of attacks and malicious code; e-mail, Web applications, remote access, and file and print services; intrusion detection systems, firewalls, and physical security concepts. The student will have a variety of hands-on and case project assignments that reinforce the concepts read in each chapter.
<b>DC Fundamentals</b>	...prepares the student to follow safety procedures; maintain a safe and healthy work environment; convert values to scientific and engineering notations; calculate math quantities; describe basic atomic theory; identify basic electrical terms; use established symbols standards; describe DC voltage characteristics and current sources and electrical resistance; measure and analyze electrical quantities in series and parallel circuits; and desolder/solder single and multi-lead components.
<b>Design Fundamentals</b>	...introduces the learner to the elements of art (line, texture, color, shape and value.) Students will investigate how these elements can be manipulated using various principles of design to achieve different effects. Basic color theory, historic eras, and emerging trends will be covered. CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Developmental Psychology</b>	...introduces the student to the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.
<b>Disaster Preparedness for Caregivers</b>	...is designed to address the specific skills needed by personnel so the facility can continue to provide continuous care during emergency situations for a period of up to 72 hours. This time frame is the expected time that local, state, and federal emergency response agencies should be able to mitigate, or take over management of, the source of the emergency or be able to provide additional support to these facilities.
<b>Disaster Sociology</b>	...prepares the learner to differentiate between various types of disasters and hazards; explain how communities and individuals should prepare for disasters; how survivors react to disasters; the physical and mental affect on emergency responders; how the media responds and how they can help or hinder total recovery from a disaster; explain how emergency planning and mitigation can help affect a disaster; and analyze contemporary terrorist weapons, response strategies and their limitations.
<b>Drafting Mechanical 5/CAD 5</b>	...provides the learner with the skills to apply classes of fits, create bottom-up assemblies using SolidWorks, use geometric tolerancing, insert annotation symbols, use standard fasteners and apply reverse engineering. PREREQUISITE: 10606140 Drafting Parametric Using Solidworks; 10606106 Geometric Dimensioning & Tolerancing
<b>Drafting Mechanical I/CAD I</b>	...provides the learner with the skills to operate AutoCAD's drawing editor, viewing commands; apply coordinate entry methods, AutoCAD file commands; utilize draw commands, modify commands; create and edit text, prints & plots; apply geometric construction to solve a drawing problem; utilize selection sets, duplicating modify commands, layers & objects properties, blocks; apply principles of orthographic and multi projection.
<b>Drafting Mechanical II/CAD II</b>	...provides the learner with the skills to create two-dimensional section views, create two-dimensional auxiliary views, create prints/plots from paper space and utilize the X-reference command. COREQUISITE: 10606101 Drafting Mechanical I/CAD I

<b>Drafting Mechanical III/CAD III</b>	...provides the learner with the skills to create a solid model from a three-dimensional wireframe, create solid primitives, create a solid model from a two-dimensional closed profile, utilize Boolean operations, utilize modify options to existing solid models, create a multiview drawing from a solid model, modify and set dimension attributes, apply dimensioning symbols, and apply ASME Y14.5M standards for dimensioning and tolerancing. <b>COREQUISITE:</b> 10606103 Drafting Mechanical II/CAD II
<b>ECE: Art, Music and Language Arts</b>	...prepares the student to examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; analyze caregiving routines as curriculum; create developmentally appropriate art activities; create developmentally appropriate music and movement activities; create developmentally appropriate language, literature, and literacy activities; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Children with Differing Abilities</b>	...prepares the student to provide inclusive programs for young children; apply legal and ethical requirements, differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; work collaboratively with community resources; utilize an individual educational plan; adapt curriculum; cultivate partnerships with families who have children with developmental differences.
<b>ECE: Family and Community Relationships</b>	...prepares the student to analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish ongoing relationships with families; advocate for children and families; work collaboratively with community resources; and implement strategies that support diversity and anti-bias perspectives when working with families and community.
<b>ECE: Foundations of Early Childhood Education</b>	...prepares the student to investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; explore early childhood curriculum models; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Health, Safety and Nutrition</b>	prepares the student to follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe, healthy and nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children's curriculum; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Practicum 4</b>	...prepares the student to analyze children's growth and development based on assessment; promote professional behaviors and practices; implement meaningful curriculum; create respectful, reciprocal relationships; evaluate early childhood education programs for quality; explore professional options in early childhood education; and integrate strategies that support diversity and anti-bias perspectives. <b>PREREQUISITE:</b> 10307197 ECE: Practicum 3 and <b>CONDITION:</b> 103071 Early Childhood Education Admission Requirements Met
<b>ECE: Curriculum Planning</b>	prepares the student to examine the critical role of play; establish a developmentally appropriate environment; examine caregiving routines as curriculum; develop activity plans that promote child development and learning; develop unit plans that promote child development and learning; analyze early childhood curriculum models; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Infant and Toddler Development</b>	...prepares the student to analyze development of infants and toddlers (conception to three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine research-based models; examine culturally and developmentally appropriate environments for infants and toddlers; and integrate strategies that support diversity and anti-bias perspectives.
<b>ECE: Practicum 1</b>	...prepares the student to document children's behavior; explore the standards for quality early childhood education; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice caregiving routines as curriculum; practice positive interpersonal skills with children; practice positive interpersonal skills with adults; and integrate strategies that support diversity and anti-bias perspectives. <b>CONDITION:</b> 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met
<b>ECE: Practicum 2</b>	...prepares the student to identify children's growth and development; implement student teacher-developed activity plans; identify the elements of a developmentally appropriate environment; implement positive guidance strategies; demonstrate professional behaviors; utilize caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. <b>PREREQUISITE:</b> 10307174 ECE: Practicum 1 or 10307109 Practicum 1 and <b>CONDITION:</b> 103071 Early Childhood Education Admission Requirements Met or 313071 Child Care Services Admission Requirements Met
<b>ECE: Practicum 3</b>	...prepares the student to assess children's growth and development; implement the standards for quality early childhood education; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one's own professional behaviors and practices; lead caregiving routines as curriculum; utilize positive interpersonal skills with children and adults; and integrate strategies that support diversity and anti-bias perspectives. <b>PREREQUISITE:</b> 10307192 ECE: Practicum 2 or 10307110 Practicum 2 and <b>CONDITION:</b> 103071 Early Childhood Education Admission Requirements Met
<b>Economics</b>	...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.
<b>Electrical Controls for the Trades</b>	...prepares the learner to identify industrial wiring components from their schematic symbols; use a ladder logic diagram to explain the operation of a control circuit; identify industrial motor components; demonstrate knowledge of motor and motor controls; and assemble basic control circuits. <b>COREQUISITE:</b> 10413100 Basic Electricity for the Trades

<b>Electromechanical Systems</b>	...prepares the student to communicate with, tune, run and troubleshoot Allen-Bradley Ultra 3000 servos; utilize electrical control of hydraulic systems; explore PID control of motor speed; and investigate loop and closed loop control systems. PREREQUISITES: 10620141 Industrial Controls & Motors or 10620141C1 Industrial Controls & Motors (3 cr) and 10620160 Hydraulics II or 10620160C1 Hydraulics II (2 cr) and 10620161 Pneumatics I COREQUISITE: 10620162 Pneumatics
<b>Electronic Meetings and Technology Tools</b>	...prepares the learner to partake in electronic meetings using current methods. This course may require free software that will be downloaded to the students' computer. Students will actively attend sessions held electronically and will critique public sessions. The technology of electronic meetings will be explored and the student will study the process of organizing electronic meetings.
<b>Elementary Algebra with Applications</b>	...offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses. PREREQUISITE: Accuplacer Math score of 79 or Equivalent or 10804100 Math Proficiency
<b>Emergency Medical Technician - Basic</b>	...provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies.
<b>Emergency Preparedness</b>	...prepares the learners to recognize differences in personal values; need for decision-making and problem solving skill; assess professional relationships in the emergency management setting; factors having an impact on decision-making; solutions for dealing with motivation issues, interpersonal, and group dynamics; using the seven-step model for problem solving; different leadership styles and their impact on behavior; stress management methods; legal issues common in emergency management.
<b>Employment Law</b>	...provides the learner with the skills to analyze state and federal law governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards and human resource management. PREREQUISITE: 10110101 Intro to Paralegalism
<b>EMT Intermediate Technician Refresher</b>	...is designed to maintain skill and competencies of current EMT Intermediate Technicians. Prerequisite is current State of Wisconsin EMT Intermediate Technician License.
<b>EMT-Basic Refresher</b>	...is designed to maintain skill competencies and instruct emergency medical technicians in current techniques and methods of practice. The course is based on the Department of Transportation recommendations for refresher training of emergency medical technicians and Wisconsin State Statutes. Prerequisite is current State of Wisconsin EMT License.
<b>EMT-Intermediate Technician</b>	...is intended as advanced emergency medical education with Wisconsin based EMS providers that are licensed at the EMT-Basic level to function at the EMT-I Technician level. PREREQUISITE: 30531301 EMT-Basic
<b>Enterprise Resource Planning and Control</b>	...prepares the participant to interpret material requirements planning reports, build a master production schedule, construct capacity plans, and understand sales and operations planning. The curriculum is developed from the American Production and Inventory Controls exam certification's domain of knowledge. COREQUISITE: Microsoft Excel or equivalent
<b>Excel 2007 - Level 1</b>	...introduces the learner to the following basic techniques: creating, modifying and formatting worksheets; entering formulas; working with functions; sorting, filtering and editing lists; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.
<b>Excel 2007 - Level 2</b>	...prepares the learner to create special effects in a worksheet; work with custom formats, AutoFormats, styles and templates; document and protect worksheets and workbooks; integrate applications; use functions to create data; guide cell entry with data validations; create PivotTable and PivotChart reports; and create hyperlinks and use collaborative tools. This course is offered in a self-paced format. PREREQUISITE: 10103174 Excel 2007 - Level 1 or 10103141 Excel 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>Excel 2007 - Level 3</b>	...prepares the learner to design on-line forms with Excel; automate tasks with macros; use database functions and Advanced filters; expand their charting skills; audit worksheets and customize toolbars and menus; use problem-solving tools; and manage data from multiple sources. This class is offered in a self-paced format. PREREQUISITE: 10103175 Excel 2007 - Level 2 or 10103142 Excel 2002 - Level 2
<b>Facilities and Operations Security</b>	...explores the technical information necessary to establish effective facilities operations. An effective energy management program is discussed. Common mechanical problems and the procedures to correct them are emphasized. Security management to protect guests is emphasized. PREREQUISITE: 10109121 Introduction to Hotel/Hospitality
<b>Farm Records and Business Analysis</b>	...enhances the student's knowledge to develop a profitable business operation utilizing accounting systems, tax strategies, net worth statements, cash flows, and enterprise analysis; prepare forms for new and continuing credit requirements; and understand the necessity of establishing wills, estates, transition, and retirement planning. CONDITION: 300901 Farm Business & Production Management
<b>FF1 Skill Development</b>	...is scheduled to provide the Firefighter 1 Certification candidate with additional time to sharpen practical skills that will be tested during the Firefighter 1 Practical Examination.
<b>Financial Analysis for Human Resources</b>	...will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to human resource professionals.
<b>Financial Systems Support</b>	...prepares the learner to support a variety of financial software, including spreadsheets, financial management, and accounting/general-ledger formats with emphasis on data entry, report generation, and integration.
<b>Fire Inspector State Certified</b>	...will train the person responsible for fire inspections for his/her department with the necessary knowledge to do the job. It conforms to the National Fire Protection Agency standards 10:31, professional qualifications for fire inspections and plan examiner and all applicable department of commerce codes.
<b>Fire Instructor I</b>	...is an intensive instructional methodology program. It addresses the job performance requirements of the National Fire Protection Association, 1041 Standard for Fire Service instructor Professional Qualifications, 1996 edition, Instructor I.

<b>Firefighter Entry Level-Part 1</b>	...is part one of the Wisconsin minimum basic fire training program. The course (part 1 and 2) meets the objectives of the State Fire Training for Interior Fire Fighters. The course includes the basics of firefighting and provides the opportunity to demonstrate and practice the basic skills. The course is approximately 50% classroom instruction and 50% hands-on practical skills.
<b>Firefighter Entry Level-Part 2</b>	...is part two of the Wisconsin minimum basic fire training program. The course (part 1 and 2) meets the objectives of the State Fire Training for Interior Firefighters. The course includes the basics of firefighting and provides the opportunity to demonstrate and practice the basic skills. The course is approximately 50% classroom instruction and 50% hands-on practical skills.
<b>Firefighter I Practical Examination</b>	...prepares the participant to qualify for certification at Firefighter - Level I. This test is based on guidance prepared by the Wisconsin Technical College System.
<b>Firefighter State Certified Level I</b>	...consists of 36 of the Wisconsin minimum basic firefighting programs. This course continues with instruction in firefighting where entry level parts 1 and 2 left off. This course is approximately 70 percent classroom instruction and 30 percent hands-on practical skills. Upon successful completion of the course, the student is eligible to take the State Certification Written and Practical Examination for Fighter 1.
<b>Fundamentals of Emergency Management</b>	...prepares the learner to describe emergency management functions at the local, state, and national levels; support system for the emergency management position; key characteristics of the professional emergency; requirements of the emergency manager during the four phases of an emergency; familiarity with the function of an emergency operations center; resource requirements and developing a system to maintain resources; and the importance of training, exercising, and fostering opportunities.
<b>General Anatomy and Physiology</b>	...examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: 10806174 General Chemistry or 10806134 General Chemistry or High School Chemistry Equivalent
<b>General Chemistry</b>	...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. PREREQUISITE: 10804196 College Tech Math 1A or 10804113 College Tech Math 1A or 10804109 Algebra for Gen Chem or 10804121 Tech Math I or 10804108 ModuMath Alg or 10804195 College Tech Math 1 or 10804115 College Tech Math 1 or College Algebra equivalent
<b>Hazardous Materials for Firefighters-Operations</b>	...trains individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons and property. Skills are gained to respond in a defensive fashion without actually trying to stop the release. Students learn how to contain the release from a safe distance, prevent it from spreading, and prevent additional exposure.
<b>Health Insurance and Reimbursement</b>	...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.
<b>Health Physics Calculations and Statistics</b>	...prepares the learner to solve linear and exponential equations, logarithms, plot graphs, determine counting statistics and reliability, and work with geometry and trigonometry problems.
<b>Healthcare Customer Service</b>	...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.
<b>Healthy Lifestyle for Law Enforcement</b>	...prepares the learner to deal with stress through physical exercise, nutrition, and health lifestyle decisions. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Heartsaver Child/Infant CPR</b>	...teaches lay rescuers Child and Infant CPR.
<b>Help Desk-Advanced</b>	...expands the learners' ability to troubleshoot all information technology issues utilizing Help Desk and Asset Management applications. Learners will expand their knowledge of ITIL practices and procedures used to manage an IT operation and its associated infrastructure. Communication, documentation, and teamwork skills are enforced. PREREQUISITE: 10154128 Help Desk Fundamentals
<b>Hospitality Accounting</b>	...studies the basic structure of hospitality accounting. The student will recognize the differences in hotel/hospitality accounting. Emphasis is placed on analysis and interpretation as well as recording, classifying, and summarizing processes. COREQUISITE: Microsoft Excel or equivalent
<b>Hotel/Hospitality Cost Control</b>	...applies concepts of controlling costs with emphasis on cost-to-sales relationship. Students calculate the costs of goods, selling price and relative percentages, forecast sales, conduct yield analysis and calculate break-even periods. COREQUISITE: Microsoft Excel or equivalent
<b>Housekeeping Management</b>	...investigates the functions of the housekeeping department and the role of its managers in operating the department and introduces students to requirements for guest satisfaction with room and facility appeal, order, and cleanliness.
<b>Human Diseases for Health Professions</b>	...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.
<b>Human Resource Information Systems</b>	...introduces the student to a variety of information management systems with emphasis on enterprise resource planning and HRIS. COREQUISITE: Microsoft Excel skills or equivalent

<b>Human Resource Management</b>	...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.
<b>Human Resources Studies</b>	...enhances the participant's ability to perform HR duties; to seek and obtain employment as an HR professional; to analyze substantive and procedures aspects of a selected Human Resource topic. The study includes reading textbooks and current literature, interviewing practicing HR Managers in the specialty area, and preparing a detailed report and presentation on the selected specialty area.
<b>Hydraulics I</b>	...prepares the learner to identify hydraulic component symbols; adjust a pressure relief valve; analyze the operation of a pilot operated relief valve; analyze Pascal's law; evaluate flow, velocity, work and power in industrial hydraulic circuits; analyze meter-in, meter-out, and bypass flow control circuits; evaluate the characteristics of hydraulic pumps, motors; directional and control valves; identify basic hydraulic control valves; and assemble hydraulic circuits.
<b>Hydraulics II</b>	...enhances the learner's ability to read schematics containing hydraulic component symbols; assemble a hydraulic system using a hydraulic schematic; analyze a hydraulic system's operation using a hydraulic schematic; evaluate the general characteristics and terms of hydraulic fluids, hydraulic conditioning (filtering), hydraulic fluid conductors, hydraulic reservoirs, hydraulic accumulators, hydraulic pressure control valves, and regenerative circuits; troubleshoot regenerative circuits; identify general types of accumulators; analyze the operation of hydraulic pressure control valves in various hydraulic circuits; apply manufacturer's specifications to test the main components of a hydraulic system; and troubleshoot a malfunctioning hydraulic system. COREQUISITES: 10620159 Hydraulics I or 10620159C1 Hydraulics (2 cr)
<b>ICD-9-CM Coding</b>	...prepares students to assign ICD-9-CM codes supported by medical documentation with entry level proficiency. Students apply ICD-9-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-9-CM codes to case studies and actual medical record documentation.
<b>Illustrator Advanced</b>	...prepares advanced learners to use vector-based drawing program to apply effects, create symbols, web and print graphics, gradient meshes, enhancing the workflow of graphic files, and will work towards creating portfolio-quality pieces. PREREQUISITE: 10201173 Illustrator Basic and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Illustrator Basic</b>	... prepares the learner to use Adobe's standard vector graphics software to create artwork. The course will cover the basics of computer illustration and its use in print media. Students will use software tools to work with objects, clip art, text, and color. CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>InDesign Advanced</b>	...prepares the learner to implement multiple master pages, manage styles, use text adjustment tools, work with libraries, and manage long documents for print production. Projects that will be used in student portfolios will be developed. PREREQUISITES: 10201182 InDesign Basic and 10201186 Photoshop Basic and 10201173 Illustrator Basic and COREQUISITE: Microsoft Excel skills or equivalent and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>InDesign Basic</b>	... prepares the learner to use a professional page layout program for preparing brochures, mailers, and newsletters. COREQUISITE: Microsoft PowerPoint skills or equivalent and CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>Industrial Controls and Motors</b>	...prepares the learner to select control devices by function and operation; illustrate electrical circuits using symbols, diagrams, and abbreviations; explain the operation of magnetic solenoids; apply motor control techniques; select relay type for industrial application; apply the basic rules of line and wiring diagrams; compare the types of timers and timing circuits used in control and explain the coding systems used; explain each type of control device and how it is used in an electrical circuit. Also prepares the learner to verify DC motor operational theories; select DC and AC motor types for general applications; identify AC motor components and wiring applications; verify single-phase operational theory; identify three phase motor components and wiring applications; verify three-phase motor operational theory; identify motor starting methods for industrial applications; verify electro-mechanical motor starting principals of operation; select the motor breaking method for industrial applications; verify the operational theory of speed and acceleration methods for motors used in industrial applications; design three-phase power motor circuits for industrial applications; design control circuits for three phase power motor circuits. COREQUISITES: 10660110 AC Fundamentals or 10660110C1 AC Fundamentals (3 cr) or 10605110 AC Fundamentals or 10605110C1 AC Fundamentals (3 cr)
<b>Industrial Emergency Response Operations Level</b>	...provides the participant with the skills to respond to hazardous material incidents through the use of hazard recognition, toxicology and medical surveillance, air monitoring, respiratory protection, personal protective equipment, decontamination, and spill control. This course satisfies the training requirements of OSHA 29 CFR 1910.120 operations level training.
<b>Industrial Maintenance Bearings and Lubrication</b>	...prepares the learner to identify, install, repair, and maintain bearings, including lubrication applications and to understand plane, roller, ball, linear, tapered and thrust bearings; various mountings and housings; and terminology and properties of lubrication. COREQUISITE: 31462300 Industrial Maintenance Introduction; and 31457318 Trades Math Industrial Maintenance or 31457318T1 Trades Math Industrial Maintenance I and 31457318T2 Trades Math Industrial Maintenance II or 31457320 Machine Tool Math
<b>Industrial Maintenance Introduction</b>	...prepares the learner to apply the basic elements of safety, mechanics, force, friction, work, and energy; to identify, use, and develop skills with all hand and portable power tools, as well as threaded fasteners, to learn terminology; and to operate a lift truck while applying the basics as it pertains to industrial maintenance and forklift operation. Participants will obtain lift truck operation certification upon successful completion.

<b>Industrial Maintenance Layout and Rigging</b>	...prepares the learner to perform layout skills for industrial maintenance to include machine layout, proper rigging, installation, and leveling with emphasis on baseline layout, machine rigging and installation, machine leveling, and alignment procedures. PREREQUISITE: 31462300 Industrial Maintenance Introduction;
<b>Industrial Maintenance Measurement and Drills</b>	...provides the learner with the skills to: Use precision hand held measuring tools, use semi-precision measuring tools, follow cutoff safety rules, and operate vertical cutoff machines. It prepares the learner to calculate speeds and feeds to match specific material processes, identify attributes of hole-producing cutting tools, follow drilling machine tool safety rules, identify drilling machine tool components, and operate a sensitive drilling machine tool.
<b>Industrial Maintenance Mills and Lathes</b>	...provides the learner with the skills to: Apply safety rules, identify machine components, select cutting tools, set up the milling machine for work, mill square surfaces, mill precision steps and slots, and mill keyseats on shafts. It prepares the learner to follow engine lathe safety rules, identify engine lathe components, operate engine lathe machine tools, perform facing and center drilling operations, perform turning operations between centers, and perform hole-producing operations. COREQUISITE: 31420394 Industrial Maintenance Measurement and Drills
<b>Industrial Maintenance Print Reading</b>	...prepares the learner to read prints; make sketches; interpret orthographic projections to include sections, auxiliary views, threads, and fasteners; and to solve problems in metal trades, fabrication, and troubleshooting.
<b>Infant/Toddler 2: Group Care</b>	...enhances the student's ability to plan individualized birth to three curriculum in center-based and family child care; ensure program quality; articulate a personalized EC philosophy; structure an appropriate environment based on individual needs; assure the health and safety of all children; implement developmentally appropriate practices; and provide inclusive, respectful care that values diversity.
<b>Information Security Principles</b>	...introduces the learner to Information Systems Security. Students will review and analyze the control and security concerns in the information systems environment; the security challenges created from the emergence of new technology and the changing internal and external environments; and the effect of legal, regulatory, and current security technology on policy development.
<b>Integrated Emergency Management Planning Systems 2</b>	...prepares the learner to summarize four steps in the emergency planning process; how to collaborate with agencies; teambuilding principles; perform a hazard analysis; develop an Emergency Operations Plan (EOP); list the parts of a comprehensive EOP; develop methods for testing plans; perform plan maintenance; and devise implementing instructions. It also provides an overview of managerial responsibilities and multi-dimensional skills necessary to coordinate and control a disaster situation.
<b>International Business Supply Chain Management</b>	...introduces the student to supply chain financial transactions which include foreign exchange market, fluctuations of the market, role of the global capital market, major determinants in country risk, methods of foreign market entry, international contracts and commercial documents, export packaging, customs clearance, and global supply chain logistics infrastructure.
<b>Internet Basics and Beyond</b>	...provides the learner with skills to explore the Internet and utilize it as a resource tool; apply e-mail concepts and advanced web techniques to obtain the best results; demonstrate web browser features; manage favorites and history lists; print a web document; copy and past information from the Web to another document; navigate and refine search sites to local useful information; and apply concepts learned through personal exploration. Experience with Windows environment and using a mouse (left/right/double click) is required.
<b>Internet Buying and Selling</b>	...teaches how to buy and sell on the internet. As a buyer, students will learn how the auctions work so that you can find deals and protect yourself when buying online. As a seller, students will learn how to create compelling listings, get exposure for your auction, and command top dollar for your items.
<b>Internet/E-Mail</b>	...prepares the learner to manipulate a Web browser, complete research utilizing various World Wide Web resources, communicate via e-mail, and outline the process of downloading files. This course is offered in a self-paced format.
<b>Intro Microsoft Software</b>	...is a self-paced/hands-on course that introduces popular microcomputer applications such as Word, Excel and PowerPoint.
<b>Intro to College Writing</b>	...introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. PREREQUISITE: 77851760C1 Language Review Writing or CONDITION: Intro to College Writing Prepared Learner
<b>Intro to Healthcare Computing</b>	...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.
<b>Intro to Mac</b>	... introduces the learner to the basics of the Macintosh, including the Mac operating system and hardware. Topics will include Macintosh hardware configuration, OSX, hierarchical file system, extensions, system folder components, utilities, and an overview of word processing, database and spreadsheet software. Basic troubleshooting and maintenance will also be covered. CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Intro to Psychology</b>	...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.
<b>Introduction to American Government</b>	...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

<b>Introduction to Biochemistry</b>	...provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA. PREREQUISITE: 10806134 General Chemistry or 10806174 General Chemistry or High School Chemistry Equivalent
<b>Introduction to College Math</b>	...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent
<b>Introduction to Criminal Justice</b>	...prepares the learner to diagram law enforcement agencies and the courts; defend professionalism in law enforcement; outline modern policing; analyze constitutional rights vs. preventing crime; plan a career; debate the code of ethics; make effective decisions; outline mental health resources; analyze law enforcement agencies; select a resource to assist with a cultural barrier; debate the pros and cons of diversity; appraise communication barriers; and respond to hate crimes.
<b>Introduction to Current Manufacturing Trends</b>	...introduces the learner to the theories and concepts of Statistical Process Control, Six Sigma and Lean Manufacturing. PREREQUISITE: 10804115 College Technical Math 1 or 10804114 College Technical Math 1B or 10804116 Trigonometry Basic or 10804121 Technical Math I
<b>Introduction to Ethics: Theory and Application</b>	...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.
<b>Introduction to Flash</b>	...provides an exploration of the use of Flash technology to create animations of web sites. Students will use technology to draw, create and manipulate/import vector objects. They will make the object "come to life" in frame-by-frame animations.
<b>Introduction to Hazards</b>	...prepares the learner to apply basic terms used to discuss hazardous materials; how hazardous materials affect people and the environment; roles of Federal, State, and local agencies; provisions of legislation; hazardous materials identification systems; intentional use of toxic industrial chemicals (TICs) as Weapons of Mass Destruction (WMD); locations in which TICs are commonly found; assess what communities can do to increase preparedness; and steps individuals take to protect themselves.
<b>Introduction to Hotel/Hospitality Management</b>	...will trace the development of the hotel/motel industry from early inns to modern high-rise and commercial hotels and highway motels. The organization of the hotel, including food and beverage operations, is discussed. COREQUISITE: Microsoft Word or equivalent
<b>Introduction to Paralegalism and Legal Ethics</b>	...introduces the learner to the paralegal profession, including civil, criminal, and administrative procedure; state and federal judicial systems; legal research; case briefing; ethical rules that regulate paralegals; law office systems and administration; and substantive civil law. COREQUISITE: Microsoft Word skills equivalent
<b>Introduction to Sociology</b>	...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.
<b>Introduction to Wind Systems</b>	...prepares the learner to assess the global energy picture; analyze the causes of wind and wind flow properties; explore small, medium, and large wind turbine designs; assess the environmental effects of wind turbines; perform business and site assessments for a wind turbine project, plan your wind turbine project, evaluate, operation and maintenance of the turbine system, and analyze the future of wind energy.
<b>ISO 9000</b>	...is designed to introduce participants to the QS/ISO 9000 2000 (E) standards. The course is structured to teach the QS/ISO 9000 2000 (E) standards, how to document procedures, and how to perform audits. All of the QS automotive standards will be introduced.
<b>Keyboarding</b>	...prepares the student to touch-type on the alphabetic keyboard of a microcomputer using correct techniques and to develop speed to at least 20 words per minute for 2 minutes with 2 or fewer errors. NOTE: Administrative Assistant, Office Assistant, Medical Administrative Specialist, Medical Assistant, and Pharmacy Technician students need 25 words per minute for 2 minutes with 2 or fewer errors.
<b>Kinematics</b>	...provides the student with the skills necessary to determine the motions required to accomplish the objective of a machine, calculate velocities and accelerations, and analyze cam profiles and design gears. PREREQUISITE: 10804197 or 10804115 College Tech Math 1B or 10804116 Trigonometry or 10804121 Technical Math I or 10804195 College Tech Math 1 or 10804115 College Technical Math 1
<b>Labor Relations and Negotiations</b>	...introduces the participant to the legal bargaining unit and applies skills learned to case study analysis, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration. Emphasis is on consensus negotiations.
<b>Lean Manufacturing and Execution Control</b>	...expands the learner's ability to develop skills to prioritize and sequence work, execute work plans, implement controls, and create and analyze performance evaluations. It allows the student to explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.
<b>Legal Issues for Meeting and Event Planners</b>	...prepares the meeting and event manager to develop contracts which serve as the blueprint to other critical elements. What to negotiate, when and with whom and topics such as fire protection, insurance, remodeling, cancellation clauses, and ADA compliance will be covered. Class participants will review analysis and develop sample classes.
<b>Legal Writing</b>	...provides the learner with the skills to draft legal correspondence, operative legal documents, case briefs, and legal and office memoranda; analyze and synthesize legal authority; use correct citation form; draft a civil pleading, affidavit, trial brief, and appellate brief; and apply rules of civil procedure. PREREQUISITE: 10110103 Legal Research

<b>Logistics</b>	...introduces the student to business logistics, including the efficient and effective flow of goods, services, and related information from the point of origin to the point of consumption and provides a summary of the role and importance of transportation and an overview of carriers, carrier management, and technology and strategies in logistics. COREQUISITE: Microsoft PowerPoint or equivalent
<b>Machine Elements</b>	...introduces the student to the various components found on machinery, including shafts, bearings, power transmissions, gears, and springs, the selection of standard machine elements from manufacturers' catalogs, and the use of spreadsheet solutions. COREQUISITE: 10606130 Strength of Materials
<b>Machine Tool CAM</b>	...provides the learner with skills to: explore "Mastercam" computer software environment, construct 2-D geometry, modify existing geometry, create 2-D toolpaths for hole producing, profiling and pocketing, modify toolpaths using operations manager, transform existing toolpaths and create CNC Machine Operator documents.
<b>Machine Tool CNC Machining Center</b>	...prepares the learner to follow Computer Numerical Control (CNC) machining center machine tool safety rules, identify components, set-up, and operate a CNC machining center machine tool with Fanuc controls, and set up and operate a CNC machining center machine tool with Mazatrol controls. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills
<b>Machine Tool CNC Programming</b>	...prepares the learner to interpret positions in coordinate systems, prepare a sequence of machining operations, use G/M programming codes, and prepare G/M part programs for machining centers and turning centers and conversational part programs for turning centers and machining centers.
<b>Machine Tool CNC Turning Center</b>	...prepares the learner to follow computer numerical control (CNC) turning machine tool safety rules, identify components, set up and operate a CNC turning machine tool with Fanuc controls, and set up and operate a CNC turning machine tool with Mazatrol control. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement or 31420394 Industrial Maintenance Measurement and Drills
<b>Machine Tool Drills</b>	...prepares the learner to follow drilling machine tool safety rules, identify drilling machine tool components, and operate sensitive drilling machine tools and radial drilling machine tools. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool EDM I</b>	...prepares the student to analyze basic Electrical Discharge Machining (EDM) theory, select electrode material, fabricate an electrode, follow sinker EDM safety rules, categorize EDM machine components, set up a sinker EDM, operate a sinker EDM, and create a hand-finished surface. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420352 Machine Tool Mills II
<b>Machine Tool EDM II</b>	...prepares the learner to analyze wire EDM processes, identify wire EDM components, follow wire EDM safety rules, set up wire EDM machine tools, operate wire EDM machine tool, hand-finish wire EDM surfaces, manual programming wire EDM machine tools and programming wire EDM machine tools using Master CAM Wire. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420382 Machine Tool CNC Programming and 10420120 Machine Tool CAM
<b>Machine Tool Grinders</b>	...prepares the learner to follow grinding machine tool safety rules, identify grinding machine tool components, grinding wheels, and operate horizontal spindle reciprocating table surface grinders. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement and 31420350 Machine Tool Mills I and 31420352 Machine Tool Mills II
<b>Machine Tool Lathes I</b>	...prepares the student to identify the characteristics and attributes of Turning Tools: Follow engine lathe safety rules, identify engine lathe components, perform facing and center drilling operations, perform turning operations, perform lathe operations using collets and perform radius and profile operations. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool Lathes II</b>	...prepares the learner to perform hole producing operation in a lathe, perform cutoff operations, perform threading operations and perform turning operations using soft jaws. COREQUISITE: 31420340 Machine Tool Lathes I or successful completion of Lathes Hands-on exam.
<b>Machine Tool Math</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced and designed for individualized student needs, and consists of three credits which can be taken in one-credit increments (basic, intermediate, advanced).
<b>Machine Tool Math - Advanced</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 3 of 3 credits.
<b>Machine Tool Math - Basic</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 1 of 3 credits.
<b>Machine Tool Math - Intermediate</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. This advanced course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 3 credits.
<b>Machine Tool Measuring</b>	...prepares the learner to use precision measuring instruments and measurement techniques, use comparison measuring instruments and measurement techniques, and perform layout processes.
<b>Machine Tool Mills I</b>	...provides the learner with the skills to: Apply safety rules, Identify machine components, Select cutting tools, Set up the milling machine for work, Mill square surfaces, Mill precision steps and slots, Mill Keyseats on a shafts, and Machine holes on rectangular parts. COREQUISITE: 31420330 Machine Tool Measuring or 31420390 Industrial Maintenance Measurement
<b>Machine Tool Mills II</b>	...prepares the learner to select cutting tools, setup, program and operate Proto-Trak vertical mills. Operations to include: face mill, mill slots, pockets, angles and position drill and program and operate the Proto-Trak using the DXF converter. COREQUISITE: 31420350 Machine Tool Mills I or successful completion of the Mills hands-on exam

<b>Machine Tool Print Reading</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced and designed for individualized student needs and may be taken in two one-credit increments.
<b>Machine Tool Print Reading 1</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 1 of 2 credits.
<b>Machine Tool Print Reading 2</b>	...prepares the learner to read prints; make isometric sketches; interpret orthographic projection drawings to include sections, auxiliary views, threads, fasteners, surface finishes, geometric dimensions, tolerancing, and assembly prints. The course is self-paced, open-entry/exit, and designed for individualized student needs. This is Credit 2 of 2 credits.
<b>Machine Tool Print Reading Advanced</b>	...enhances the learner's ability to read complex castings, apply geometric dimensioning, and solve problems related to the metal trades. The course is self-paced and designed for individualized student needs.
<b>Machine Tool Saws</b>	...prepares the learner to follow cutoff machine tool safety rules and operate horizontal cutoff machine tools and vertical cutoff machine tools. COREQUISITE: 31420330 Machine Tool Measuring and 31420390 Industrial Maintenance Measurement
<b>Maintenance Introduction for Welders</b>	...prepares the learner to communicate using proper terminology used in industry, demonstrate safety practices in the work place, demonstrate the use of hand tools and the use of power tools, perform measurements of steel using measuring tools, classify mechanical fasteners (threaded), install threaded fasteners, and perform forklift operations. COREQUISITE: 31457384 Welding Print Reading
<b>Managing for Quality</b>	...is designed to examine the role of the supervisor in assisting an organization to produce a quality product or service. The meaning and benefits of quality, the cost of quality, how to interact with customers, and problem solving tools for continuous improvement will be covered.
<b>Managing Pharmacy Benefits for Working Pharmacy Technicians</b>	...introduces the learner to third party reimbursement terminology, costs, pricing schedules, formularies, cognitive services billing, and medical coverage provided by government agencies.
<b>Manufacturing Processes and Applications</b>	...prepares the learner to classify manufacturing processes; evaluate the applications of material forming and shearing techniques; examine tooling according to its function, purpose, and material of construction; evaluate the applications of traditional machining processes; evaluate the applications non-traditional machining processes; evaluate material conditioning processes; evaluate the applications of joining processes; analyze surface treatment processes; and analyze an initial routing.
<b>Market Research</b>	...provides the student with the ability to tell the difference between primary and secondary data in the use of research methodologies. COREQUISITE: 10104012 Principles of Marketing
<b>Marketing Analysis</b>	...expands the student's ability to analyze the impact of the external marketing environment, including demographic trends, competitive strategies, political/legal marketing factors, social/cultural marketing factors, economic marketing factors, and technological marketing factors, and global markets. COREQUISITES: Microsoft Excel skills or equivalent
<b>Marketing Services</b>	...prepares the student to differentiate product and service characteristics; apply the concept of service quality; assess the perceived value of customer satisfaction, and create a customer service strategy.
<b>Marketing Tourism and Hospitality</b>	...introduces the student to various aspects of tourism, the development and classification of hotel businesses, the hotel and rooms division operation, the duties and responsibilities of the key food and beverage executives, the history and development of the restaurant business, noncommercial food service segments, beverage management and liquor liability, recreation and leisure, the history of gaming entertainment, and the different types of meetings, conventions, and expositions. COREQUISITE: Microsoft PowerPoint or equivalent
<b>Marketing, Principles of</b>	...introduces the student to the consumer decision process model, the bases used to segment a market, basic concepts about goods, services, and ideas, the nature of supply chain and distribution, integrated marketing communications, and the stages of the product life cycle and their impact on the marketing mix. COREQUISITE: Microsoft Word and PowerPoint skills or equivalent or 10103109 Pharmacy Word 2000-Intro or CONDITION: Admn Asst requirements met or 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met
<b>Math &amp; Logic</b>	...will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency
<b>Math for Agriculture Management</b>	...is an introductory course in mathematics covering the math topics needed in the agricultural area. The principle areas of study are a review of basic mathematics, including fractions, decimals, ratio-proportion, percentage, measurement, plane figures, triangles, and circles and solids. Course material is learned through the use of agriculture-related problems.
<b>Math Proficiency</b>	...provides the learner with the skills to calculate using whole numbers, fractions, decimals, ratios and proportions, percents, and measurements; interpret graphs and tables; and evaluate formulas through a CD-ROM video lesson format.
<b>Math w Business Apps</b>	...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10804100 Math Proficiency
<b>Mechanisms Mechanics Introduction to</b>	...prepares the learner to use tools and fasteners safely; identify belt and chain drive components; install and adjust belt and chain drives; apply bearing and lubrication information; perform coupling alignment using straight edge, feeler gauge, and dial indicator methods; identify various gear drives; calculate gear ratios; and analyze first-, second-, and third-class levers.
<b>Medical First Responder with Advanced Skills</b>	...provides EMT-related accident scene training. Included are roles and responsibilities at scenes, burns, wounds, fractures, oxygen administration, and BVM. It includes an extra component of 9-hours of epinephrine, advanced airway and spinal immobilization.

<b>Medical First Responder with Advanced Skills Refresher</b>	...provides a 30-hour review of the First Responder course and covers areas of patient assessment, cardiopulmonary resuscitation, bleeding shock, immobilization, advanced airway, spineprine, and medical emergencies. Participants must be currently certified as a first responder.
<b>Medical Terminology</b>	...prepares the learner to use appropriate medical terminology for the digestive, urinary, integumentary, reproductive, respiratory, endocrine, nervous, musculoskeletal, cardiovascular, and lymphatic systems and special senses.
<b>Metallurgy</b>	...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.
<b>Microbiology</b>	...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. PREREQUISITE: 10806195 Anat and Phys I, or 10806177 General Anat and Physiology
<b>Microcomputer Hardware</b>	...prepares the student to recognize the basic characteristics of and install motherboards, memory and BIOS, IRQ, DMA and port address, floppy and hard disk drives, video cards, SCSI and zip drives, mass storage drives, CD-ROM's and sound cards, power supplies, modems, network cards, printers, and portable computers.
<b>Microsoft Office 2007 Project</b>	...expands the learner's ability to create and enhance tables, perform advanced mail merge functions, integrate data with Microsoft Access and Excel, perform advanced document formatting and editing functions, and create and design original documents using desktop publishing features. This course is offered in a self-paced format. PREREQ: 10103173 Word 2007-L2 or 10103122 Word 2002-L2, 10103174 Excel 2007-L2 or 10103142 Excel 2002-L2, 10103177 PwrPnt 2007-L2 or 10103162 PwrPnt 2002-L2, 10103171 Access 2007-L2 or 10103182 Access 2002-L2, and 1010311or10103191 Wnd XP or VISTA Op Sys and one Level 3 course (either 2007 or 2002)
<b>Milk Production</b>	...introduces the student to the process of how milk is made and how to harvest it for a maximum profit to the farmer, including the major principles of milk secretion, the anatomy and physiology of the udder, milk letdown, proper milking practices, mastitis, efficient milking systems, and how to properly milk cows as well as treat and prevent udder infections.
<b>Microsoft Publisher for Beginners</b>	... uses Microsoft Office Publisher 2007 to help you create, personalize, and share a wide range of publications. Get started quickly by choosing from a library of hundreds of customizable design templates or blank publications, including newsletters, brochures, flyers, postcards, Web sites, e-mail formats, and more.
<b>Microsoft Vista</b>	...contains many new features - some of the most significant include an updated graphical user interface and visual style dubbed Windows Aero, improved searching features, and new multimedia creation tools. Get oriented to the new look and features with this tutorial series. A jump drive for you to keep is included as part of this course.
<b>MovieMaking 101</b>	...demonstrates using your movie camera to take movies and then edit and place them on CDs or DVDs. Take some movies from your digital movie camera tapes and combine them into one or more movies, make copies for the family or just learn more about do's and don'ts in shooting good movies and basic principles of photography. Using the free MovieMaker software on your WindowsXP computer, and with only a few hours of training, you will be able to produce an interesting, well-planned movie that you can show on your own TV and keep for years to come. Digital movie camera not necessary, but bring it if you have one.
<b>Netware Administration</b>	...is a lecture/hands-on course that provides the student with basic network administration skills. Topics covered include: network benefits, network administrator responsibilities, log-in security, file system security and design, print management, and user administration for Novell Hardware.
<b>Networking 3</b>	...introduces the student to switching technology, hardware and software firewalls, and virtual private networks (VPN). PREREQUISITE: 10150176 Networking 2 or 10107176 Networking 2
<b>Networking I</b>	...is a lecture/hands-on course designed to introduce students to network fundamentals. Topics covered include: OSI Reference Model; LAN and WAN topologies; cabling systems; access methods; protocols; Internet working devices (e.g. hubs, bridges, routers, switches, etc.); and basic network design.
<b>Nuclear Technology and Regulations</b>	...introduces the learner to atomic and nuclear structure; radioactivity and half-life; regulation standards; and Title 10 Parts 19, 20, 30 and 35 of the Code of Federal Regulations.
<b>Oral Hygiene, Resident Rights and Skin Care</b>	...will allow the participant to meet the State/Es requirements while gaining valuable information! Attend these inservices and be delighted by the variety of topics!
<b>Oral/Interpersonal Comm</b>	...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.
<b>Paralegal Internship</b>	...enhances the participant's ability to perform the duties of a paralegal; to seek and obtain employment as a paralegal; apply paralegal skills in an actual workplace setting; to perform legal research and writing; and understand law office systems and administration. Students are responsible for seeking and obtaining an internship position for a minimum of 140 hours in a legal environment under the supervision of an attorney or other qualified professional, completing an internship agreement and learning contract, maintaining a work log and obtaining approval from the internship instructor. COREQUISITE: 10110105 Legal Writing
<b>Pediatric Advanced Life Support</b>	...is offered to physicians, nurses and paramedics. upon successful completion of the course, participants will be able to direct a team of health care providers in a pediatric emergency situation. Content and skills specified through AHA.
<b>Personal Skills for Supervisors</b>	...will allow the participants to learn time management techniques and utilize personal planning processes for daily activities and continuous learning. Valuing the rights of others is emphasized while the participants are learning assertive behaviors. Finally, organizational and personal sources or stress are analyzed and a strategy and a strategy for coping is designed.
<b>Pharmacology for Working Pharmacy Technicians</b>	...enhances the pharmacy technician's ability to act and react appropriately in the pharmacy by learning how drugs work through examination of anatomy, physiology, pathophysiology, and drug therapy for each of the major systems.

<b>Pharmacy Law for Working Pharmacy Technicians</b>	...introduces the learner to federal and state regulations that apply to pharmacy practice.
<b>Photoshop Advanced</b>	...prepares the learner to expand on the concepts of imaging that are taught in the introductory Photoshop course. Students create page elements, including page backgrounds; brushes and actions; and optimize images for use in web pages. PREREQUISITE: 10201186 Photoshop Basic and CONDITION: 102012 Graphic and Web Design Admission Requirements Met
<b>Photoshop Basic</b>	. . . introduces the learner to using Photoshop CS to edit, enhance, and combine digital images which are prepared for print media. CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>Pneumatics</b>	...prepares the learner to identify, evaluate and regulate pneumatic components and controls. Participants evaluate and apply pressure drop vs. flow relationship, vacuum generation, directional control valves, flow control valves, linear actuators, and pneumatic motors. PREREQUISITE: 10620159 Hydraulics I or 10620159C1 Hydraulics I (2 cr) and 10620160 Hydraulics II or 10620160C1 Hydraulics II (2 cr)
<b>Portable Fire Extinguisher Training</b>	àwill cover the different types of fires that could occur at home and in the workplace and the types of extinguishers that would be used to put them out. You will learn when to use an extinguisher and when to evacuate. Each person will learn the ôPASSö system of using an extinguisher and be given an opportunity for actual hands-on use of the extinguisher to put out a computer generated simulated fire. This course meets the requirement of OSHA regulation 1910.157 (g).
<b>Portfolio Assessment</b>	...prepares the student to identify what they have learned throughout the program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities and program outcomes. PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment
<b>Portfolio Introduction</b>	...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.
<b>PowerPoint 2007 - Level 1</b>	...introduces the learner to slide presentation features which include creating, saving, opening, spell-checking and printing presentations; using templates, working with master slides, setting up and running slide shows, inserting graphs and organizational charts, creating headers and footers, and applying animation and slide show effects. This course is offered in a self-paced format.
<b>PowerPoint 2007 - Level 2</b>	...prepares the learner to make presentations portable, use PowerPoint's web and collaboration features, refine presentations, use advanced multimedia tools, modify visual elements, share information with other programs, create interactive slide-shows, and customize presentations for individualized needs. This course is offered in a self-paced format. PREREQUISITE: PowerPoint 2007 - Level 1 or 10103161 PowerPoint 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>PowerPoint XP Basic</b>	...is a workshop that covers the basic features of using software to create impressive presentations. You will learn how to open existing presentations; use pre-existing templates; create changes; save and exit presentations; use animation; and use special objects to enhance the presentation.
<b>Practical Wiring Applications</b>	...prepares the learner to construct electrical circuits; measure electrical quantities using a VOM and/or DVM; analyze measured values using electrical circuit laws; construct typical residential circuits; and analyze typical residential electrical circuits. COREQUISITES: 10660105 DC Fundamentals (3 cr) or 10660105C1 DC Fundamentals (3 cr)
<b>Prep for Basic Chemistry</b>	...prepares the learner for success in General Chemistry. Topics include atomic structure and the periodic table, chemical bonding and ion formation, chemical formulas, naming simple ionic compounds, the metric system, dimensional analysis, writing and balancing chemical equations, descriptions of matter, acids and bases, and Avogadro's number and the mole concept. This course cannot be used to meet program elective credit requirements.
<b>Pressure Ulcers</b>	...will give you the tools to head off the development of a pressure ulcer. Graphic pictures will be shown to illustrate the stages of ulcers. Prevention, pressure relieving devices, proper nutrition and positioning will be highlighted.
<b>Principles of Finance</b>	...is a corporate financial management course. Students will perform financial analysis, make investment and capital budgeting decisions, and learn techniques for managing debt and working capital. Spreadsheet skills will be employed to prepare information for decision-making.
<b>Professional Communication</b>	...provides the learner with the skills to communicate the goals of law enforcement; apply communication techniques; integrate verbal and physical intervention skills; classify the roles of officers of the court; act as a witness in court; gather identifying information in a variety of situations; conduct an interrogation; consider information as collaborative evidence; document testimonial evidence; communicate with differing age groups, ethnic groups, or genders; and perform a verbal arrest. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Programmable Controllers - Allen Bradley</b>	...prepares the student to understand basic PLC structure and terminology; learn to create and troubleshoot basic PLC programs using the RSLOGIX 500 software and the RSLINX communication software; become familiar with communicating wit and programming SLC-500 and Micrologix PLCs.
<b>Programmable Controllers - Allen Bradley Advanced</b>	...prepares the student to develop applications utilizing subroutine instructions, analog modules and RTD and Thermocouple modules; gain a basic understanding of creating and troubleshooting programs using the ControlLogix, RSLOGIX5000 software. PREREQUISITE: 10620138 Prog Cntrls/AB or 10620138C1 Prog Cntrls/AB (3 cr)
<b>Project Management</b>	...will explore the role of projects and the importance of project management in business environments. Learners will create and develop successful proposals. They will also plan, schedule, and budget for a project. COREQUISITE: Microsoft Excel skills or equivalent
<b>Project Management for Event Planners</b>	...prepares students to plan, organize, schedule, and track project tasks. Students will investigate different types of project management software and plan a project from the beginning planning phases to the closing out of the project.
<b>Promotion Principles</b>	...provides the student the ability to explain the relationship of the uncontrollable variables and the marketing mix to the promotion plan and to distinguish when to use advertising, personal selling, publicity, or sales promotion in the development of the promotional plan. COREQUISITE: 10104012

Principles of Marketing

<b>Psychology for Life</b>	...prepares the learner to select behavior modification techniques, demonstrate techniques for enhancing memory, analyze expressions of emotion, use conflict for common good, employ techniques to reduce conflict/frustration, use several methods to reduce stress, interpret personality types, ascertain contributors to perception, and apply methods of problem-solving.
<b>Purchasing</b>	...introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career. COREQUISITE: Microsoft PowerPoint or equivalent
<b>Quality Concepts</b>	... provides an overview of quality systems, methods and analysis using Minitab software. Basic quality philosophies such as Deming's principles, continuous improvement, quality costs, supplier relations and inspection theory will be presented. The components of a basic quality system compatible with ISO9000 and Six Sigma will be explored. Minitab software will be taught and utilized to collect and analyze data. Techniques such as Pareto, trend analysis, histograms, cause and effect diagrams and corrective/preventive action techniques will be applied to the data in order to address problems and improve processes.
<b>Race, Ethnic and Diversity Studies</b>	...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.
<b>Radiation Physics</b>	...introduces the learner to health physics-related physics, properties of radiation, detection and measuring radiation, and gas-filled and solid-state detectors. COREQUISITE: 10624110 Nuclear Technology and Regulations; PREREQUISITES: 10624105 Health Physics Calculations and Statistics and 10624114 Nuclear Systems and Sources
<b>Radiation Physics-Lab</b>	...expands the learners ability to perform calculations, select instruments, and analyze samples. This course is associated with 624-122, Radiation Physics. COREQUISITE: 10624122 Radiation Physics and 10624110 Nuclear Technology & Regulations
<b>Radioactive Material and Management</b>	...introduces the learner to the proper methods used to dispose of radioactive waste in liquid, solid, gaseous forms; determine waste classification, package/label requirements, proper type of transport container, shipment quantity classification, storage distance for people and film during shipments by rail/vessel/public roads, proper shipping name and UN number; completion of proper shipping papers; document materials inventory/shipments; evaluate methods used to process low level and high level waste.
<b>Real Estate Law - Paralegal</b>	...provides the learner with the skills to analyze types of real estate ownership; analyze the effect of the Marital Property Act on real estate; determine the requirements of listing contracts; draft legal descriptions; draft an offer to purchase; negotiate a real property sale; prepare financing documents; compare abstracting and title insurance; record deeds; compare land contracts; summarize foreclosure procedure; draft closing documents; compare landlord and tenant rights and responsibilities. COREQUISITE: 10110101 Intro to Paralegalism
<b>Real Estate Law-Sales Licensing</b>	...prepares the participant to take the Wisconsin Real Estate Salesperson Licensing Examination through acquainting participants with the field of real estate as well as Wisconsin real estate law. This 72-hour course requirement is to be completed prior to taking the Real Estate Salesperson Examination and is taught by LTC instructors who are certified by the Wisconsin Real Estate Examining Board.
<b>Recruitment and Retention of Employees</b>	...applies the skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.
<b>Report Writing</b>	...provides the learner with the skills to prepare effective field notes, compose reports for specific audiences, prepare various uniform report forms, organize information in reports, write narratives, complete an investigative statement, dictate a report to audio tape, analyze reports for required components, describe systematically people and property for a report, fill out misdemeanor citations, and write a criminal complaint. COREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV and CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>RN to Paramedic Part 1</b>	...provides the learner with the initial skills to perform tasks that are specific to the EMT Paramedic field and when combined with Part 2 and clinical, allows the student to sit for the NREMT Paramedic exam. Upon successful completion of this exam, State of Wisconsin EMT-Paramedic licensure may be obtained.
<b>Safety in the Workplace</b>	...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.
<b>Sales Advanced</b>	...enhances the student's ability to develop a customer profile; design tables, charts, and graphs; identify market potential through sales forecasting using technology; and plan and prepare a sales strategy presentation. COREQUISITE: 10104104 Selling Principles
<b>Sanitation for Food Service</b>	...develops skills to follow sanitation and hygiene provisions in state codes. The NRA certification test is included.
<b>Serv Safe Recertification</b>	...satisfies Wisconsin Statute HSS196.19(2)(a) requirements. The course includes classroom activity, textbook readings, and the testing for food handling certification. The DHSS filing fee is not included in the course fee.

<b>Service Operations Management</b>	...introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP) and supply chain management concepts in the service sector.
<b>ServSafe Certification</b>	...satisfies Wisconsin Statute HSS196.19(2)(a) requirements. The course includes classroom activity, textbook readings, and the testing for food handling certification. The DHSS filing fee is not included in the course fee.
<b>Sign Language</b>	...addresses the question, Do you like to "talk with your hands?" Here's your opportunity to really say something! In Introduction to Sign Language, you will learn fingerspelling, basic vocabulary, and some simple grammar. This class is for everyone - from the absolute beginner to those who know a little about sign language. Come join the fun!
<b>Six Sigma Tools for Green Belts - Improve &amp; Control</b>	...provides the learner with the skills and tools needed to select and implement solutions, solve problems, and improve processes within an organization. The learner will create a control plan by utilizing correlation, regression, analysis of variance, design of experiments, statistical process control, control plan development, and mistake proofing. COREQUISITE: 10623110 Six Sigma Tools for Green Belts-Measure & Analyze or 10623119 Six Sigma Tools Mtls Mgmt
<b>Six Sigma Tools for Green Belts - Measure and Analyze</b>	...provides the learner with the skills to collect and analyze data to solve problems and improve processes within an organization. The learner will utilize statistical techniques for process mapping, failure mode and effects analysis, probability, confidence intervals, measurement systems analysis, and hypothesis testing to create and implement a data collection plan. PREREQUISITE: 10623119 Six Sigma Tools for Supply Chain Managers or Quality Data Analysis or Six Sigma equivalent
<b>Spanish 1</b>	...introduces the learner to basic conversational vocabulary, phrases, and grammar through practice in listening, speaking, reading, and writing. Learners will apply customs and values of the Spanish-speaking world to their communication.
<b>Solar Energy</b>	...consider solar energy if you're looking for ways to save money on your home energy needs. In the past, installation cost and efficiency was a concern, but recent advances and rising energy prices have many consumers considering solar power for their home. Our presenter will discuss the basics of how solar power works and what installation options are available for today's consumer.
<b>Speech</b>	...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.
<b>Standard Field Sobriety Test</b>	...prepares the learner to determine the potential presence of alcohol or drugs based on driver behaviors. Enrollment in this course requires Criminal Justice Coordinator's permission; minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements. CONDITION: 105041 Criminal Justice-Law Enforcement Admission Requirements Met
<b>Std. Prec/Infection Ctrl/First Aid/Fire</b>	...will allow the participant to meet the State/Es requirements while gaining valuable information! Attend these inservices and be delighted by the variety of topics!
<b>Strategic Resource Management</b>	...introduces the learner to explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.
<b>Strength of Materials</b>	...provides the learner with the skills to identify and calculate stresses induced in force-bearing elements for the purpose of sizing the material in that element, specifically studying shear, axial, bending, torsional, and combined stresses. PREREQUISITE: 10606134 Statics
<b>Strength of Materials</b>	...introduces the learner to the theories and concepts of Statistical Process Control, Six Sigma and Lean Manufacturing. PREREQUISITE: 10804115 College Technical Math 1 or 10804114 College Technical Math 1B or 10804116 Trigonometry Basic or 10804121 Technical Math I
<b>Supervision</b>	...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training. COREQUISITE: Microsoft Word skills or equivalent or 10103109 Pharmacy Word 2002-Intro or CONDITION: 105361 Pharmacy Services Management requirement met or 315361 Pharmacy Technician requirement met
<b>Supply Chain Management</b>	...has been developed to provide a basic understanding of the planning and control of materials into, through, and out of organizations. In addition, those who want to become certified by APICS need a fundamentals course to learn about the material planning and control system. This course will provide a basis for further study leading to certification.
<b>Systems Analysis and Design</b>	...introduces the student to the principles of systems analysis, including the phases of the life cycle including analysis, preparation of data gathering instruments, interviews, user interaction and the development of analysis documentation. Students work as part of a team to develop the analysis and design of a system. PREREQUISITES: 10152116 Database Concepts or 10107116 Relational DataBase Design/SQL and 10152168 Visual Basic.NET Fundamentals or 10107168 Visual Basic Programming or 10152146 JAVA Programming Fundamentals
<b>Technical Reporting</b>	...provides students with the skills to prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course. PREREQUISITE: 10801195 Written Communication or 10801195TV Written Communication ITV
<b>Trades Math Industrial Maintenance</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is designed for individualized student needs and can be taken in one-credit increments.
<b>Trades Math Industrial Maintenance I</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced, open entry/exit, and designed for individualized student needs. This is Credit 1 of the 2 credit class.

<b>Trades Math Industrial Maintenance II</b>	...provides the learner with the necessary skills to use scientific calculators for the application of pre-algebra, algebra, geometry, and trigonometry. The course is self-paced, open entry/exit, and designed for individualized student needs. This is Credit 2 of the 2 credit class.
<b>Training and Documentation</b>	...provides the learner with the skills to develop various types of user documentation in hard copy and on-line formats. In addition, the learner will develop oral and written training skills necessary to provide individual and group end-user training.
<b>Typography</b>	... introduces the learner to the fundamentals of Typography. Emphasis is on the structure and form of type and how it is used in contemporary graphic design. Projects explore the history of type, and the creation of design using type elements. CONDITION: 102012 Graphic and Web Design Admission Requirements Met or 191061 Desktop Publishing and Digital Design Admission Requirements Met
<b>Unified Tactical Skills: Emergency Vehicle Operations</b>	...prepares the learner to handle common driving situations, properly operate a vehicle in emergency situations, assess a vehicle's capabilities and limitations, as well as their own limitations and driving skills. Prepares the learner to make pursuit decisions and use proper driving techniques. Pre-req: minimum grade of "C" in all program courses; and Department of Justice, Training and Standards attendance requirements. CONDITION: 105041 Criminal Justice-Law Enforcement Program Requirements met
<b>Website Development Fundamentals</b>	...introduces the students to Adobe Dreamweaver, XHTML and web page principles beginning with building simple web pages using graphics and continuing on to build web pages with greater layout control by using table design and forms. In addition, they will have hands-on experience using Cascading Style Sheets (CSS) as an important component of dynamic HTML pages; and hands-on experience using in-line, embedded and external style sheets to create dynamic pages that allow for more control over the attributes of a web page.
<b>Weld Math 1</b>	...provides the learner with the necessary skills to solve problems involving whole numbers, fractions, and decimal numbers using pad and pencil and calculator. The course is self-paced, and designed for individualized student needs. This is credit one of the two math credits needed for the Welding program.
<b>Weld Math 2</b>	...prepares the learner with the necessary skills to use scientific calculators for the application of solving problems of ratio and proportion, precision, and accuracy in measurements, unit conversions, direct-length measurements, pre-algebra, and simple and complex equations using algebra concepts. The class is self-paced, and designed for individualized student needs. This is credit two of the two-credits needed for the Welding program. COREQUISITE: 31457311 Welding Math 1
<b>Welding Advance Process IA</b>	...is the third course in a student selected welding process. In it the student will begin to use that process to weld specialty metals including pipe.
<b>Welding Advance Process IA</b>	...is the third course in a student selected welding process. In it, the student will begin to use that process to weld specialty metals including pipe. COREQUISITE: 31442326 Wldg Gas Metal Arc IIB (Wire/MIG) or 30442326 Wldg Gas Metal Arc IIB (Wire/MIG) or PREREQUISITE: 30442308M2 GMAWII and CONDITION: 314421 Welding-Indust Admissions Requirements Met or 3044202 Welding-Maint/Fab Admissions Req Met
<b>Welding Advance Process IA (Heli-Arc/Tig)</b>	...is a continuation-advanced process of GTAW. All positions are practiced using thin-gauge sheet metal. Welding pipe is in conjunction with SNAW, using GTAW for root pass and SMAW for the cover passes, stainless steel tube joints using the purging process, and chrome molybdenum with welding. COREQUISITE: 31442336 Wldg Gas Tung Arc IIB (Heli-Arc/TIG) or 30442336 Wldg Gas Tung Arc IIB (Heli-Arc/TIG) PREREQUISITE: 30442308T2 GTAW2 and CONDITION: 314421Wldg-Indust Admissions Req Met or 304422 Wldg/Maint & Fab Admissions Req Met
<b>Welding Advance Process IA (Stick)</b>	...is for the more advanced welder whose next step after this is to go for qualification. Shielding in the horizontal, vertical, and overhead positions are included. The joints, outside corners, V groove, and pipe are also included. COREQUISITE: 31442316 Welding Shielded Metal Arc IIB (Stick) or 30442316 Welding Shielded Metal Arc IIB (Stick) or PREREQUISITE: 30442308S2 SMAWII and CONDITION: 314421 Welding-Indust Admissions Req Met or 3044202 Welding-Maint/Fab Admissions Req Met
<b>Welding Advance Process IB</b>	...is the third course in a student selected welding process. In it the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing.
<b>Welding Advance Process IB</b>	...is the third course in a student selected welding process. In it, the student will learn to use that process to weld specialty metals including pipe in preparation for welder qualification testing. COREQUISITE: 31442340M3 Welding Advance Process IA (Wire/MIG) or 30442340M3 Welding Advance Process IA (Wire/MIG) PREREQUISITE: 30442308M3 GMAWIII
<b>Welding Advance Process IB (Heli-Arc/Tig)</b>	...is a continuation-advanced process of GTAW. All positions are practiced using thin-gauge sheet metal. Welding pipe is in conjunction with SMAW, using GTAW for root pass and SMAW for the cover passes, stainless steel tube joints using the purging process, and chrome molybdenum with welding. COREQUISITE: 31442340T3 Welding Advance Process IA (Heli-Arc/TIG) or 30442340T3 Welding Advance Process IA (Heli-Arc/TIG) PREREQUISITE: 30442308T3 GTAW3 or 30442308G1 GTAW3
<b>Welding Advance Process IB (Stick)</b>	...is for the more advanced welder whose next step after this is to go for qualification. Shielding in the horizontal, vertical, and overhead positions are included. The joints, outside corners, V groove, and pipe are also included. COREQUISITE: 31442340S3 Welding Advance Process IA (Stick) or 30442340S3 Welding Advance Process IA (Stick) PREREQUISITE: 30442308S3 SMAWIII
<b>Welding Fabrication Introduction</b>	...introduces the learner to various types of structural steel, sheet metal, and pipe and prepares the learner to perform fabrication from assembly prints, including cutting, welding, bending, straightening and repair. Repair practice of home and shop projects is encouraged for skill development. COREQUISITE: 31442340M3 Welding Advance Process IA or 31442340S3 Welding Advance Process IA or 31442340T3 Welding Advance Process IA and 31457384 Welding Print Reading
<b>Welding Gas Metal Arc IA</b>	...prepares the learner to demonstrate safe shop work practices; set up and shut down of GMAW (Gas Metal Arc Welding) and FCAW (Flux Core Arc Welding) equipment; welding 11ga mild steel in the flat, horizontal, vertical down, and overhead positions; weld 1/4" mild steel in the flat, horizontal and overhead positions; welding 3/8" mild steel in the vertical up position; and welding 1/2" mild steel in the flat and horizontal positions using the FCAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcs PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on

<b>Welding Gas Metal Arc IB</b>	...prepares the learner to demonstrate safe shop work practices; weld tube to plate making 1/4" fillet welds; make fillet welds in the horizontal, vertical, and overhead positions using .052" flux core electrode wire on mild steel; make groove welds in the horizontal, vertical, and overhead positions using 1/2 inch steel plate. Using .052" flux core electrode wire; weld mild steel plate in the flat and horizontal positions using .052 metal core wire. COREQUISITE: 31442320 Welding Gas Metal Arc IA (Wire/MIG) or 30442320 Welding Gas Metal Arc IA (Wire/MIG) PREREQUISITE: 30442300GM GMAWI
<b>Welding Gas Metal Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the flat position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Using .052" flux core electrode wire; make single bevel groove welds in the flat position using .052" metal core wire. COREQUISITE: 31442322 Welding Gas Metal Arc IB (Wire/MIG) or 30442322 Welding Gas Metal Arc IB (Wire/MIG) PREREQUISITE: 30442300GM GMAWI or 30442300M2 GMAWI
<b>Welding Gas Metal Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; make single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate, and using .052" flux core electrode wire; make single bevel tee welds in the horizontal position using .052" metal core wire. Learners will be introduced to welding through corners and stager starts and stops. COREQUISITE: 31442324 Welding Gas Metal Arc IIA (Wire/MIG) or 30442324 Welding Gas Metal Arc IIA (Wire/MIG) PREREQUISITE: 30442308M2 GMAWII or 30442308M1 GMAWII
<b>Welding Gas Tungsten Arc IA</b>	...prepares the learner to demonstrate safe shop work practices; weld mild steel in the flat position and horizontal positions, weld stainless steel in the flat position and horizontal positions, and weld aluminum in the flat position and horizontal positions using the GTAW process. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcg PREREQUISITE: 30442300IN Welding Intro or successful completion of Welding Intro Hands-on exam
<b>Welding Gas Tungsten Arc IB</b>	...prepares the learner to demonstrate safe shop work practices; weld mild steel in the horizontal and vertical up positions, weld stainless steel in the horizontal and vertical up positions, weld aluminum in the horizontal and vertical up positions using the GTAW process, and weld mild steel using the GTAW pulse process. COREQUISITE: 31442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) or 30442330 Welding Gas Tungsten Arc IA (Heli-Arc/TIG) PREREQUISITE: 30442300GT GTAWI
<b>Welding Gas Tungsten Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; weld a square butt joint on mild steel in the flat, horizontal, and overhead positions using the GTAWP process; weld a lap joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; weld a tee joint on mild steel in the horizontal, vertical, and overhead positions using the GTAWP process; and minimize oxidation in metals during welding. COREQUISITE: 31442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) or 30442332 Welding Gas Tungsten Arc IB (Heli-Arc/TIG) PREREQUISITE: 30442300GT GTAWI or 30442300T2 GTAWI
<b>Welding Gas Tungsten Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; weld 1/4" mild steel plate in the flat, horizontal, vertical, and overhead positions using the GTAW process; weld multi-pass fillets in 1/4" mild steel plate in the flat position using the GTAW "walking the cup" process; and make corner weldments in mild steel using the GTAW process. COREQUISITE: 31442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) or 30442334 Welding Gas Tungsten Arc IIA (Heli-Arc/TIG) PREREQUISITE: 30442308T2 GTAW2 or 30442308T1 GTAW2
<b>Welding Intro</b>	...is an introduction to the welding field. The necessary safety, set up of welding equipment and fabrication machinery that is used in the industry are presented. The learner will practice welding skills using the SMAW, GMAW, and GTAW equipment and cutting operations are covered. Common joints and positions are practiced in all types of welding processes.
<b>Welding Metallurgy</b>	...prepares the learner to interpret the properties of ferrous materials, heat treat ferrous material, test the hardness of ferrous materials, and interpret the properties of non-ferrous materials.
<b>Welding Print Reading</b>	...prepares the learner to apply orthographic projection principles and AWS symbology as it relates to welding fabrications. The class is self-paced, and designed for individualized student needs.
<b>Welding Shielded Metal Arc IA</b>	...prepares the learner to demonstrate safe shop work practices; make beads and surfacing welds on mild steel; making 1/4 and 3/4 fillet welds on 3/8" mild steel plate in the horizontal, vertical and overhead positions; and perform a groove weld in the flat position on mild steel plate. Weld joints will be performed with using E6011 and E7018 stick electrodes. COREQUISITE: 31442300 Welding Intro or 30442300 Welding Intro or 30442300IN Welding Intro or 31462301 Ind Mtn Welding or 31404314 Welding Auto Svcg or successful completion of Welding Intro Hands-on exam
<b>Welding Shielded Metal Arc IB</b>	...prepares the learner to demonstrate safe shop work practices; make surfacing welds in the horizontal position; weld tube to plate making 1/4" fillet welds; make groove welds in the horizontal, vertical, and overhead positions. Learners will be introduced to open root groove joint in the flat position. Weld joints will be performed with E7018 electrode. COREQUISITE: 31442310 Welding Shielded Metal Arc IA (Stick) or 30442310 Welding Shielded Metal Arc IA (Stick) PREREQUISITE: 30442300SM SMAWI
<b>Welding Shielded Metal Arc IIA</b>	...prepares the learner to demonstrate safe shop work practices; make surfacing welds in the vertical and overhead positions; weld tube to plate making 1/4" fillet welds in the vertical position; make groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. Learners will be introduced to open root groove joint in the vertical position. Weld joints will be performed with E7018 electrode. COREQUISITE: 31442312 Welding Shielded Metal Arc IB (Stick) or 30442312 Welding Shielded Metal Arc IB (Stick) PREREQUISITE: 30442300SM SMAWI or 30442300S2 SMAWI
<b>Welding Shielded Metal Arc IIB</b>	...prepares the learner to demonstrate safe shop work practices; making 3/4 fillet welds in the horizontal position using 5/32 E7018 stick electrode; making single bevel groove welds in the horizontal, vertical, and overhead positions using 1 inch steel plate. COREQUISITE: 31442314 Welding Shielded Metal Arc IIA (Stick) or 30442314 Welding Shielded Metal Arc IIA (Stick) PREREQUISITE: 30442308S2 SMAWII or 30442308S1 SMAWII

<b>Welding Submerged Arc (SAW)</b>	...prepares the learner in arc welding process that uses an arc between a bare metal electrode and the weld pool. The arc and molten metal are shielded by a blanket of granular flux on the work pieces. PREREQUISITE: 31442326 Welding Gas Metal Arc IIB (Wire/MIG)
<b>Wind System Technician 1</b>	...allows participants to develop essential skills and attitudes for employment in the wind industry. Topics include: safety, electrical hazard, confined space, climbing practices, tool use, calibration, documentation and routine maintenance operations. This is one credit of a three-credit class.
<b>Windows Server 1</b>	...is a lecture/hands-on course designed to teach basic network administration. Topics covered include: network benefits, network administrator responsibilities, log-in security, file system security and design, print management, and user administration for Windows 2000 server. PREREQUISITE: 10154120 Computer Concepts
<b>Windows Server 2</b>	...is a lecture/hands-on course designed to introduce students to server scripting; print management; advanced network management; and troubleshooting tools. PREREQUISITE: 10150173 Windows Server 1 or 10107173 Windows Server 1
<b>Windows VISTA Operating System</b>	...introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; format a disk; and manage files and folders. This course is offered in a self-paced format.
<b>Windows XP Operating System</b>	...introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; format a disk; and manage files and folders. This course is offered in a self-paced format.
<b>Word 2007 - Level 1</b>	...introduces the learner to word processing features such as creating, saving, editing, formatting, and printing documents; and applying the concepts to produce letters, memos, reports, envelopes and labels. This course is offered in a self-paced format.
<b>Word 2007 - Level 2</b>	...prepares the learner to create and format columns and tables; work with styles and templates; perform mail merges; and create charts and diagrams. This course is offered in a self-paced format. PREREQUISITE: 10103172 Word 2007 - Level 1 or 10103121 Word 2002 - Level 1 or 10103158MS Intro to Microsoft Software
<b>Word 2007 - Level 3</b>	...prepares the learner to collaborate with others on a word project; work with macros; create forms; perform advanced mail merges; insert bookmarks and cross references; and create an index, table of contents, and work with master documents. This course is offered in a self-paced format. PREREQUISITE: 10103173 Word 2007 - Level 2 or 10103122 Word 2002 - Level 2
<b>Workplace Spanish</b>	...is intended to prepare educators and others who need to use basic Spanish to communicate with Spanish-speaking students, customers, or co-workers. This course teaches basic vocabulary and conversational phrases to use in a workplace setting. Students will practice pronunciation and learn minimal grammatical structures to aide in the understanding of the Spanish language..
<b>Written Communication</b>	...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Writing or CONDITION: Accuplacer Writing minimum score of 86 or Equivalent