MORAINE PARK
TECHNICAL COLLEGE

CATALOG
2017 - 2018

MORAINEPARK.EDU

Our Mission
Preparing students for success
in a diverse and globally connected world.

Vision for 2020
A College of choice for students and a strategic partner for business and industry.

Strategic Priorities

Build a supportive culture to make us an employer of choice—The capacity of the College to implement Innovation 2020 will depend on highly skilled, committed and engaged instructors and staff. As an increasingly greater number of the College workforce retires, we will need to be able to recruit and retain top talent. In order to develop and maintain a positive culture and climate, effective leadership at all levels will be required.

Improve student success through innovative programming, delivery and services—To remain competitive and meet the rapidly changing needs of our diverse student population and employers, the College will need to adopt new methods, create new offerings and offer new approaches to learning.

Strengthen our K-16 and community connections—The College prepares students not only for careers, but for the next level of higher education. This requires coordinated planning and communication with school districts and communities and expanded relationships with four-year colleges and universities to enable our students to seamlessly continue their educations.

Advance the efficient and effective use of technology—The College must have contemporary technology and labs and reliable, compatible and intuitive information technology systems to support learning, student services and College processes.

Moraine Park Technical College Is Accredited By:
The Higher Learning Commission of the North Central
Association of Colleges and Schools
230 South LaSalle Street, Chicago, IL 60604, 1-800-621-7440

Moraine Park Technical College Is Authorized to Award Degrees By:
Wisconsin Technical College System Board
4622 University Avenue, Madison WI 53705

Welcome to Moraine Park Technical College

Last year, 93 percent of our graduates found employment within 6 months of graduation, with 86 percent of those jobs in related fields.

Bonnie Baerwald, President

MORAINE PARK
TECHNICAL COLLEGE

Greetings From the President

Thank you for considering Moraine Park Technical College as your educational choice! Moraine Park has been a key player in Wisconsin's higher education landscape since 1912, and that strong tradition continues today.

When you choose Moraine Park, you're choosing a quality education, lowering your student loan debt and preparing yourself for the demands of today's workforce. Last year, Moraine Park served nearly 19,000 students with more than 5,000 of those earning associate degrees, technical diplomas, apprenticeships and certificates. So, whether you're a traditional high school student looking to complete your first two years of a bachelor's degree, a returning adult looking for career advancement or one of the thousands of others making themselves more employable with one of our many short-term training options, you've come to the right place!

The ability to earn your degree in just one or two years and enter the workforce in short time is a key reason many students come to Moraine Park, and our newly revamped credit for prior learning offers another option for students to move more quickly in this direction. We also offer short-term boot camps and other offerings in health care, manufacturing, information technology and more, allowing you to enter the workforce sooner while still earning credits toward other certifications or degrees. Plus, our 100-plus career choices and credit transfer agreements with more than 40 four-year colleges and universities, there's much to choose from.

We also know the importance of ensuring the degree you earn is going to make you employable. At Moraine Park, we partner with business and industry to be sure our students are learning the skills employers want and need. Last year, 93 percent of our graduates found employment within 6 months of graduation, with 86 percent of those jobs in related fields. And, the average annual salary of our graduates was nearly $40,000. Our nursing and health care programs have some of the best national board exam pass rates in the state and the country—not only exceeding the national average but, in several programs, achieving a 100 percent pass rate.

Moraine Park's mission is to "prepare students for success in a diverse and globally connected world," and our staff work hard to ensure we live up to our mission. As you move through the educational process—from acceptance to graduation—I am confident you will feel the same. All the best to you on your college journey!

Warm Regards,

Bonnie Baerwald

Bonnie Baerwald
President

Mike Miller
Chairperson
Elected Official -
West Bend

Mike Staral
Vice Chairperson
Employer Member -
West Bend

Kim Krueger
Treasurer
Employee Member -
Randolph
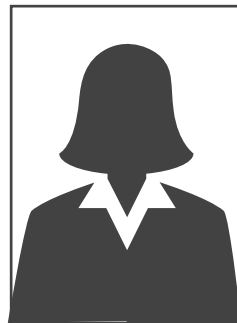
Lowell Prill
Secretary
Additional Member -
Brandon

Candelaria Fields
Employee Member -
Mt. Calvary

Vernon Jung Jr.
Additional Member -
Kewaskum

Bob Lloyd
School District
Administrator - Lomira

Currently Vacant
Additional Member -
Fond du Lac

J. Bur Zeratsky
Employer Member -
Green Lake

Table of Contents

2017 *Summer Semester (June 5 - August 11)

June 9 - July 28	College Closed on Fridays
June 5 - June 22	3-Week Session
June 19 - August 12	8-Week Session
June 5 - August 12	10-Week Session
June 20	*Open Registration for Fall Semester
July 4	Holiday - College Closed
August 1	Fall Tuition and Fees Due
August 7-11	Book Buyback
August 11	Rental Book Returns Due

2017 Fall Semester (August 28 - December 21)

August 28	Start of Fall Semester and First 8 Weeks
September 4	Holiday - College Closed
October 23	End of First 8 Weeks
October 25	Start of Second 8 Weeks
November 7-9	Spring Returning Student Registration (priority, online only)
November 14-16	Spring New Program and Returning Pre-Core Student Registration
November 22	No Classes - College Closes at 6:00 pm
November 23-24	Holiday - College Closed
November 28	Spring New Pre-Core and Certificate Student Registration
December 5	*Open Registration for Spring Semester
December 18-22	Book Buyback
December 22	Rental Book Returns Due
December 21	End of Fall Semester and Second 8 Weeks
December 22	College Closes at 6:00 pm
December 22 - January 1	College Closed for Winter Break

2018 Spring Semester (January 22-May 18)

January 5	Spring Tuition and Fees Due
January 22	Start of Spring Semester and Term 3
March 16	End of Term 3
March 19-23	Spring Break
March 26	Start of Term 4
March 30	Holiday - College Closed
April 3-4	Summer Program Student Registration
April 5	*Open Registration for Summer Semester
April 17-19	Fall Returning Student Registration (priority, online only)
May 1-3	Fall New Program and Returning Pre-Core Student Registration
May 7	Summer Tuition and Fees Due
May 15	Fall New Pre-Core and Certificate Student Registration
May 14-18	Book Buyback
May 18	Rental Book Returns Due
May 18	End of Spring Semester and Term 4
May 19	Commencement - 10:00 a.m.

*Students may continually register after scheduled time begins.
Semester (16 weeks) and (8 weeks) dates referenced above reflect commonly scheduled courses.
Other courses may be offered at various scheduled times during the year.

Accreditation

Alcohol and Other Drug Abuse - Department of Safety and Professional Services

Automotive Technician - National Automotive Technicians Education Foundation

Automotive Technology - National Automotive Technicians Education Foundation

Cosmetology - Department of Safety and Professional Services

Cosmetology Apprenticeship - Department of Safety and Professional Services

Emergency Medical Technician - Paramedic - Commission on Accreditation of Allied Health Education Programs (CAAHEP) in coopera-tion with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Health and Wellness Program - American Council on Exercise (ACE) Education Partner, Wisconsin Chiropractic Examining Board

Health Information Technology - Commission on Accreditation for Health Informatics and Information Management Education

Medical Assistant - The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33763, 727-210-2350. www.caahep.org

Medical Laboratory Technician - The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018; Phone: 773-714-8880; www.naacls.org). Upon graduation, students are eligible to sit for the National Board of Certification Exam through the ASCP.

Nail Technician - Department of Safety and Professional Services

Nursing - Accreditation Commission for Education in Nursing, Inc., and the Wisconsin State Board of Nursing

Paramedic Technician - Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Radiography - Joint Review Committee on Education in Radiologic Technology

Respiratory Therapist - The Moraine Park Respiratory Therapist Program, CoARC #200444, awards an Associate of Applied Science Degree. The program is located on the Fond du Lac campus and is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Surgical Technology - Commission on Accreditation of Allied Health Education Programs in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

■ INDIVIDUAL CAMPUS TOURS
College representatives provide a personalized opportunity to see the campus and classrooms, to explore program offerings, and to learn about the admissions process. Call 920-924-3208 to set up your appointment with a Recruitment Specialist.

■ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Educational records are protected under the provisions of the Family Educational Rights and Privacy Act of 1974. Students wishing to withhold public information under this law can obtain information from the Registrar's Office. The annual notification of rights under FERPA is available on the MPTC website: morainepark.edu/FERPA.

Standards of Admission

Moraine Park Technical College has an open course enrollment procedure. Most courses are open to all students who complete prerequisite course requirements with passing grades or meet specific program admission requirements such as criminal background checks or requirements set by state statutes. Moraine Park has remedial and developmental courses to assist those students who do not have the prerequisite requirements.

Admissions Procedure

Applications will be processed after the following steps are completed:

A. Associate of Applied Science Degree and Technical Diploma Programs

1. Complete and submit an online application through morainepark.edu.

2. Include a one-time $30 nonrefundable application fee.

3. Submit **official** high school transcript and, if applicable, all **official** postsecondary transcript(s).

4. Take the college placement test* or submit ACT scores. Allow three hours for testing time. There is a $15 nonrefundable fee for the test.

5. Additional admission steps may be required for some programs (i.e., Criminal Background Check, program orientation). Students will be notified of any additional steps.

B. Certificate Admissions

1. Submit an online application through morainepark.edu.

2. Include a one-time $30 nonrefundable application fee.

3. Additional admission steps may be required for some programs (i.e., Criminal Background Check, program orientation). Students will be notified of any additional steps.

*ACCUPLACER is a placement tool that assists in determining student's skill level in reading, writing and mathematics. ACCUPLACER scores do not affect acceptance to Moraine Park. It is a tool designed to assist Moraine Park in determining the appropriate level of coursework for students.

High school students may apply for admission after July 1 following their junior year. An acceptance letter is issued once all application requirements have been completed.

Applications for admission can be found at morainepark.edu/admission-and-registration/enroll-in-a-program/apply/

Moraine Park Technical College

Student Services Call Center
920-924-3207 or 1-800-472-4554

Beaver Dam Campus
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac Campus
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

West Bend Campus
2151 North Main Street
West Bend, WI 53090-1598

Moraine Park Web admission information is available at morainepark.edu/admission-and-registration.

Registration

Academic Semester and Registration Dates

The Academic Calendar (page 5) identifies the academic semester start and end dates, as well as the registration dates for the fall, spring and summer registration sessions. Registration priorities, news and other important details will be posted to the Student tab in *my*MPTC.

Priority Registration

Priority registration is given to program students. Specific registration dates and times for each program are designated for returning program students and new program students; followed by a pre-core and shared program student registration day. All program students may continue to register after their priority date has passed. After completion of the program priority dates, registration is "open" to everyone.

Classes are filled on a "first-come, first-served" basis. All course prerequisites, corequisites or program restrictions must be met or dean permission attained.

If a class is filled, students may request to be placed on a class waiting list. This class waiting list is compiled on a "first-come, first-served" basis. If an opening should occur in the class, students on the class waiting list will be called sequentially. Students have 24 hours (1 business day) to respond. If students do not respond within 24 hours, the next person on the waiting list will be called. If your contact information changes, please inform Student Services (Main Office) or submit a Student Record Change form available from the Student tab on *my*MPTC.

Veteran Priority Registration: Additional information under Veterans, page 11.

Registration Options

A student may register either:
- Through Self-service via Internet/*my*MPTC (Student tab; Add/Drop Classes link)
- In Person
- By Telephone

Semester Designations

Any course that starts between the dates indicated below belongs to the semester designated for the purpose of awarding financial aid, enrollment verification and degree conferment.

Semester	Start Date	End Date
Summer Semester	June 1	July 31
Fall Semester	August 1	December 31
Spring Semester	January 1	May 31

Moraine Park Web registration information is available at morainepark.edu/admission-and-registration.

Computer ID and Account Setup

It is important that you set up your student accounts in order to access *my*MPTC, e-mail, online learning, campus computers and on-campus printing. If you have already set up your account, please check your access to each.

- *my*MPTC is a password-protected resource. It provides access to self-service tools and your student records such as registration, grades, payment plan, financial aid and important College dates and information.
- Student Moraine Park Technical College e-mail is the official College communication tool. Course updates, teacher and student services contacts and other information is sent to your student e-mail. Read it regularly.
- Online Learning account is required for online or blended courses and is often used with traditional face-to-face courses.

Note: College policy requires periodic password change.

Important Reminder: Activate your account at: morainepark.edu/OpenMyAccount.

Ensure you set up your security question and remember the answer with exact capitalization. This information is required if you need assistance with your PIN or password.

	Fee Type	Description	Cost
Testing	Placement Test		$15.00
	GED/HSED	Charge per test attempt.	$33.75
Enrollment	Application Fee	One-time application fee for admissions.	$30.00
	Program Tuition - State Resident	Charged for all associate of applied science degree, technical diploma, and state resident apprenticeship credits. Charged for adult and continuing education credit equivalents.	$130.35 per credit
	Program Tuition - Nonresident	By act of the Wisconsin State Legislature [Wisconsin Statute 38.24(3)], nonresident students who are not Wisconsin residents nor subject to reciprocal agreements with the WTCS Board must assume liability for the nonresident fee of $65.18 added to the based tuition established by the WTCS. In all cases the student is responsible for providing proof of residency. Courses taken online are not subject to nonresident fees.	$195.53 per credit
	Material	Instructional materials consumed by students and instructors.	Varies with $4.50 minimum per course
	Supplemental	Partially subsidizes district-wide programs in student health, student development and student life.	7% of program fees
	Security	Supplemental fee charged for courses that meet in a Beaver Dam, Fond du Lac or West Bend campus classroom.	$1.00 per credit
	Avocational		$219.00
	Uniform Service	Charged for use of uniforms in certain programs.	$19.00 per credit
	Student Accident Insurance	Charged for mandatory accident insurance plan.	$6.00 per semester
	Online Course Access		$45.00 per course
Other	Prior Learning Assessment Fee - Exam	Charge per challenge exam for advanced standing credit. Must be paid prior to taking exam and is nonrefundable.	$50.00/exam
	Prior Learning Assessment Fee - Skill Demonstration	Charge per course for assessing prior learning based on a demonstration of skills and abilities. Must be paid prior to demonstration and is nonrefundable.	$90.00/course
	Prior Learning Assessment Fee - Portfolio	Charge per course for assessing prior learning based on review of a portfolio submission. Must be paid at the time of submission and is nonrefundable.	$90.00/course
	Prior Learning Assessment Fee - Military	Charge per course for assessing prior learning based on military experience. Must be paid at the time the assessment is requested and is nonrefundable.	$90.00/course
	Official Transcripts	Printed on MPTC transcript paper; regular processing is within 2 business days of receipt of request; on-demand processing is at the time the request is submitted.	$6.00 per transcript - regular / $10.00 per transcript - on demand
	Replacement Diploma	Fee assessed for replacement of lost or damaged diplomas.	$15.00
	Deferred Tuition Plan	Non-refundable fee assessed each semester a tuition plan is established - requires an application.	$35.00 per semester
	Criminal Background Check	Cost associated with acquiring a criminal background check from the Wisconsin Department of Justice and Department of Health and Family Services for all programs listed under the Liability Insurance Fee.	$30.00
	Motor Vehicle Record Check	Costs associated with obtaining proof of valid driver's license for Electrical Power Distribution students for CDL training purposes.	$20.00
	Books/Supplies	Includes items such as the tool kit and mannequin required in Cosmetology, kitchen knives required in Culinary Arts, tool kit deposit/rental and special materials such as safety equipment required in manufacturing programs. Textbooks and supplies are available in the Moraine Park Bookstore.	Varies by course and program.
	GED/HSED Certificate		$15.00 per certificate
	GED/HSED Replacement Certificate		$15.00 per certificate

These costs are provided by the Registrar's Office and are subject to change without notice. They are not to be considered as contractual guarantees or absolute costs in each program.

Costs for the first year of programs range from $1,500* to $5,000* per year for tuition and fees depending on the number of credits taken. Books and supply costs range from $350* to $2,100* depending on the program. Contact Student Services for updated costs per program.

Determination of Residency: The Moraine Park district must report annually the names and addresses of non-district Wisconsin residents enrolled. The Moraine Park district encompasses the areas of Dodge County, less the portion of the Oconomowoc, Watertown, Columbus, Randolph and Waterloo school districts; Washington Country, less the portion of Milwaukee, Cedarburg and Germantown school districts; Green Lake and Fond du Lac counties; plus the portion of the New Holstein school district in Calumet and Sheboygan counties, Berlin school district in Waushara and Winnebago counties, Ripon and Rosendale school districts in Winnebago County; Princeton school district in Marquette County; and Markesan school district in Marquette and Columbia counties. Student questions regarding residency should be directed to the Registrar.
*Estimate

Payment, Drop, Refund and Withdrawal Overview

Financial Responsibility

All students are required to accept Moraine Park's Financial Responsibility Agreement prior to registering for the first time each semester. The agreement outlines the financial terms and conditions associated with course registration. It is understood MPTC is advancing value to the student in the form of educational services and that the student's right to register is expressly conditioned upon their agreement to pay these student obligations.

It is also understood that the College-assigned e-mail address is the official method of communication by the District Business Office. It is the student's responsibility to check and manage their e-mail account so that important information can be received. As billing statements are available online, your failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Charges that result from failure to pay on time or to respond to a District Business Office message are the student's responsibility.

It is further understood that the student account is considered by MPTC, an institution of higher learning, to be an educational loan made to the student to assist in the financing of education and, therefore, is not dischargeable under the United States Bankruptcy code.

In order to avoid financial responsibility, if the student decides not to attend a class, he must officially drop that class within the stated refund periods. Be aware that dropping classes may reduce eligibility for financial aid, resulting in debt owed.

Payment of Fees

- All fees are payable at the time of registration or by the due dates offered prior to the fall, spring, and summer semesters. If the due date has expired, payment is due at time of registration.
- Registration is not complete nor are students permitted to attend classes until all fees are paid.
- Students who have not met their payment responsibility by paying in full, enrolling in a payment plan, completing all steps of the financial aid process, or submitting a Third Party Contract Application by the due date may be dropped from ALL classes for non-payment.

Course Drop Refund

At Moraine Park Technical College, a student's academic success is important to us. When a student enrolls in classes, they make a commitment to participate and attend classes. If a student chooses not to start and/or continue their academic studies with us, the classes dropped would then be subject to the Wisconsin Technical College System Refund Policy. Refunds are applicable only from the date the student officially drops the class via self-service on *my*MPTC or completing an add/drop form and submitting it to Student Services. Drop requests are not accepted through instructors.

Except in case of cancellation or discontinuance of courses, every student must drop the course within the stipulated time period. Duration (length) of a course is used to determine potential refunds. Duration includes all calendar days between start and end date of a course.

1. 100% Refund:
   a. If the District cancels a course, 100% of student fees will be refunded.
   b. If a student drops before the first class meeting, 100% of student fees will be refunded.
2. 80% Refund:
   a. If a student drops before or at the time 10% of the course's potential hours of instruction have been completed, 80% of student fees will be refunded.
3. 60% Refund:
   a. If a student withdraws after 10% but before more than 20% of the course's potential hours of instruction have been completed, 60% of student fees will be refunded.
4. 0% Refund:
   a. If a student withdraws after 20% of the course's potential hours of instruction have been completed, 0% of student fees will be refunded.

Refund Appeals

- Refund appeal requests are considered on rare occasion for legitimate extenuating circumstances at the discretion of the Registrar. Extenuating circumstances are those situations outside of a student's control.
- Consideration of an exception requires students submit the Request for Refund Appeal form and official supporting documentation (i.e., medical notes, military activation orders) for review to Student Services. Refund appeals must be submitted within sixty (60) calendar days of the class start date. Late withdrawal appeals must be submitted prior to a final grade having been issued for the class.

- Refund requests made after the 60-day grace period will not be accepted, and students are responsible for payment.

Withdrawals

Withdrawals that occur prior to 11 percent of the potential hours of a course having been completed will be treated as a drop in which the courses will not appear on an official transcript. Withdrawals that occur when 11 percent or more of the potential hours of a course have been completed will be documented on an official transcript as a withdrawal. Students are not allowed to withdraw from a course if 67 percent or more of the potential hours of the course have been completed. Administrative withdrawals can occur at any time throughout a semester at the discretion of the College.

Withdrawal for Nonattendance

Students who register for a class but fail to attend will receive a grade of "WN" indicating a withdrawal due to nonattendance. The "WN" is treated as a withdrawal in that it does not impact a student's GPA; however, it does count as attempted credits, and the student does not receive a refund for the course.

Financial Aid

Financial aid helps make your education affordable. Funding is available in the form of grants, loans, scholarships and work-study programs.

The financial aid process starts with the Free Application for Federal Student Aid (FAFSA) to determine your "financial need." You will need to:

1. Complete the FAFSA application after January 1 for the following school year. Priority date for filing applications is April 15. Applications are available at Moraine Park's Financial Aid office or online at www.fafsa.gov. (The FAFSA asks for a school code. Moraine Park's code is 005303.)
2. Complete the Financial Aid Supplemental form and return it to Moraine Park's Financial Aid Office.
3. Complete the program admissions process. (Certificates and apprenticeships are not aid-eligible.)

Note: Applicants for Financial Aid must make satisfactory academic progress for continued aid eligibility. Federal law deems the portion of federal funds that must be repaid to the college for any student who withdraws or drops out. Please see the Financial Aid Award Guide available online at morainepark.edu/awardguide for more detailed information regarding financial aid processes.

Programs Approved for Veterans

Most programs of study at Moraine Park Technical College have been approved for veterans' benefits by the Veterans Administration under the Montgomery GI Bill-Active Duty, Post 9/11, Selected Reserve, VEAP, REAP, Vocational Rehabilitation, Federal Tuition Assistance, My CAA, and Veteran Educational Assistance for Survivors and Dependents programs. For more information concerning eligibility and the period of eligibility, contact the nearest VA office or your County Veterans Service Office.

Eligible veterans can apply for educational benefits through their local County Veterans Office. To receive maximum benefits, a veteran must be enrolled full-time in an associate of applied science degree or technical diploma program. Further information is available from the Financial Aid Office.

Federal Veteran's Benefits
Associate Degree and Technical Diploma

Benefits	Credits
Full-time	12 or more
Three-fourths	9-11
One-half	6-8
Less-than-one-half	5 or less

Veteran Standards of Progress All veterans must continue to make satisfactory progress in their program. As required by the Veterans Administration Regulations, Moraine Park Technical College will report unsatisfactory progress in accordance with the information under **Academic Standards** in this catalog (see page 14).

A veteran may be certified only for courses and electives required for their specific program. Credit from other higher education institutions must be evaluated for advanced standing. **It is the responsibility of the student** receiving veteran educational benefits to notify the Veterans' certifying office of enrollment, changes in enrollment and withdrawal.

For more information on MPTC's commitment to student veterans and military students, please visit morainepark.edu/veterans.

Wisconsin Veterans Tuition Programs

Wisconsin G.I. Bill Wisconsin veterans may be eligible for a 100 percent waiver ("remission") of program (tuition) and material fees for courses leading to an associate degree, college transfer, or vocational diploma. This benefit is also available to certain spouses and children of eligible veterans as well. For additional information, eligibility criteria and application instructions, please go to the WDVA website at **www.dva.state.wi.us** or visit your County Veterans Service Office for assistance.

VetEd Reimbursement Grants Wisconsin veterans may be eligible for partial tuition reimbursement following successful completion of full- or part-time coursework. Pre-applications must be submitted no later than 180 days after the semester, term or course start date. Reimbursement grant applications must be completed no later than 60 days following the end of the

course. To apply online, please go to the WDVA website at **www.dva.state.wi.us** or visit your County Veterans Service Office for assistance.

Wisconsin National Guard Tuition Grant Provides a reimbursement of program fees for eligible Wisconsin National Guard Tuition Grant. Application must be submitted no later than 90 days after the course or term end date. In addition to accessing the form online, student may obtain a copy of the application from the Veterans Certifying Official at Moraine Park Technical College.

Veteran Priority Registration

Assembly Bill 201 gives priority registration to veterans and service members attending Wisconsin technical colleges. Those eligible include veterans and service members who are currently active or have an honorable or general under honorable discharge and reside in Wisconsin.

In accordance with the law, Moraine Park Technical College allows eligible veterans and service members (not including dependents) to register one (1) day prior to their standard designated registration date. Priority registration does not waive any course or program requirements, such as prerequisites and program restrictions.

Additional information can be found at morainepark.edu/financial-aid/veteran-benefits/priority-registration/#veteran-benefits.

Moraine Park Foundation and Community Scholarships

Scholarships

The Moraine Park Foundation was established in 1976 to help students lower the cost of their education through scholarship assistance. Foundation scholarships are funded by generous gifts from alumni, corporations, foundations, community organizations, Moraine Park faculty and staff, and other friends of the College. These gifts allow the College to provide an excellent education to students and to greatly enhance the skill level of the workforce in the Moraine Park district.

Moraine Park Foundation Scholarships are awarded to students enrolled in at least six

credits. The scholarship application is available online at morainepark.edu/scholarships from February through May. Applications are reviewed by a team of volunteers and are rated based on the following criteria: academic standing, extracurricular involvement/employment history, letters of recommendation and a personal statement describing education and career goals. Scholarship recipients will be notified in July, and awards will be disbursed evenly between the fall and spring semesters. All students are encouraged to apply, and the Moraine Park Foundation staff is available to help complete the application if need be—just call 920-924-3263 or 920-924-3225.

In 2016-17, the Moraine Park Foundation awarded over $169,000 in scholarships to approximately 200 students. Next year, one of the recipients could be YOU--so apply today!

There are several community-based organizations and businesses that offer scholarships to students of Moraine Park. Each scholarship has its own process including application, timeline and award amount. All Moraine Park Foundation and community-based scholarships can be found at morainepark.edu/scholarship.

Moraine Park Technical College Alumni Association

The Moraine Park Technical College Alumni Association was created to provide opportunities for alumni to stay connected with their classmates and friends, faculty and staff and to support students through mentoring, volunteering, and giving. Membership in the Alumni Association is free and provides many benefits including:

- Quarterly E-newsletter
- Special Events
- Networking Opportunities
- Distinguished Alumni Awards
- Job Search Assistance

For alumni news and events, go to morainepark.edu/alumni. To speak with someone about the Alumni Association, call 920-924-3281 or e-mail alumni@morainepark.edu.

Student Life

Getting involved in Student Life at Moraine Park provides students an opportunity to meet people, make new friends, develop leadership skills, network among other technical college students, have fun while attending school and more! Student government, student clubs, statewide and national skill competitions and many different types of activities and events on our campuses allow you to gain even more from your college experience.

Student Government

Student government at Moraine Park Technical College provides students a place to share their opinions on college issues and provides opportunities to get involved in college life. Participation encourages the development of leadership skills, as students work with each other, act as liaisons amongst the student body and interact with faculty and the administration in the promotion of student rights. Consisting of representatives from each of the campus clubs, as well as members-at-large, the

Student Senates provide a voice for the Moraine Park student body on important issues facing students and coordinate social, cultural and leadership activities for the campuses. The District Student Government (DSG) consists of members from each of the campus senates and meets to address college-wide student issues. The Student Senates and District Student Government both work to promote the formation of student clubs throughout the College. Using supplemental fee dollars, all levels of student government provide social, cultural and educational opportunities for students using activities and programming concepts. Moraine Park Technical College is also a member of the Wisconsin Student Government (WSG). WSG consists of student representatives from all 16 of Wisconsin's technical colleges.

Through participation in Student Government, students gain a working knowledge of parliamentary procedure; however, a very personal atmosphere is maintained.

Student Senate Advisors/ Student Involvement Specialists

Beaver Dam Advisor: Lisa Manuell, K-323 lmanuell@morainepark.edu

Fond du Lac Advisor: Samantha Saeger, A-102.9 ssaeger@morainepark.edu

West Bend Advisor: Melanie Schroeder, L160.2 mschroeder14@morainepark.edu.

District Student Senate (DSG) and Wisconsin Student Government (WSG), Lead, Student Life: Lisa Manuell, lmanuell@morainepark.edu.

Student Clubs and Organizations

Student clubs and organizations are available to any student attending Moraine Park and offer you amazing opportunities to explore your field of study, while getting to know fellow students. Attending conferences, participating in competitions and working on service projects are just a few of the ways joining a club can add to your college experience. Visit our website at morainepark.edu/studentclubs for a complete list of clubs and organizations and the respective club advisors.

Support Services

A major goal at Moraine Park Technical College is to assist students in making maximum progress towards their educational, vocational, personal and social goals. The College provides services in the areas of financial aid, multicultural resources, advising, counseling, testing, employment assistance, student activities and disability services.

- **Academic Advising** - Academic advisors are available to assist you with academic planning and related issues, program-specific requirements and goal setting. Your advisor is your "campus connection" to resources available.

- **Career Center** - The Career Centers provide adults and youth with tools for career planning and for conducting a job search.

- **Counseling Services** - Counseling services, which are free and confidential, are available to assist you with short-term personal, career and academic issues.

- **Disability Resources** - Disability Resources offers reasonable accommodations for students with disabilities at all campus sites. Reasonable accommodations are determined by the Accommodation Specialist and are based upon the documentation provided and the accommodation requested.

- **Diversity Services** - The program provides assistance with personal academic plans, assignment review, homework clarification, minority scholarships/grants and the College admissions process.

- **The EDGE - TRiO Student Support Services** - The program provides personalized services for: (1) low-income, (2) first in the family to attend college, or (3) learning disabled students. It is partially funded by a grant from the U.S. Department of Education of $220,000.

- **Information Technology (IT) Central Help Desk** - Point of contact for College computer-related support.

- **Nontraditional Occupations** - A nontraditional occupation (NTO) is defined as any occupation in which one gender makes up less than 25 percent of the workforce.

- **Online Help Desk** - Point of contact for computer technology related support for online courses.

- **Student Employment Services** - Employment Services helps with job search assistance.

- **Student Success Center** - Basic Education (math, reading and writing), GED/HSED, English Language Learners (ELL) and college coursework assistance.

- **Testing Services** - GED, HSED, ACCUPLACER and Credit for Prior Learning by Exam testing services are available.

- **Tutoring** - Moraine Park offers tutorial services to students who are experiencing difficulties in their courses.

- **Veteran Services** - The program provides assistance with tuition resources, admissions process, personal academic planning, student veterans community involvement and connecting you to the MPTC Student Veterans Association.

For complete information about our services, visit morainepark.edu/services. See our District Directory for support service contact information.

Grading and Academic Standards

Grades Used in GPA Computation

Grade	Definition	Grade Points Per Credit
A	The student has excelled in meeting all the competencies established for the course.	4 points per credit
B	The student has more than adequately met all the competencies established for the course.	3 points per credit
C	The student has adequately met all the competencies established for the course.	2 points per credit
D	The student has met the competencies, but not at an acceptable proficiency level established for the course.	1 point per credit
F	The student failed to meet one or more competencies established for the course.	0 points per credit

Symbols Not Used in GPA Computation

Symbol	Indication
I	Incomplete
W	Withdrawal
WN	Withdrawal for Nonattendance
AU	Audit
E	Credit for Examination
O	Credit for Occupational Experience
M	Advanced Standing Credit at MPTC
T	Advanced Standing Credit - Transfer
P	Pass
PC	Partially Completed
Continuing and Community Education	
S	Satisfactory
U	Unsatisfactory

Incomplete Procedure

The grade of Incomplete "I" may be given only when the completed portion of a student's work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all of the course requirements. A student's desire to avoid a low grade is not a legitimate reason to award an incomplete. The student requesting an Incomplete should be able to complete the outstanding course requirements with minimal assistance from the instructor.

An "I" does not count as hours attempted. The student has until October 15 (summer term), March 15 (fall term) or July 15 (spring term) or earlier to complete the course requirements. If the instructor does not remove the "I" grade, the "I" grade will change to an "F" grade. Students cannot register for the same course while an "I" is outstanding.

Auditing a Course

A student may audit a course to gain a general understanding of a subject matter. The student must submit a completed Audit Course Intent Form at the time of registration. A student may not change his/her registration status from audit to credit or vice versa once the course has started. All course prerequisites must be met at the time of registration. Only undergraduate (UG) level courses can be audited.

A student auditing a course must pay the same tuition and fees as a student enrolled for credit. Per the 1999 Wisconsin Act 154, individuals who are 60 years of age or older are exempt from paying tuition when auditing a course. Any age 60+ auditor must be a resident of Wisconsin and will be required to pay course material fees and all other applicable student fees.

Auditing a course requires a student to meet attendance requirements, participate in classroom activities and complete all assignments required for the course; however, they do not complete examinations. Students who complete these course requirements are assigned a grade of "AU" (audit). Students who fail to complete these course requirements receive a grade of "W" (withdrawn).

A student does not earn course credit for auditing a course. Audited courses may not be used to satisfy the prerequisites or requirements for other courses. Courses taken on an audit basis are not part of the student's credit load for financial aid, veterans' benefits, or for any other purpose for which the college is asked to certify a student's enrollment status.

The college administration reserves the right to restrict the auditing of any course. Audit options are provided on a space-available basis. Students auditing a course may be administratively withdrawn (with a full refund) in the event that the course fills and students seek to enroll for credit.

Advanced Standing (Credit for Prior Learning)

Advanced standing (credit for prior learning) is the granting of credit in an associate of applied science degree or technical diploma program for knowledge or skills directly related to the pro-

gram curriculum. Credit may be granted based on proficiency gained through work experience, military experience or training, business/industry training, coursework completed at other institutions or other prior learning experiences. Advanced standing (credit for prior learning) is awarded based on the following methods:

- **Credit by Examination** - Challenge examinations allow students to demonstrate knowledge and skills related to a particular course. Upon successful completion and payment (see fee information), students are awarded credit. Students may also be awarded credit for a course(s) by achieving an acceptable score on an exam with nationally recognized standards including Advanced Placement (AP) and College Level Examination Program (CLEP). Official test scores must be submitted for credit to be awarded. Credit awarded by examination is recorded with a grade of "E" (examination).

- **Credit for Occupational Experience** - Students seeking credit for experience gained from occupations, military service and other learning experiences must request an evaluation and pay a processing fee for each request made (see fee information). Documentation must be provided to the appropriate academic associate dean for review. If approved by the academic associate dean and with payment (see fee information), students are awarded credit with a grade of "O" (occupational experience).

- **Transfer Credit** - Students are awarded credit for coursework completed at postsecondary institutions meeting accreditation requirements. Students are required to submit official transcripts for review. Students may be asked to obtain a course description and/or a course syllabus as needed to evaluate transfer credit. Transfer credit awarded is given a grade of "T" (transfer) along with the grade earned at the original institution. For example, if a student earns a "B" in a transfer course, a grade of "TB" will show on the Moraine Park transcript.

Students can earn no more than 75 percent of the total required credits required by a program through advanced standing (credit for prior learning). A minimum of 25 percent of the total program credits required in a degree, diploma or certificate program must be completed at Moraine Park Technical College.

Pass

The student successfully completed the competencies for the course. The symbol "P" counts as hours earned.

Partially Completed

The student completed required hours but did not meet all competencies for the course and is considered partially completed.

Satisfactory

The student successfully completed all required activities for the course.

Unsatisfactory

The student did not successfully complete all required activities for this course.

Repeat Courses

Students are allowed to repeat courses at Moraine Park. Health and nursing-related courses can be repeated once - all other courses can be repeated twice. All attempts remain on the student's official transcript; however, only the most recent attempt will be used in GPA calculations and to determine credits earned and attempted. Note: All attempts are considered when determining eligibility for financial aid.

Official Transcript of Grades

> Official transcripts of all levels of the academic record must be requested in writing with signature to the Registrar's Office at the Fond du Lac campus.

> There is a $6 fee for each official transcript requested. A $10 fee applies for on-demand official transcript requests.

> Transcripts are not released to students with financial obligations to Moraine Park Technical College.

> Transcripts can be viewed on *my*MPTC.

Grade Reports

Grades can be viewed on *my*MPTC. If official grades are needed, please request an official transcript from the Registrar's Office.

Academic Standards

> A "C" grade (or equivalent for pass/fail courses) must be attained in all courses required for program graduation.

> Failure to maintain standards will place students on academic probation or suspension (See Academic Standing below).

Academic/Attendance Requirements

The following criteria are used to evaluate a student's academic progress:

1. Good attendance
2. Completing assignments to make satisfactory progress toward course completion
3. Completing all program requirements
4. Meeting set standards in assigned projects and reports
5. Where applicable, demonstrating practical hands-on skills

If the instructor feels a student is not making satisfactory progress or is not regularly attending the class, he or she will work with advisors and/or Student Services. Recommendations may include a plan to improve study habits and/or attendance, to reduce class credit load, and/or to reduce the hours of employment. If recommendations are not followed, a student may be dropped from the class.

Academic Standing

Students who have attempted six or more undergraduate level courses at MPTC will establish an academic standing status based on a combination of semester and cumulative GPA calculations.

- Students with a semester and cumulative GPA of 2.0 or higher are in good standing.

- Students who earn a semester GPA of less than 2.0 will be placed on academic probation. While in a probationary status students are allowed to enroll in 15 or fewer credits in a semester. Students who are on probation will return to good standing once their cumulative GPA is 2.0 or higher.

- Students who earn a semester GPA of at least 2.0 but have a cumulative GPA of less than 2.0 will have a status of probation continued.

- Students will be placed on academic suspension if they fail to earn a semester GPA of at least 2.0 while in a probationary status. Students on suspension must sit out one full semester (fall or spring).

Dean's List

MPTC will publish a Dean's List each semester. To qualify for the Dean's List distinction, students must meet all of the following requirements:

- Earn a minimum semester grade point average (GPA) of 3.5;
- Be enrolled at least half-time (6 credits) in undergraduate-level courses;
- Cannot have a failing (F) or incomplete (I) grade in the semester; AND
- Must otherwise by in good academic standing.
- In accordance with the Family Rights and Privacy Act of 1974, students who have elected to restrict the release of directory information are not presented in this list.

Academic Amnesty

Moraine Park acknowledges that not all students are equally prepared for a successful academic career. Academic Amnesty is intended to provide an opportunity to remove a period of poor academic performance at Moraine Park from the GPA calculation. Moraine Park recommends students attempt to improve their academic record by **repeating a course(s)** first and utilizing Academic Amnesty as a last step. If the course is repeated, a repeat indicator of "E" will reside next to the previously earned failing grade. The last attempt of a course will be included in the GPA calculation. Students are encouraged to discuss ramifications and alternatives for Academic Amnesty with their academic advisor.

Due to federal regulations, the **Office of Financial Aid does not acknowledge Academic Amnesty when calculating eligibility for aid**. Therefore, for the purpose of Financial Aid, all credit attempts are counted and will continue to affect Satisfactory Academic Progress. Academic Amnesty does not supersede Financial Aid. Transfer institutions may or may not acknowledge Academic Amnesty and may recalculate the Moraine Park GPA for their purposes. It is at the discretion of other institutions to determine how they will interpret Academic Amnesty. Moraine Park is not responsible for the application of Academic Amnesty at other institutions or by employers.

Criteria

- Academic performance can be forgiven after three (3) calendar years of absence from the end of the last semester of attendance to the beginning of the first semester enrolled (three years in which program coursework or coursework affecting the cumulative GPA was not attempted or completed).
- Students can apply for Academic Amnesty upon completion of 12 credit hours of undergraduate coursework with a "C" or better grade in each course upon their return to Moraine Park, after the absence.
- A maximum of two semesters may be requested for Academic Amnesty; semesters do not have to be consecutive. The semester(s) being requested must have a GPA under 2.0.
- Academic Amnesty will be granted for program coursework only. A course with a passing grade ("D" or better) will not be considered for amnesty.
- "W" = Withdrawal and "I" = Incomplete grades do not affect overall GPA but count as attempted courses. Only failing grades will be considered for Academic Amnesty.
- Academic Amnesty will be granted only once; even if the student does not take advantage of the full-limit (two semesters) of Academic Amnesty during their initial application.
- Academic Amnesty will be granted if all required criteria are met.

Stipulations

- Academic Amnesty is not reversible.
- Can be used only once in a lifetime.
- The coursework is forgiven only for the purposes of improving the Moraine Park GPA.
- Academic Amnesty status is not recognized by the federal government when calculating Financial Aid or Veterans' benefits: all previous conditions for aid remain.
- Classes removed from the GPA under Academic Amnesty will count toward attempted classes for Financial Aid purposes.
- Forgiven classes and grades remain on the transcript with Academic Amnesty grade noted.
- Forgiven classes cannot be applied toward graduation from Moraine Park. Only the improved GPA will be considered.
- Honors designations will not be granted retroactively for any prior degrees or coursework earned.
- Academic Amnesty does not affect Phi Theta Kappa eligibility for prior terms.
- Tuition will not be refunded for any coursework that is approved for Academic Amnesty.

Academic Amnesty Procedure

1. Students must apply for Academic Amnesty by submitting an application to the Registrar. The form is available at the Student Service Centers on the Beaver Dam, Fond du Lac or West Bend campuses. It is also available at *my*MPTC.
2. The student will indicate their understanding and full agreement with the Academic Amnesty policy and procedure by signing the application.
3. An application must be received no later than the fall term prior to a spring graduation or a decision will not be guaranteed in time for degree conferment. Fall graduates should submit this application no later than the end of the summer term.
4. The Registrar will review the application to determine if the identified criteria are met. If Academic Amnesty is granted, the Registrar will amend the academic record.
5. The Registrar will communicate the decision in writing to the applicant whether the request is approved or denied.
6. All decisions are final.

Final Grade Appeal

The purpose of the final grade appeal process is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors must apply all grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within thirty (30) calendar days of the grade being available via *my*MPTC. The process for a Final Grade Appeal is outlined in the Moraine Park Technical College Student Handbook.

Credit Policy for College National Exams (AP, CLEP, Military)

MORAINE PARK TECHNICAL COLLEGE		**Credit for Prior Learning Test Equivalencies**	
CLEP Exam Title	**Minimum Score**	**Course Number**	**Moraine Park Credit Equivalent**
Communications			
College Composition	50	801-136 + 801-xxx	3 cr. English Comp I + 3 cr. Communication Elective
College Composition Modular (w/essay)	50	801-136	3 cr. English Comp I
Social Science			
American Government	50	809-122	3 cr. Introduction to American Government
History of the United States I	50	809-xxx	3 cr. Social Science Elective
History of the United States II	50	809-xxx	3 cr. Social Science Elective
Human Growth and Development	50	809-188	3 cr. Developmental Psychology
Introduction to Educational Psychology	50	809-xxx	3 cr. Social Science Elective
Introductory Psychology	50	809-198	3 cr. Intro to Psychology
Introductory Sociology	50	809-196	3 cr. Intro to Sociology
Principles of Macroeconomics	50	809-195	3 cr. Economics
Principles of Microeconomics	50	809-195	3 cr. Economics
Social Sciences and History	50	809-xxx	3 cr. Social Science Elective
Western Civilization I	50	809-xxx	3 cr. Social Science Elective
Western Civilization II	50	809-xxx	3 cr. Social Science Elective
Science & Mathematics			
Biology	50	806-114	4 cr. General Biology
Calculus	50	804-198	4 cr. Calculus
Chemistry	50	806-134	4 cr. General Chemistry
College Algebra	50	804-195	3 cr. College Algebra
College Mathematics	50	804-107	3 cr. College Mathematics
Natural Sciences	50	806-122	3 cr. Natural Science in Society
Precalculus	50	804-116	4 cr. College Tech Math 2
AP Exam Title	**Minimum Score**	**Course Number**	**Moraine Park Credit Equivalent**
Communications			
English Language & Composition OR English Literature & Composition	3	801-136	3 cr. English Comp I
Social Science			
US Government and Politics	3	809-122	3 cr. Introduction to American Government
US History	3	809-xxx	3 cr. Social Science Elective
Comparative Government and Politics	3	809-xxx	3 cr. Social Science Elective
Psychology	3	809-198	3 cr. Intro to Psychology
Macroeconomics	3	809-195	3 cr. Economics
Microeconomics	3	809-195	3 cr. Economics
Human Geography	3	809-xxx	3 cr. Social Science Elective
World History	3	809-xxx	3 cr. Social Science Elective
European History	3	809-xxx	3 cr. Social Science Elective
Science & Mathematics			
Biology	3	806-114	4 cr. General Biology
Calculus (AB or BC)	3	804-198	4 cr. Calculus
Chemistry	3	806-134	4 cr. General Chemistry
Environmental Science	3	806-122	3 cr. Natural Science in Society
Statistics	3	804-189	3 cr. Introduction to Statistics
DANTES/DSST Exam Title	**Minimum Score**	**Course Number**	**Moraine Park Credit Equivalent**
Communications			
Technical Writing	46	801-197	3 cr. Technical Reporting
Social Science			
Business Ethics and Society OR Ethics in America	46/400	809-166	3 cr. Ethics
Lifespan Developmental Psychology	46	809-188	3 cr. Developmental Psychology
Fundamentals of Counseling	45	809-xxx	3 cr. Social Science Elective
Human/Cultural Geography	48	809-xxx	3 cr. Social Science Elective
Western Europe Since 1945	45	809-xxx	3 cr. Social Science Elective
Science & Mathematics			
Business Mathematics	48/400	804-123	3 cr. Math with Business Apps
Fundamentals of College Algebra	47/400	804-195	3 cr. College Algebra
Environment and Humanity	46	806-122	3 cr. Natural Science in Society

Credit Policy for College National Exams (AP, CLEP, Military) (cont.)

Advanced Placement (AP): To request that your score report be sent to colleges, call 888-308-0013 (toll free in the United States and Canada) or 609 771-7366.

CLEP: To request CLEP transcripts, call 800-257-9558 (8 a.m. to 6 p.m., ET, Monday-Friday) if ordering with a credit card (American Express, MasterCard or VISA only).

College Credit for Military Service: The American Council on Education collaborates with the U.S. Department of Defense to review military training and experiences and recommend appropriate college credit for members of the Armed Forces. ACE's credit recommendations appear in the Military Guide and on the Joint Services Transcript. More information is available here: http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx. Military personnel should call 877-471-9860 (toll free) or 651-603-3012 to order a military transcript.

Assessment of Student Learning

Assessment is the ongoing process aimed at monitoring and improving student learning by carefully looking at how learners apply knowledge by demonstrating skills and abilities. In order to graduate from a program, Moraine Park requires students to complete an exit assessment that demonstrates their competence in outcomes. Some examples of end of program assessments are: capstone projects or experiences, portfolios, internship, clinical evaluations and/or standardized tests.

Colleges across the country recognized that grades do not give the true picture of what students know and are able to do. Today's assessment strategies are designed to measure the results of learning (what students can do!), evaluate programs and provide the basis for improving teaching and learning processes. Assessment of student learning is also needed to maintain Moraine Park's accreditation assuring the quality of education meets or exceeds acceptable standards set by the Higher Learning Commission of the North Central Association of Schools.

Core Abilities, as defined by Moraine Park, are transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting. All occupational programs and General Education courses integrate core abilities into their curriculum. Students develop these seven "core abilities" and are responsible for their application. Graduates have a greater chance of success, because employers prefer to hire and promote individuals who: work productively, demonstrate integrity, adapt to change, communicate clearly, act responsibly, think critically and creatively and work cooperatively.

Graduation Requirements / Graduate Training

Graduation Requirements

Exit Assessment Students accepted into a program after August 2000 will complete an exit assessment for graduation to demonstrate proficiency of program outcomes. Exit assessment requirements vary by program. Students may obtain more exit assessment information by accessing Student Resources on the Student tab of *my*MPTC.

Residency Students must earn 25 percent of the total program credits toward the program sought at Moraine Park Technical College.

Graduation Application A graduation application form shall be completed during the last semester to identify graduation intent, for every program requested.

GPA Students in all programs are required to achieve a grade point average of 2.0 or better in all attempted credits required in the program. Failure to do so will prevent the student from graduating until such time as the proper level of achievement has been attained.

Honors Recognition of academic excellence will be determined by the cumulative grade point average achieved at the time the degree or technical diploma (minimum 20-credit program) is awarded. Students who achieve **cumulative grade point averages** (GPA) between 3.75 and 4.0 will receive **High Honors**. Students who achieve cumulative grade point averages between 3.5 and 3.74 will receive **Honors**. Honors designations will not be retroactively awarded.

All financial obligations to Moraine Park Technical College must be fulfilled in order to obtain certificate, diploma or degree documentation. An all-College graduation ceremony is conducted once per year in May at the conclusion of the semester. Students are encouraged to attend.

A student must meet graduation requirements as published in the official Moraine Park catalog at the time of matriculation but within five (5) years of matriculation. In the event that a student does not complete graduation requirements within the five-year limit, the student's program curriculum changes to that of the current catalog in effect. Students who are not enrolled in at least one (1) program-required course at Moraine Park for twelve (12) continuous months are required to meet the graduation requirements of the Moraine Park catalog in effect at the time the student résumés enrollment.

Graduate Training

Moraine Park Technical College guarantees up to six credits of additional coursework to graduates of Moraine Park who do not become employed in their program or related area within six months after graduation or whose employer verifies that the graduate does not have entry-level job skills.

A graduate of an associate of applied science degree program or technical diploma program who is a resident of Wisconsin is exempt from tuition and fees for up to six credits within the same occupational program for which the degree or diploma was awarded. The graduate must apply for the exemption within six months of graduation and any of the following applies:

- An unemployed graduate must provide written verification to the Registrar that certifies all of the following apply:

  1. The graduate has not secured employment in the occupational field in which he or she received the degree or diploma.

  2. The graduate has actively pursued employment in that occupational field.

  3. The graduate has not refused employment in that occupational field or in a related field.

  4. The graduate has actively sought the assistance of the College's Employment Services Office.

- Within 90 days after his or her initial employment, an employed graduate's employer certifies to the Registrar that the graduate lacks entry-level job skills and specifies, in writing, the specific areas in which the graduate's skills are deficient.

Academic Credit Transfer and Articulation

Agreements

Moraine Park Technical College Credit Transfer to Other Higher Education Institutions A transfer or articulation agreement means that one college agrees to accept courses in transfer from another college as equivalent to specific courses or as meeting specific degree requirements. This agreement is worked out in advance of transfer and applies to any student who meets the transfer agreement requirements. The college or university you wish to attend determines the number of credits that will transfer and if and how they will apply toward your baccalaureate degree. **View additional transfer information online at morainepark.edu/transfer.**

Transfer Credit to University of Wisconsin Green Bay (UWGB) and University of Wisconsin Oshkosh (UWO) Moraine Park's General Studies Transfer Certificate is designed to provide direct transfer between Moraine Park and these universities of Wisconsin. The courses in this certificate also apply to Moraine Park general education requirements.

Graduates of this certificate with a 2.5 overall grade point average may qualify for sophomore status at various University of Wisconsin colleges. Graduates desiring to continue their education at Moraine Park could apply all of the credits earned to a Moraine Park associate of applied science degree program. **View additional transfer information online at morainepark.edu/transfer.**

Transfer of Moraine Park Credit to UW System Schools Students enrolled at Moraine Park Technical College who wish to continue their education in the University of Wisconsin System may be eligible to transfer credits toward a bachelor's degree in several ways.

1. Students may be eligible to transfer up to 21 credits of General Education coursework.

2. Students who have successfully completed an associate of applied science degree may be eligible to transfer technical credits when there is a direct relationship between the associate of applied science degree program and a program offered at the UW System Institution.

3. Students transferring from Moraine Park may be eligible for credit by earning appropriate scores on national standardized examinations (e.g., College Level Examination Program) or examinations developed by the UW System transfer institution.

4. Students may take advantage of articulation agreements between Moraine Park and specific UW institutions for some programs.

5. Students may also have individual courses evaluated for transferability by UW System staff.

6. Transfer Information System (TIS): The UW Transfer Information System (TIS) provides program and credit transfer information between the University of Wisconsin and the Wisconsin Technical College System. Although the information is intended to be current and accurate, it should NOT be considered a substitute for formal admission or transfer procedures to the individual university. Access TIS online at **www.uwsa.edu/tis**.

Marian University and Moraine Park Technical College have formed an inclusive partnership, Educational Fusion: The Complete Experience, which will offer a seamless educational transition between the institutions. Students who engage in this partnership may take courses at both institutions, while working toward both their associates and bachelor's degrees. Enrollment in this program can begin at either institution and is available at every enrollment entry point. As part of this partnership, Marian University has articulated a variety of Moraine Park's programs into select bachelor degree options. Although not all programs have specific articulation agreements, most courses taken at Moraine Park will transfer, as long as they are part of a degree program and have a grade of C- or better. **View additional transfer information online at morainepark.edu/transfer.**

■ Student Handbook
Moraine Park publishes the "Student Handbook" yearly. The information contained in the handbook covers a broad range of topics including:

> Academic Calendar
> Student Services
> Student Conduct
> Student Activities
> Discrimination Grievance Procedure
> Family Education Rights & Privacy Act (FERPA)
> Safety & Security Information

The Student Handbook can be viewed at morainepark.edu/services/student resources or via *my*MPTC.

Accelerated (ACCL)	These classes offer the same content in a condensed time frame. They meet on scheduled dates and times at Moraine Park sites. Assignments and projects require extensive time outside of class. Assignments may be required for the first class. These classes are usually offered once a week so students can take multiple classes in one semester. In ACCL programs students may be expected to follow a sequence of accelerated classes.
Blended (BLD)	These classes are a combination of Online, Interactive Video Conference (IVC) or Telepresence, and Classroom. Coursework is completed both online and in the classroom. For the online work, a computer with Internet access is required. Students use the Moraine Park Learning Management System (LMS) to submit assignments using the Microsoft Office Suite software. Instructors will supply further information during the first class session. Classroom learning will take place either in a classroom at one site or at up to three different sites using the IVC system.
Independent Study (IS)	This is an assigned method of delivering a class (not a program) to a group of enrolled students that numbers less than the minimum required to offer a section. The students will do more of the course activities and assessments on their own in this method of delivery. The number of class meetings for an Independent Study class will be determined by the dean/associate dean. If it is decided that a class will be offered as Independent Study, the students will be informed in advance to the start date of the course providing them an opportunity to withdraw or transfer to another section.
Interactive Video Conference (IVC)	These classes are offered at multiple Moraine Park sites with video and audio interaction through television medium and microphones. These classes meet at scheduled dates and times. Students communicate with the instructor via audio and video technology.
Online (ONL)	These classes are offered via the Internet. A computer with Internet access is required. Students use the Moraine Park Learning Management System (LMS) to submit assignments using the Microsoft Office Suite software. Students have the flexibility to learn where they choose. These classes are not self-paced and have required due dates for assessments and specified start and end dates. Some classes may also require additional software (see course descriptions). Communication with instructors is done using various communications tools within the LMS. Online classes delivered via the Internet will have an additional fee.
Self-Paced Computer Software (SPCS)	This concept means a student may start a class anytime within a semester. Class completion dates are communicated during the face-to-face orientation and are strictly adhered to by the College. If the competencies and components of the class are not satisfactorily completed by the end of the semester, the student will receive an "F" for the class grade. An orientation session is required before beginning SPCS classes.
Self-Paced Open Lab (SPOL)	Within the scheduled open lab. Students choose times to attend class. Required orientation includes lab expectations, testing requirements, class duration (11 weeks, etc.) and other logistics.
Traditional	These classes meet at scheduled meeting dates and times at Moraine Park sites. Instruction is face to face.

Enrollment may limit the campus availability or delivery of certain courses.

Online Education Opportunities

Leading Online Education

Moraine Park students are finding success with their online courses and continue to come back for more. Moraine Park currently has:

> more than 5,000 online students per year.

> 20 online programs/certificates.

> more than 350 online courses per year.

> a simple online orientation tutorial.

> technical support 24 hours a day, 7 days a week.

> dynamic curriculum.

Are you ready for online?

There are several resources available to Moraine Park students to prepare them for online learning. Visit our Online Learning site at **morainepark.edu**, Programs & Courses, Online Learning and About Online College.

Minimum Software Requirement

Note: All software requirements are subject to change. Additional specialized software may be required for some courses. See course-specific requirements.

2017-2018 Online Programs and Certificates

Program Number	Title	Type
10-101-1	Accounting	Associate of Applied Science Degree
31-101-1	Accounting Assistant	Technical Diploma
10-102-1	Business Analyst	Associate of Applied Science Degree
10-102-3	Business Management	Associate of Applied Science Degree
97-307-1	Early Childhood Administrative Credential Certificate	Certificate
97-196-4	Health Care Leadership	Certificate
10-530-1	Health Information Technology (clinicals required)	Associate of Applied Science Degree
97-196-1	Human Resource Development Certificate	Certificate
31-152-7	Information Technology - Web Designer/Developer (internship required)	Technical Diploma
10-196-1	Leadership Development	Associate of Applied Science Degree
97-106-4	Legal Office Skills	Certificate
31-530-2	Medical Coding Specialist	Technical Diploma
97-196-3	Organizational Management	Certificate
97-196-2	Principles of Management	Certificate
10-145-1	Small Business Entrepreneurship	Associate of Applied Science Degree
50-527-1	Wastewater Treatment Plant Operator Apprenticeship	Apprenticeship
10-527-2	Water Quality Technology (internship required)	Associate of Applied Science Degree
97-152-1	Web Site Coordinator	Certificate

All program-required General Education courses are online. Enrollment may limit the campus availability or delivery of certain courses and/or programs.

International Education

Moraine Park Technical College is committed to providing international education opportunities for its students. In alignment with its Mission Statement and Core Abilities, the College encourages students to experience international cultures through study abroad opportunities. Students who participate in a study abroad experience gain global awareness and cultural understanding of the industry and community in an increasingly connected world. These experiences place students in environments where they adapt to change, communicate clearly, and think critically and creatively as they engage not only in possible coursework but also common, day-to-day activities in other cultures.

Visit with any of our students who have traveled, and they will share how they've gained a greater awareness of educational, historical and social systems of other cultures.

Benefits of International Education

- Interact with people who hold different world views
- Identify and relate to differences in the workplace
- Gain knowledge of other cultures while seeing one's home culture differently
- Adapt to change and new systems, from transportation to markets, menus and customs
- Prepare for a workforce where companies have offices on other continents

Examples of Opportunities

- Spend spring break in Jamaica: Over spring break, students participate in a service-learning project related to Nursing and Health Education in rural Jamaica.
- Wisconsin-Darmstadt exchange: In May, students travel to Germany where German families host the students. In October, College staff and students host German students in their home. This educational experience includes academic and cultural components.
- Belize in early summer. In May, students learn about the geography, history, and culture of Belize and the Central American region and complete hands-on work with renewable energy systems for the rural developing world.
- Learn about business in Ireland. In early summer, students visit historical sites, attend lectures by top Irish instructors, and participate in company visits to receive a "behind the scenes" look at Irish business.

International Education opportunities are available to all MPTC students and students may qualify for funding opportunities. For example, Boren Awards include scholarships for undergraduate students that provide unique funding opportunities for U.S. students to add an important international and language component to their educations. Boren Awards focus on geographic areas, languages, and fields of study that are critical to U.S. interests and underrepresented in study abroad.

Students interested in learning more about International Education or Study Abroad opportunities should contact the Dean of General Studies at 920-924-3163 or international@morainepark.edu, or visit the International Education website at morainepark.edu/studyabroad.

Service-Learning

Moraine Park Technical College is committed to community engagement and student success. One way the College supports these commitments is through the opportunity for students to participate in service-learning experiences These experiences enhance students' résumés with community-based learning that promotes the value of civic responsibility and community involvement while they work on their program degree at MPTC. As students apply their classroom learning to an applicable, real-world environment, they reflect on the experience and the relevance of their education to the day-to-day practices of a community agency. Most service-learning opportunities for students align with community non-profit agencies.

For more information on Service-Learning, contact the Dean of General Studies at 920-924-3163.

General Education

As indicated in Wisconsin Technical College System documentation, General Education provides a core of knowledge that supports common skills, intellectual concepts and professional attitudes that an educated person should possess. General Education provides instruction in essential skills required for success in careers, at home, in a community and in society. Employers, employees and educators identify particular skills, concepts and attitudes that are evident in an educated person through a variety of academic, social and personal indicators. These attributes include responsibility for self, effective communication skills, applied critical thinking and problem-solving abilities, ethical decision-making processes, global awareness, inclusive actions, awareness of mathematical principles and knowledge of scientific and technological advancements.

To fulfill this expectation as stated through the Wisconsin Technical College System, Moraine Park Technical College requires 18 hours of general education for those students completing the associate of applied science degree.

Depending on the program, a combination of the following content areas will apply to the degree. Please consult with an academic advisor to ensure enrollment in the appropriate program-related general education courses. These courses offer analysis and application in relation to an educated individual functioning in both occupational and community settings.

Communication: English composition, oral and interpersonal communication, technical reporting, speech, etc. - 6 credits required

Social Science: Sociology, economics, ethics, introduction to diversity studies, etc. - 3 credits required

Behavioral Science: Introduction to psychology, psychology of human relations, developmental psychology, abnormal psychology, etc. - 3 credits required

Math and/or Science: College mathematics, college technical math, general chemistry, microbiology, general anatomy and physiology, etc. - 3+ credits required

General Education electives: From any general education category - 3+ credits required

Note: There is one institutional requirement for all associate of applied science degrees housed in the General Education division: a first-semester, two-credit College 101 course (890-101).

The Associate Dean of General Education can be reached at 920-924-3307.

In addition to information related to general education requirements, the Dean of General Studies can also provide information related to service-learning and study abroad opportunities. The Dean of General Studies can be reached at 920-924-3163.

Types of Programs

Associate of Applied Science (AAS)	Associate of Applied Science degree programs help you prepare for or advance in a particular occupation or field. Most AAS degrees require 60-70 credits and consist of technical studies, general studies and electives. Complete your degree in as little as two years, or attend part-time to fit your schedule. Some or all credits may be applied toward a bachelor's degree program at a four-year college.
Technical Diploma (TD)	Technical Diploma programs help you prepare for a targeted occupation, typically at an entry level. Credit requirements range from 3-70 credits, and many programs offer full- and part-time options. Some credits may be applied to associate of applied science degree programs.
Apprenticeship (A)	Apprenticeships are an earn-while-you-learn program of on-the-job training combined with related classroom instruction for a skilled trade. Both the employer and the apprentice must be contracted with the Bureau of Apprenticeship Standards in order to begin the program. You may find more information on how to apply to any of MPTC's apprenticeship programs by visiting the Bureau of Apprenticeship Standards website http://dwd.wisconsin.gov/apprenticeship/ or by calling 608-266-3332.
Advanced Technical Certificate (ATC)	Advanced Technical Certificates are designed to meet the needs of highly skilled workforce. These programs include a small block of credits (9-12). At least six of these credits are advanced content beyond an earned associate of applied science degree program.
Certificate (C)	Certificate programs include a focused set of courses for skills required in the workplace. Some credits may apply to associate of applied science degree or technical diploma programs or to a bachelor's degree program at a four-year college.

INSTITUTIONAL REQUIREMENTS—
College 101 and Computer Literacy

All Associate of Applied Science degrees have institutional requirements, and these institutional requirements include 890-101 College 101 (2 credits) and 103-159 Computer Literacy (1 credit). In addition to being a requirement in the AAS degree, the 890-101 College 101 is also a requirement for technical diplomas.

Certificate students are not required to complete 890-101 College 101 or 103-159 Computer Literacy. Students who have completed a bachelor's or master's degree within five years of starting their program courses will be granted a waiver for 890-101 College 101. Non-program course takers and certificate students will need to take College 101 upon entering a program. They will not be waived from this requirement.

For Computer Literacy, there is a test out option for those students that are confident they are proficient in the competencies of the course. Students may also have the option of using prior course completion if the competencies are similar to the Computer Literacy course. Advisors can provide additional information on this option.

Agribusiness Science and Technology
Associate of Applied Science:
10-006-2

Whether you want to run your own agribusiness operation or help other agriculture producers become more successful, this program gives you the skills you need. Learn how to merge business and science to produce a product and make a profit. Through hands-on learning and on-the-job experience, you'll gain skills in animal science and nutrition, integrated pest management, soil science, crop production and precision agriculture. You'll be able to develop crop management, livestock management and business plans. You'll also learn how to enhance your success through sales, marketing and business management. This program will open doors to a variety of agribusiness career pathways.

Lakeshore Technical College (LTC) offers its Agribusiness Science and Technology program classes at LTC and also at Moraine Park via live interactive television. As an Agribusiness Science and Technology student, you'll attend live classes at the LTC campus or attend live interactive television classes at Moraine Park. General studies classes and labs can be taken at Moraine Park. For more information, please see Lakeshore Technical College's Agribusiness Science and Technology program information.

Agriculture Technician
Technical Diploma:
31-006-2

Successful individuals employed in agriculture occupations need a basic understanding of industry specific financial operations, goal-setting, human relations, crops, soil management, as well as livestock fundamentals.

This diploma is embedded within the Agribusiness Science and Technology Associate degree. This means that Agriculture Technician graduates have the opportunity to also complete their associate degree with one more year of college.

Lakeshore Technical College (LTC) offers its Agriculture Technician program classes at LTC and also at Moraine Park via live interactive television. As an Agriculture Technician student, you'll attend live classes at the LTC campus or attend live interactive television classes at Moraine Park. General studies classes and labs can be taken at Moraine Park. For more information, please see Lakeshore Technical College's Agriculture Technician program information. For more information, please see Lakeshore Technical College's Agriculture Technician program information.

Wastewater Treatment Plant Operator Apprenticeship
Apprenticeship:
50-527-1

Wastewater treatment plant operators monitor, maintain, and adjust a wide variety of systems used in the treatment of wastewater. They control plant processes to ensure the plant operates effectively. Operators monitor laboratory data, charts, and computer control systems, which indicate performance status of a wide variety of biological nutrient and chemical removal. These workers operate various systems and processes, including activated sludge wastewater treatment systems; biological nutrient removal systems, digester gas system pressures and gas compressor operations; digester operating temperatures; heat exchangers; digester circulation pumps, pressures, and flows; boilers and engine generators; influent rate and pumps; sludge and primary sedimentation levels and pumps; and sewage de-gritting systems. Personnel employed in these positions monitor and adjust sludge thickness on flotation thickeners; and monitor and adjust the quantity of sludge in the thickener hopper and rate of pumping to digesters. Operators will back flush, clear, and purge pumps, and monitor and adjust flow rates. Plant operators operate and control sludge dewatering centrifuge and all associated systems. Operators also collect various samples and plant information, including composite samples; disinfection system samples; effluent samples, bay samples; and daily major industrial user samples. Personnel collect, record and maintain records as necessary for state and federal regulations. Advanced certifications exist in the industry.

Course Number	Course Title	Credits
Term 1		
527-100	Introduction to Wastewater Treatment	3
804-107	College Mathematics	3
	Total 1st Term Hours/Credits	**6**
Term 2		
527-103	Conventional Wastewater Treatment	3
527-111	Water Chemistry	4
	Total 2nd Term Hours/Credits	**7**
Term 3		
527-105	Advanced Wastewater Treatment Processes	4
527-120	Hydraulics of Water and Wastewater	3
527-136	Equipment Maintenance and Instrumentation	4
	Total 3rd Term Hours/Credits	**11**
Total Program Hours/Credits		**24**

Related Electives (Unpaid Related)

455-455	**Transition to Trainer, Your Role as a Journeyworker	.20

**Required

Additional Requirements:
The apprentice must complete Heartsaver First Aid/CPR or equivalent in the first year of the apprenticeship and maintain it throughout the program; Confined Space Entry and OSHA 10 Hour; and Transition to Trainer. The apprentice may be required by the employer to obtain a Commercial Driver License (CDL).

For apprenticeship application information, please contact the apprenticeship office at 262-335-5849.

Water Quality Technology
Associate of Applied Science:
10-527-2

Moraine Park's Water Quality Technology program provides students with the skills and training to perform testing, analysis and treatment to community and industrial water supplies. Water Quality technicians are responsible for ensuring that the water we use is safe and that discharge water is processed effectively. Their work combines the precision and accuracy found in the biochemical laboratory with operational aptitude and troubleshooting skills. Each day, municipalities and industries generate billions of gallons of wastewater that must be collected, analyzed and treated.

Program graduates also have employment opportunities as environmental technicians and field service technicians at companies that design and install water treatment equipment for municipalities and manufacturing companies.

This associate of applied science degree offers targeted instruction and practical experience

Agriculture, Food and Natural Resources (cont.)

Water Quality Technology (cont.)

through online courses and an on-the-job internship (Water Quality Research can be taken as an alternative for students unable to secure an internship). Geographical location of the student does not matter, as long as the student can access the Internet. Completion of the degree can occur from anywhere on the globe.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
527-100	Introduction to Wastewater Treatment	3
527-130	Groundwater Supply and Distribution	3
801-136	English Composition 1	3
804-107	College Mathematics	3
890-101	**College 101	2
Total		**15**
Term 2		
527-103	Conventional Wastewater Treatment	3
527-111	Water Chemistry	4
527-131	Surface Water Supply and Treatment	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 3		
527-105	Advanced Wastewater Treatment Processes	4
527-120	Hydraulics of Water and Wastewater	3

Course Number	Course Title	Credits
527-129	Utility Management	3
527-136	Equipment Maintenance and Instrumentation	4
809-1xx	Behavioral Science Course	3
Total		**17**
Term 4		
527-125	Industrial Wastes	3
527-150	Advanced Water Treatment	3
527-171	Water Quality Internship	3
	- OR -	
527-173	Water Quality Research	3
809-195	Economics	3
Total		**12**
Required Elective Credits		**3**
Total Program Credits and Institutional Requirements		**63**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Wind Energy
Associate of Applied Science:
10-482-1

The wind energy industry is the fastest growing segment of renewable energy production. The U.S. and Canadian commercial wind farms are experiencing annual growth of 25%. Employers seek skilled technicians for operation and maintenance activities in local wind farm settings. There is also intense demand for upper-level technicians within U.S. and international wind turbine manufacturers; these include installation technician, quality control technician, and warranty and commissioning technicians. Operation and maintenance positions generally remain with a given wind farm location; other technicians travel extensively with the development of new wind farms and repair/retrofitting of wind farms around the world.

Students are able to complete their general studies courses and a number of core program courses at Moraine Park and enroll in the Wind Energy Technology courses at Lakeshore Technical College (LTC). LTC's Wind Energy Technology courses focus on applying knowledge and skills to install, test, service and repair wind turbine components and Supervisory Control and Data Acquisition (SCADA) systems. They also focus on applying safety practices required on the job and learning safe wind turbine tower climbing skills. For more information, please see Lakeshore Technical College's Wind Energy Technology program information.

ABC Carpentry Apprenticeship
Apprenticeship:
50-410-9

Carpentry includes residential, commercial and industrial buildings and structures such as bridges and dams. In this trade, you will be involved with layout; concrete forming; wood and metal framing of walls, floors and roofs; window and door installation; and a wide variety of interior and exterior finish applications. You will also learn to use a variety of hand and power tools. Physically demanding indoor and outdoor work with variable weather conditions. Work may involve being below ground or working at various heights. The carpentry program will include the use of green and sustainable construction practices.

Course Number	Course Title	Credits
Year 1		
410-531	ABC Carpentry 1	2
410-532	ABC Carpentry 2	2
Year 2		
410-533	ABC Carpentry 3	2
410-534	ABC Carpentry 4	2
Year 3		
410-535	ABC Carpentry 5	2
410-536	ABC Carpentry 6	2
Year 4		
410-537	ABC Carpentry 7	2
410-538	ABC Carpentry 8	2
Total		**16**

Required paid instruction hours - 576

Suggested Related Electives (unpaid related)

410-302	Advanced Roof Framing	1
410-304	Cabinet Making	1
410-305	Advanced Stair Construction	1
410-306	Wisconsin Uniform Dwelling Code	1
410-307	Construction Measurement and Layout	1
410-311	Construction Trades Blueprint Reading	1
410-406	Your Role in the Green Environment	.3
410-456	Rigging for Building Trades	.45
413-500	**OSHA 10	.50
442-322	Welding for Apprentices	1
455-455	**Transition to Trainer, Your Role as a Journeyworker	.20
531-465	**Heartsaver First Aid/CPR	.20

Other unpaid-related courses may be taken with the approval of the Advisory Committee.

**Required

For apprenticeship application information, please contact a Bureau of Apprenticeship Standards Representative at 920-693-1102.

ABC Construction Electrician Apprenticeship
Apprenticeship:
50-413-9

Electricians plan, diagram, install and repair electrical fixtures, apparatus and control equipment such as switches, relays and circuit breaker panels. They measure, cut, bend, thread, assemble and install electrical conduit (pipe or tubing), and pull wire through conduit. They test continuity of circuits to ensure compatibility and safety of components, using instruments such as the ohmmeter and electrical test meter.

Electricians assemble, install and wire electrical systems that operate heating, lighting, power, air conditioning and refrigeration components; electrical machinery; electronic equipment and controls; and signal and communications systems. Electricians need to be knowledgeable on the latest technology dealing with energy conservation and green sustainable work processes.

For safety, electricians must be able to master the more than 800 detailed sections of the National Electrical Code designed to protect persons and property from hazards arising from the use of electricity. This job also requires electricians to have the ability to distinguish colors.

Course Number	Course Title	Credits
Year 1		
413-540	ABC Construction Electrician 1	2
413-541	ABC Construction Electrician 2	2
Year 2		
413-542	ABC Construction Electrician 3	2
413-543	ABC Construction Electrician 4	2
Year 3		
413-544	ABC Construction Electrician 5	2
413-545	ABC Construction Electrician 6	2
Year 4		
413-546	ABC Construction Electrician 7	2
413-547	ABC Construction Electrician 8	2
Year 5		
413-548	ABC Construction Electrician 9	2
413-549	ABC Construction Electrician 10	2
Total Hours/Credits		**20**

Based on Moraine Park's curriculum design, actual program hours will be delivered at 720 hours. The state has required a minimum of 700 hours paid-related instruction. Additional unpaid-related hours are also required.

413-326	Introduction to PLC	1
413-327	Advanced PLC	1

Course Number	Course Title	Credits
413-371	Electrical Estimating for Construction Trades	1
413-374	Advanced NEC, Construction Trade Apprentices	1
413-375	Basic Electrical Blueprint Reading for Construction Trades	1
413-381	Building Trades National Electric Code	2
413-390	Industrial Electricity 1 (Motor Control-JATC)	2
413-394	Basic Programmable Logic Controls	2
413-405	Electrical Code Update	.60
413-500	**OSHA 10	.50
442-322	Basic Welding Applications for Construction	1
455-455	**Transition to Trainer, Your Role as a Journeyworker	.20
531-465	**Heartsaver First Aid/CPR	.20

Other unpaid-related courses may be taken with the approval of the Advisory Committee.

**Required

For apprenticeship application information, please contact a Bureau of Apprenticeship Standards Representative at 920-693-1102.

Air Conditioning, Heating and Refrigeration Technology
Associate of Applied Science:
10-601-1

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) jobs are expected to see higher than average growth for the foreseeable future according to the U.S. Department of Labor. This high job growth creates a need for intensive vocational training in HVAC/R programs, leading students to become skilled technicians in their field.

Moraine Park Technical College (MPTC) offers an associate of applied science degree program where students learn the principles of air conditioning and heating service and installation, and design of heating and air conditioning systems. This program includes hands-on training in commercial refrigeration, supermarket applications of refrigeration, hot water/steam heating, geothermal heating and air conditioning, building controls, fundamentals of electricity, electric motors and controls, and studies in the movement of air specific to HVAC/R applications. In 2014, a laboratory and simulated construction environment was completed, giving HVAC/R students a state-of-the-art learning experience.

(continued)

Air Conditioning, Heating and Refrigeration Technology (cont.)

MPTC also offers training in building automation systems (BAS) and energy management to meet the energy needs of current buildings. BAS is a technology driven component of modern HVAC/R systems where the technician must utilize their training in HVAC/R system operation to program local and web-based control systems. BAS is the fastest growing segment within HVAC/R jobs.

Course Number	Course Title	Credits
Term 1		
601-107	Electricity and Electronics HVAC	3
601-108	Heating, Ventilation and Air Conditioning (HVAC) Schematics	2
601-109	HVAC/R Code	1
601-120	Fundamentals of Refrigeration	2
601-121	Refrigeration Service Techniques	2
804-107	College Mathematics	3
890-101	**College 101	2
Total		**15**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
601-122	Residential Air Conditioning	3
601-123	Residential Heating Systems	3
601-134	Commercial Heating and Air Conditioning	4
801-136	English Composition 1	3
Total		**14**
Term 3		
601-116	Hydronic Environmental Systems	3
601-118	Air Distribution	2
601-127	Fundamentals of Building Controls	2
601-129	Commercial Food Service Refrigeration	3
801-197	Technical Reporting	3
806-122	Natural Sciences in Society	3
809-1xx	Social Science Course	3
Total		**19**
Term 4		
601-119	Geothermal Heat Pumps	2
601-126	Residential Energy	3
601-128	Building Control Systems Applications	3
601-130	Supermarket Refrigeration	3
809-1xx	Social Science Course	3
809-199	Psychology of Human Relations	3
Total		**17**

Total Program Credits and Institutional Requirements   **65**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Electrical Power Distribution
Technical Diploma:
31-413-2

The Electrical Power Distribution program provides theoretical and hands-on training in all phases of power line construction and maintenance. Individuals must have the ability to work in a diverse work environment, the ability to work at heights and in all weather conditions, good eyesight and hearing, and manual dexterity to be successful in a career as a line mechanic.

This technical diploma program prepares students for entry-level employment as line technician trainees for electrical utilities, telephone companies and related businesses. Graduates of the program may enter their employer's apprentice program.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
413-103	Commercial Driver's License (CDL) Preparation	1
413-307	Electrical Theory and Safety 1	3
413-309	Line Technician 1	5
413-310	Line Technician 2	5
804-363	Algebraic Applications for Electrical Trades	2
809-300	Occupational Success Strategies	2
890-101	**College 101	2
Total		**21**
Term 2		
413-311	Line Technician 3	5
413-312	Line Technician 4	5
413-317	Electrical Theory and Safety 2	3
413-142	Introduction to Electrical Substation	3
806-375	Applied Science	2
Total		**18**

Total Program Credits and Institutional Requirements   **39**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Electricity
Technical Diploma:
31-413-1

Moraine Park's Electricity program provides students with the concepts of and extensive hands-on training in general electrical applications. Coursework develops basic knowledge and skills in residential, commercial and industrial electricity to prepare them for a career path in any of the three areas. In addition, students learn trade-specific mathematics, safety, electrical code, electrical theory, construction trades blueprint reading, basic programmable logic controls, and will investigate the theories and principals of renewable energy and conservation.

The program is designed to help graduates enter the State Electrical Apprenticeship program through the Department of Workforce Development, Bureau of Apprenticeship Standards. Graduates are also prepared for employer-sponsored training programs.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
413-350	Beginning Electrical Concepts	2
413-355	Residential and Commercial Wiring Concepts	3
413-360	Introduction to National Electrical Code	2
413-361	Intermediate National Electrical Code	2
413-363	OSHA Safety Construction Trades	1
413-370	Construction Trades Blueprint Reading	2
804-360	Occupational Mathematics 1	2
890-101	**College 101	2
Total		**17**
Term 2		
413-351	Advanced Electrical Concepts	2
413-365	Basic Motor Controls	3
413-380	Industrial Wiring Concepts	3
413-385	Electrical Fabrication	2
413-386	Trends in Electricity	1
801-310	Occupational Communication - OR -	2
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
Total		**16**

Total Program Credits and Institutional Requirements   **33**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

HVAC Installation Technician
Technical Diploma:
31-601-2

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) jobs are expected to see higher than average growth for the foreseeable future according to the U.S. Department of Labor. This high job growth creates a need for intensive vocational training in HVAC/R

HVAC Installation Technician (cont.)

programs, leading students to become skilled technicians in their field.

Moraine Park Technical College (MPTC) offers an embedded technical diploma program where students learn the principles of air conditioning and heating service and installation, and design of heating and air conditioning systems. This program includes hands-on training in applications of refrigeration, hot water/steam heating, fundamentals of electricity, electric motors and controls, and studies in the movement of air specific to HVAC/R applications. In 2014, a laboratory and simulated construction environment was completed, giving HVAC/R students a state-of-the-art learning experience.

Credits in the one-year technical diploma may be applied toward the Air Conditioning, Heating and Refrigeration Technology associate of applied science degree.

Course Number	Course Title	Credits
Term 1		
601-107	Electricity and Electronics HVAC	3
601-108	Heating, Ventilation and Air Conditioning (HVAC) Schematics	2
601-109	HVAC/R Code	1
601-120	Fundamentals of Refrigeration	2
601-121	Refrigeration Service Techniques	2
804-107	College Mathematics	3
890-101	**College 101	2
Total		**15**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
601-122	Residential Air Conditioning	3
601-123	Residential Heating Systems	3
601-134	Commercial Heating and Air Conditioning	4
801-136	English Composition 1	3
Total		**14**
Total Program Credits and Institutional Requirements		**29**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Industrial Wiring Certificate
Certificate:
97-413-2

Introduces students with little or no background to the fundamentals of electrical motor control components, circuits and systems found in industrial and manufacturing settings. Topics include electrical control symbols, ladder diagrams, power distribution, control transformers, relays, motor starters, limit switches, pushbuttons, selector switches, timers, ac motor principles, proximity sensors, photo eyes and basic troubleshooting of power and control circuits. The certificate prepares students to design PLC circuits, address inputs (contacts) and outputs (coils), work with PLC numbering system, timers, counters, math functions, analog input/outputs, and PLC wiring.

Courses are directly transferable to Moraine Park's Electricity technical diploma if students wish to further their education in this field.

Course Number	Course Title	Credits
Term 1		
413-365	Basic Motor Controls	3
413-380	Industrial Wiring Concepts	3
Total		**6**

Technical Studies Journeyworker
Associate of Applied Science:
10-499-5

This associate of applied science degree program is designed for journeyworkers from various trades who are interested in continuing their education and earning a degree customized to their career interests. Thirty-nine credits are granted toward the degree, based upon completion of a Wisconsin Journey certificate that includes 400 or more hours of instruction. The Certificate of Apprenticeship/Wisconsin Journey Worker Level Certificate will grant the student 39 credits for prior learning.

With a college advisor, the journeyworker identifies the knowledge and skills required for achieving specific career goals. Existing courses become components of the journeyworker's program of study. Selected coursework may be taken during the duration of the apprenticeship.

The 21-credit general studies required coursework may be transferable to a 4-year institution.

Note: financial aid is not available for courses taken soley to fullfill this degree.

For further information regarding the Technical Studies Journeyworker degree, please contact Nathan Evrard, Academic Advisor at 262-335-5729.

Course Number	Course Title	Credits
39 credits of advanced standing are granted for 400 hours of apprenticeship-related training. Based on 6,048 hours of on-the-job training.		39
Institutional Requirements (3 credits)		3
103-159	Computer Literacy - Microsoft Office	1
890-101	College 101	2
General Studies Courses (see below)		21
Communications (select 801-136 English Composition 1 and one additional Communication course)		6
801-136	English Composition 1 (and)	3
801-1XX	Other associate-level Communication Course	3
Mathematics or Science (minimum 3-credit course)		3
804-1XX	Associate-level Mathematics Course (or)	3-4
806-1XX	Associate-level Science Course	3-4
Social Science (minimum 3-credit course)		3
809-1XX	Associate-level Social Science course	3
Behavioral Science (minimum 3-credit course)		3
809-1XX	Associate-level Behavioral Science course	3
The remaining six General Education credits from the 801, 804, 806, or 809 areas to be determined with academic advisor.		6
Total Program Credits and Institutional Requirements		**63**

Note: A minimum of 25 percent of total program requirements must be earned at the technical college from which you will receive your degree.

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Arts, Audiovisual Technology and Communications

Electronic Publishing Certificate
Certificate:
97-204-2

This certificate helps students develop beginning-level electronic publishing skills. Students learn the software functions of Adobe Photoshop, Adobe Illustrator and InDesign software. Basic typographic and graphic design techniques are presented as well as an overview to the graphic communications field. This certificate is designed for individuals who are interested in acquiring entry-level skills for the graphic communications field. The coursework appeals to people who enjoy working with computer software and applying these software skills to graphic design projects.

Course Number	Course Title	Credits
Term 1		
103-170	Beginning Photoshop	2
103-174	InDesign	2
111-101	Introduction to Graphic Communication	3
204-100	Imaging Editing	2
204-102	Vector Illustration 1	2
204-111	Typography	3
204-112	Design Fundamentals	3
Total		**17**

Graphic Communications
Associate of Applied Science:
10-204-3

The Graphic Communications program combines the creativity of graphic design and the technology of digital media to prepare graduates for careers in graphic communications. Emphasis is placed on the use of the graphic design software to generate text, graphics and photos to create digital media for use in newsletters, flyers, display ads, forms, manuals, brochures and Web-based documents. First-year students work primarily online building design and layout skills using a variety of graphic production software. Second-year students continue to develop these skills through hands-on, classroom-based production experiences.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
103-170	Beginning Photoshop	2
103-174	InDesign	2
111-101	Introduction to Graphic Communication	3
204-112	Design Fundamentals	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**16**
Term 2		
152-107	Graphics for the Web	2
204-102	Vector Illustration 1	2
204-111	Typography	3
204-121	Publishing Principles	2
204-163	Acrobat PDF	2
801-1xx	Communication Course	3
809-1xx	Behavioral Science Course	3
Total		**17**
Term 3		
196-189	Team Building and Problem Solving	3
204-100	Imaging Editing	2
204-134	Design Production and Planning 1	3
204-144	Vector Illustration 2	3
804-1xx	Mathematics Course	3
809-1xx	Social Science Course	3
Total		**17**
Term 4		
204-116	Digital Graphic Imaging	3
204-168	Design Production and Planning 2: Digital Output	3
204-181	Prepress Process Color	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements 65

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Interactive Media Design - Animation
Associate of Applied Science:
10-206-4

Interactive Media Design program students develop knowledge and skills to design and manipulate graphics, animations, sound, text and video into multimedia presentations used in developing products or creating advanced business presentations. Program graduates will be capable of creating animated and live videos, virtual worlds and commercials, applications used in mobile devices and touch screen kiosks, digital signage and other Web-based media.

This program is ideal for individuals seeking entry-level careers as interactive multimedia designers and animators or for those who are already working as Web developers, graphic designers and artists who are seeking to update and expand their skills. The program includes alternative courses. The Animation emphasis, for those having strong artistic talent, involves conceiving and designing two- and three-dimensional images and manipulating characters to interact with audio and video elements while the Motion Graphics emphasis includes courses that focus on animated graphics.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
204-100	Imaging Editing	2
204-102	Vector Illustration 1	2
206-104	Interactive Design and Authoring	3
206-106	Introduction to the Interactive Media Industry	1
207-122	Basic Drawing for Animation	3
890-101	**College 101	2
Total		**14**
Term 2		
152-107	Graphics for the Web	2
206-108	Motion/Visual Effects	2
206-110	Video/Sound Editing	3
207-124	Animation 1	3
207-126	Introduction to 3-D Animation	2
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
Total		**18**
Term 3		
206-114	Flash Animation Application	3
207-128	3-D Animation 2	3
207-130	Animation 2	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**18**
Term 4		
206-120	Team Production	3
207-132	Virtual Worlds and Game Applications	3
207-136	Advanced Image Manipulation (2D) - OR -	3
207-138	Introduction to Maya (3D)	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements 65

**The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Interactive Media Design - Motion Graphics
Associate of Applied Science:
10-206-4

Interactive Media Design program students develop knowledge and skills to design and manipulate graphics, animations, sound, text and video into multimedia presentations used in developing products or creating advanced business presentations. Program graduates will be capable of creating animated and live videos, virtual worlds and commercials, applications used in mobile devices and touch screen kiosks, digital signage and other Web-based media.

This program is ideal for individuals seeking entry-level careers as interactive multimedia designers and animators or for those who are already working as Web developers, graphic designers and artists who are seeking to update and expand their skills. The program includes alternative courses. The Animation emphasis, for those having strong artistic talent, involves conceiving and designing two- and three-dimensional images and manipulating characters to interact with audio and video elements while the Motion Graphics emphasis includes courses that focus on animated graphics.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
204-100	Imaging Editing	2
204-102	Vector Illustration 1	2
206-104	Interactive Design and Authoring	3
206-106	Introduction to the Interactive Media Industry	1
207-122	Basic Drawing for Animation	3
890-101	**College 101	2
Total		**14**
Term 2		
152-107	Graphics for the Web	2
204-112	Design Fundamentals	3
206-108	Motion/Visual Effects	2
206-110	Video/Sound Editing	3
207-126	Introduction to 3-D Animation	2

Course Number	Course Title	Credits
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
Total		**18**
Term 3		
204-116	Digital Graphic Imaging	3
206-122	Video Camera and Lighting Techniques	3
207-128	3-D Animation 2	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**18**
Term 4		
206-120	Team Production	3
206-126	Post Production	3
207-132	Virtual Worlds and Game Applications	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **65**

**The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Administrative Professional
Associate of Applied Science:
10-106-6

In the age of technology, the role of the administrative assistant has broadened not only to include the administrative and office functions needed to run an organization efficiently but also to possess a solid foundation in the technological equipment that supports these functions.

Moraine Park's Administrative Professional coursework prepares students to provide customer service, produce business communications, manage projects, plan meetings and events, and perform an array of other office responsibilities. Students also develop high-level skills in common software applications such as databases and spreadsheets.

They find employment in industrial/manufacturing, service, educational, insurance, sales, human resources and government settings. Administrative assistants enjoy working with others, have good oral and written communication skills, possess strong organizational skills, and project a professional attitude and image.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
106-120	Document Formatting	1
106-135	Business Technology and Innovation	3
106-163	Database and Spreadsheet Essentials	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**16**
Term 2		
106-121	Advanced Document Formatting	1
106-164	Business Applications for Microsoft Office	3
106-182	Information Management	3
196-189	Team Building and Problem Solving	3
804-1xx	Mathematics Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 3		
101-184	Principles of Accounting	3
106-101	Customer Service Essentials	3
106-111	Business Communications	3
106-113	Business Publications	3
106-181	Document Standards and Expectations	3
801-1xx	Communication Course	3
Total		**18**

Course Number	Course Title	Credits
Term 4		
105-150	Business Practice Firm - OR -	3
105-152	Business Practicum	3
106-142	Business Meeting and Event Planning	3
106-180	Business Protocol	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **65**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Business Analyst
Associate of Applied Science:
10-102-1

Business Analyst will prepare leaners to work as liaisons among stakeholders in order to understand the structure, policies, and operation of an organization. Learners use techniques to gather and analyze business requirements, using best practices and relevant technologies. Graduates will be able to support a variety of business, including health care, manufacturing, insurance and finance.

Course Number	Course Title	Credits
Term 1		
102-132	Business Analyst Planning and Monitoring	3
102-134	Business Analyst Essentials	3
103-159	**Computer Literacy - Microsoft Office	1
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**15**
Term 2		
102-136	Elicitation Techniques	3
102-138	Requirements Life Cycle Management	3
102-140	Business Analyst Software Applications	3
196-189	Team Building and Problem Solving	3
801-1xx	Communication Course	3
Total		**15**
Term 3		
101-134	Introduction to Finance	3
101-138	Data Management, Analysis and Reporting	3
102-142	Requirements Analysis and Design	3
196-188	Project Management	3
196-190	Leadership Development	3
801-197	Technical Reporting	3
Total		**18**

Course Number	Course Title	Credits
Term 4		
102-144	Business Analyst Strategy Analysis	3
102-146	Business Analyst Solution Evaluation	3
809-1xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **63**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Business Management - Management and Supervision
Associate of Applied Science:
10-102-3

The Business Management program is designed for individuals who are seeking an entry-level, business-related position, pursuing self-employment or seeking a job change or advancement. Students receive a broad background in business fundamentals with specific skills in managing operations, marketing, accounting, supervision and computer software applications. Teamwork, problem solving, communication skills and ethical behavior are emphasized as well.

Emphasis Description

The Management and Supervision emphasis provides you with the skills and knowledge necessary to be a successful leader in today's fast-changing work environment. The program is designed to train and educate you in supervisory and management skills in service, manufacturing and nonprofit organizations. You will develop skills in leadership, human resources, teamwork, quality, finance, marketing, operations, labor relations/business law, employee training, problem solving and safety. In addition, you will develop communication skills in writing and speaking.

You can also consider:
• Marketing Emphasis

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1

Business Management - Management and Supervision (cont.)

Course Number	Course Title	Credits
196-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**15**

Term 2

101-184	Principles of Accounting	3
102-120	Principles of Management	3
104-102	Marketing Principles	3
105-160	Business Law	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**18**

Term 3

101-134	Introduction to Finance	3
101-138	Data Management, Analysis and Reporting	3
102-115	Business Relations	3
102-124	Business Logistics	3
116-130	Introduction to Human Resources	3
809-1xx	Social Science Course	3
Total		**18**

Term 4

105-140	Business Decision Making	3
105-150	Business Practice Firm	3
	- OR -	
105-152	Business Practicum	3
105-158	Personal Brand	2
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**14**

Total Program Credits and Institutional Requirements   65

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Business Management - Marketing
Associate of Applied Science:
10-102-3

The Business Management program is designed for individuals who are seeking an entry-level, business-related position, pursuing self-employment or seeking a job change or advancement. Students receive a broad background in business fundamentals with specific skills in managing operations, marketing, accounting, supervision and computer software applications. Teamwork, problem solving, communication skills and ethical behavior are emphasized as well.

Emphasis Description
The Marketing emphasis is designed to prepare individuals for employment in marketing, sales management and retail management fields. Students will learn current practices and acquire knowledge in marketing fundamentals; management; sales; retail operations; sales force management; and new applications in the art of advertising, promotion and selling.

The coursework combines technical skills with creativity and equips students with the skills to compete in the current industry environment. Successful marketing professionals enjoy working with people, have excellent communication skills and present a professional appearance.

You can also consider:
• Management and Supervision Emphasis

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
104-102	Marketing Principles	3
196-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**15**

Term 2		
101-184	Principles of Accounting	3
102-120	Principles of Management	3
104-140	Integrated Marketing Communications	3
105-160	Business Law	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**18**

Term 3		
102-115	Business Relations	3
104-105	Selling	3
104-120	Introduction to Digital Marketing	3
804-1xx	Mathematics Course	3
809-1xx	Social Science Course	3
Total		**15**

Term 4		
104-107	Merchandising Management	3
105-140	Business Decision Making	3
105-150	Business Practice Firm	3
	- OR -	
105-152	Business Practicum	3
105-158	Personal Brand	2
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**17**

Total Program Credits and Institutional Requirements   65

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Customer Service Certificate
Certificate:
97-106-5

This certificate prepares students for entry-level customer service positions such as customer service representative or receptionist.

The coursework offers a foundation in computer skills typically used in customer service careers as well as develops the skills and techniques focused on meeting customer wants and needs.

Individuals interested in this field should enjoy providing information to and resolving issues for customers whether it is in person, using the telephone or on the Internet. They must also enjoy working with a computer to input and access electronic data.

Course Number	Course Title	Credits
Term 1		
106-101	Customer Service Essentials	3
106-120	Document Formatting	1
106-163	Database and Spreadsheet Essentials	3
801-196	Oral and Interpersonal Communication	3
Total		**10**

Entrepreneurship Certificate
Certificate:
97-106-5

The Entrepreneurship Certificate is designed for people interested in exploring the components of small business start-up and operation. Coursework provides new and existing entrepreneurs hands-on training in the areas of business planning, financing, marketing, customer service, financial management and business communications.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
102-115	Business Relations	3
103-159	Computer Literacy - Microsoft Office	1
890-101	College 101	2
Total		**9**

Entrepreneurship Certificate (cont.)

Term 2

101-184	Principles of Accounting	3
145-185	Entrepreneurship	3
145-189	Writing a Small Business Plan	3
Total		**9**

Total Credits		**18**

Human Resource Development
Certificate:
97-116-1

This certificate establishes a foundation for developing employee effectiveness by focusing on the supervisor's role in understanding, communicating and implementing organizational policies. Coursework entails: employment law; skills and tools to enhance employee performance, motivation and development; and workplace safety and health programs.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward the Human Resources associate of applied science degree if the student desires. In addition, graduates or students currently enrolled in a program may find they have already completed some of the certificate's requirements.

These classes are offered in the accelerated format and are designed for employed adults. Classes meet for six weeks, four hours per week. Extensive out-of-class work is required. Courses in this certificate can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
196-134	Legal Issues in the Workplace	3
196-136	Safety in the Workplace	3
196-193	Human Resource Management	3
Total		**9**

Human Resources
Associate of Applied Science:
10-116-1

The Human Resources associate of applied science degree prepares you with general skills in communication, human relations and business fundamentals. You will also develop specific skills in the Human Resource areas of recruiting; coordinating the hiring, benefits, and training and orientation process; maintaining personnel records; safety; and planning company special events and functions.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
196-189	Team Building and Problem Solving	3
196-193	Human Resource Management	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**15**
Term 2		
101-141	Payroll Accounting	3
106-135	Business Technology and Innovation	3
106-182	Information Management	3
196-136	Safety in the Workplace	3
196-164	Personal Skills for the Workplace	3
801-1xx	Communication Course	3
Total		**18**
Term 3		
102-120	Principles of Management	3
116-152	Orientation and Training	3
116-154	Recruiting and Hiring	3
196-134	Legal Issues in the Workplace	3
804-1xx	Mathematics Course	3
809-1xx	Behavioral Science Course	3
Total		**18**
Term 4		
105-150	Business Practice Firm	3
	- OR -	
105-152	Business Practicum	3
116-151	Employee Relations	3
116-156	Compensation and Benefits	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements		**66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Leadership Development
Associate of Applied Science:
10-196-1

The Leadership Development program offers training in leadership; human relations; budgeting; quality, legal and safety issues; problem solving and team building; and diversity and change management. The role of the traditional supervisor is changing, and the new supervisor must be able to balance employee participation with the need to meet established goals.

This program is offered in an accelerated format and is designed for employed adults. Each class runs six weeks and meets once each week for four hours. Courses are offered at all three campuses with sections available mornings, evenings and online. Core courses are offered at scheduled times, while support, general studies and elective courses may be taken at any time. Extensive out-of-class work is required. Courses within the program can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
196-189	Team Building and Problem Solving	3
196-191	Supervision	3
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**18**
Term 2		
103-180	Microsoft Excel	2
196-164	Personal Skills for the Workplace	3
196-190	Leadership Development	3
196-193	Human Resource Management	3
801-1xx	Communication Course	3
Total		**14**
Term 3		
196-134	Legal Issues in the Workplace	3
196-136	Safety in the Workplace	3
196-168	Organizational Development	3
196-169	Diversity and Change Management	3
809-1xx	Behavioral Science Course	3
Total		**15**
Term 4		
196-188	Project Management	3
196-192	Managing for Quality	3
196-196	Leadership Capstone	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**18**

Total Program Credits and Institutional Requirements		**65**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Legal Administrative Professional
Associate of Applied Science:
10-106-3

The Legal Administrative Professional program prepares students to provide client services;

(continued)

Legal Administrative Professional (cont.)

produce and coordinate legal communications, documents and information; and organize and maintain files. The coursework focuses on concepts, procedures and skills specific to the legal environment.

Individuals interested in this career are detail-oriented, have strong communication skills and enjoy working with others.

Graduates are employed in private law firms, the court system, government offices, financial trust departments or private industry. They work in a variety of law fields including bankruptcy, business and corporate, criminal, divorce and family, government, trademark and copyright, real estate, civil litigation, tax law, and estate planning.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
106-120	Document Formatting	1
106-163	Database and Spreadsheet Essentials	3
106-178	Legal Office Professional	3
106-181	Document Standards and Expectations	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**16**
Term 2		
106-121	Advanced Document Formatting	1
106-135	Business Technology and Innovation	3
106-164	Business Applications for Microsoft Office	3
106-167	Legal Processes and Systems	3
106-182	Information Management	3
804-1xx	Mathematics Course	3
Total		**16**
Term 3		
106-101	Customer Service Essentials	3
106-111	Business Communications	3
106-175	Legal Documents Production 1	2
106-176	Legal Documents Production 2	2
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
101-184	Principles of Accounting	3
106-169	Law Office Applications	3
196-189	Team Building and Problem Solving	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements 63

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Legal Office Skills Certificate
Certificate:
97-106-4

This certificate assists individuals who have general business/office skills in gaining specialized training for the legal office environment and assists individuals currently in the legal environment to enhance their skills or credential their legal work experience.

Coursework is drawn from the Legal Administrative Professional associate of applied science degree to provide an overview of the court system and office functions specific to the legal environment. In addition, students develop the skills to prepare documents for court filing in civil, criminal and small claims cases as well as, but not limited to, documents for real estate, family law and corporate law.

This certificate enables students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward a degree if the student desires.

This certificate can be completed part-time during the days or evenings. A combination of instructor-led and online courses are available to meet the needs of the working adult.

Course Number	Course Title	Credits
Term 1		
106-120	Document Formatting	1
106-167	Legal Processes and Systems	3
106-169	Law Office Applications	3
106-175	Legal Documents Production 1	2
106-176	Legal Documents Production 2	2
106-178	Legal Office Professional	3
Total		**14**

Medical Office Management
Associate of Applied Science:
10-160-3

Medical office managers play a vital role in the health care industry by planning, directing, and coordinating medical and health services. The Medical Office Manager may focus on management of facility operations, specialize in managing a specific clinical area or department, or manage a medical practice for a group of physicians. These individuals work closely with providers, employees, patients, and payors to ensure successful operations.

The program will be comprised of a progressive career ladder transitioning from two certificates (Administrative Medical Assistant and Medical Billing Specialist) --> Technical Diploma (Medical Office Specialist) --> Associate Degree (Medical Office Management). Students will also earn a local certificate (Healthcare Leadership).

This program is highly recommended for graduates of Medical Assistant, Medical Office Specialist, and Medical Billing Specialist who wish to pursue an associate degree to elevate their career opportunities.

Course Number	Course Title	Credits
Term 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-107	Medical Office Insurance and Finance	2
801-136	English Composition 1	3
890-101	**College 101	2
Total		**17**
Term 2		
160-151	Specialized Insurance Claims	3
160-152	Electronic Patient Billing	3
160-154	Medical Office Administration	4
160-160	Medical Office Practicum	2
501-108	Pharmacology for Allied Health	2
509-109	Medical Law, Ethics and Professionalism	2
Total		**16**
Term 3		
196-189	Team Building and Problem Solving	3
196-191	Supervision	3
801-1xx	Communication Course	3
804-107	College Mathematics	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**18**
Term 4		
160-162	Medical Practice Management	3
160-166	Medical Office Management Capstone	1
196-190	Leadership Development	3
196-192	Managing for Quality	3
196-169	Diversity and Change Management	3
809-195	Economics	3
Total		**16**

Total Program Credits and Institutional Requirements 67

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

(continued)

Medical Office Specialist
Technical Diploma:
31-160-3

Graduates of the Medical Office Specialist program find employment in individual physician's offices, hospitals, outpatient clinics, health insurance companies, laboratories, medical supplies and equipment companies, nursing homes, skilled nursing facilities and public health departments.

Medical Office Specialists combine medical office skills with computer skills. Necessities for the field are strong ethical values and confidentiality standards. Strong human relations skills are important when dealing with the needs of patients on a daily basis.

Major skills learned in the program include:

- Medical Terminology
- Health Insurance/Coding
- Legal and Ethical Compliance in the Healthcare Setting
- Customer Service
- Medical Billing, Scheduling, and Electronic Medical Record Software
- Problem Solving
- Applications Software (Word, Access, Excel, PowerPoint)
- Compose Medical Correspondence

High school courses helpful in preparing for the program are Medical Terminology, Anatomy, keyboarding, computer software and English.

Graduates of the Medical Office Specialist program may be eligible to write the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists (AMT).

The courses from this technical diploma can be directly transferred into Moraine Park's Medical Office Management associate of applied science degree should students choose to continue their education.

Course Number	Course Title	Credits
Term 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-107	Medical Office Insurance and Finance	2
801-136	English Composition 1	3
890-101	**College 101	2
Total		**17**
Term 2		
160-151	Specialized Insurance Claims	3
160-152	Electronic Patient Billing	3
160-154	Medical Office Administration	4
160-160	Medical Office Practicum	2
501-108	Pharmacology for Allied Health	2
509-109	Medical Law, Ethics and Professionalism	2
Total		**16**

Total Program Credits and Institutional Requirements	33

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

Office Assistant
Technical Diploma:
31-106-1

Moraine Park's Office Assistant program is designed to provide individuals with the skills to perform fundamental office functions in a variety of business settings. The coursework trains students to use advanced word processing skills, produce business documents, maintain and retrieve files/records, perform basic accounting functions, create spreadsheets and databases, and provide customer service.

Most of the courses from this program can be directly transferred into Moraine Park's Administrative Professional and Legal Administrative Professional associate of applied science degrees should students choose to continue their education.

Note: Individuals with keyboarding experience may elect to obtain advanced standing credit for the Keyboarding course (106-103) by successfully meeting the requirements through a timed test provided at the College.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
106-101	Customer Service Essentials	3
106-120	Document Formatting	1
106-163	Database and Spreadsheet Essentials	3
106-181	Document Standards and Expectations	3
801-136	English Composition 1	3
801-1xx	Communication Course	3
890-101	**College 101	2
Total		**19**
Term 2		
101-184	Principles of Accounting	3
106-121	Advanced Document Formatting	1
106-135	Business Technology and Innovation	3
106-164	Business Applications for Microsoft Office	3
106-182	Information Management	3
196-189	Team Building and Problem Solving	3
Total		**16**

Total Program Credits and Institutional Requirements	35

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Organizational Management Certificate
Certificate:
97-196-3

This certificate focuses on the organization of an office or business and project management and quality issues.

Coursework develops skills to manage staff behaviors and design processes, analyze problems and create solutions to manage projects, and gain knowledge of concepts and tools to improve quality.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward a degree or diploma if the student desires. In addition, graduates or students currently enrolled in a program may have already completed some of the certificate's requirements.

These classes are offered in the accelerated format and are designed for employed adults. Classes meet for six weeks, four hours per week. Extensive out-of-class work is required.

Courses in this certificate can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
196-168	Organizational Development	3
196-188	Project Management	3
196-192	Managing for Quality	3
Total		**9**

Principles of Management Certificate
Certificate:
97-196-2

This certificate develops students' management and leadership skills. These five, three-credit classes provide supervisors and those who want to be supervisors the tools to be more effective. Students study and apply various management concepts, such as leadership skills and styles, motivation, conflict resolution and team building.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward a degree if the student desires. In addition, graduates or students currently enrolled in a program may find they have already completed some of the certificate's requirements.

These classes are offered in the accelerated format and are designed for employed adults. Classes meet for six weeks, four hours per week. Extensive out-of-class work is required.

Courses in this certificate can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
196-164	Personal Skills for the Workplace	3
196-169	Diversity and Change Management	3
196-189	Team Building and Problem Solving	3
196-190	Leadership Development	3
196-191	Supervision	3
Total		**15**

Professional Communication Certificate
Certificate:
97-801-2

This certificate promotes professional communication strategies and processes in the workplace. Communication skills are core among key skill sets employers seek, and while traditionally considered the "soft skills", strong communication skills and competencies strengthen an employee's value to the company.

For further information regarding the Professional Communication Certificate, please contact Shannon Zupke, Administrative Assistant in General Education, at 920-929-2113 or Dr. Jennifer Lanter, Dean of General Education, at 920-924-3163.

Course Number	Course Title	Credits
Term 1		
103-159	Computer Literacy - Microsoft Office	1
106-111	Business Communications	3
106-113	Business Publications	3
801-136	English Composition 1	3
801-141	Introduction to Mass Communications	3
801-196	Oral and Interpersonal Communication - OR -	3
801-198	Speech	3
801-197	Technical Reporting	3
Total		**19**

Small Business Entrepreneurship
Associate of Applied Science:
10-145-1

The Small Business Entrepreneurship program is designed for people interested in exploring the components of small business start-up and operation. Coursework provides new and existing entrepreneurs hands-on training in the areas of business planning, financing, marketing, customer service, financial management and business communications.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
196-189	Team Building and Problem Solving	3
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**15**
Term 2		
102-115	Business Relations	3
104-102	Marketing Principles	3
104-105	Selling	3
116-130	Introduction to Human Resources	3
145-183	Entrepreneurship Ventures and Innovation	3
809-1xx	Behavioral Science Course	3
Total		**18**
Term 3		
101-134	Introduction to Finance	3
105-160	Business Law	3
145-184	Small Business Management	3
145-185	Entrepreneurship	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**18**
Term 4		
105-158	Personal Brand	2
145-189	Writing a Small Business Plan	3
145-190	Small Business Purchasing and Inventory Control	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**14**

Total Program Credits and Institutional Requirements	**65**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Child Care Services
Technical Diploma:
31-307-1

The Child Care Services technical diploma is part of a cluster of programs designed to meet the increasing demand for quality child care. The coursework provides students with the foundational knowledge and skills to understand the emotional, mental and physical development of young children; how to create developmentally appropriate classroom activities; how to guide behaviors; and how to provide a healthy, well-rounded learning environment. These skills are applied in practicum experiences where students gain hands-on experience working with children in local child care centers. This program prepares students for jobs in a variety of early childhood settings.

The Child Care Services program is part of the first year of Moraine Park's Early Childhood Education associate of applied science degree. All the Child Care Services classes are directly transferable into the Early Childhood Education program if students wish to continue their education.

Both Fond du Lac and West Bend offer the complete program. A few courses are offered online. Fond du Lac offers primarily day courses and West Bend primarily evening classes.

Scholarships may be available for students who are employed in a licensed or exempt early childhood center or a licensed or certified family child care program. Applicants must have the support of their employer and possess a high school diploma or GED.

Course Number	Course Title	Credits
Term 1		
307-151	ECE: Infant and Toddler Development	3
307-167	ECE: Health, Safety and Nutrition	3
307-174	ECE: Practicum 1	3
307-178	ECE: Art, Music and Language Arts	3
307-188	ECE: Guiding Children's Behavior	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**20**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
307-148	ECE: Foundations of Early Childhood Education	3
307-179	ECE: Child Development	3
307-187	ECE: Children With Differing Abilities	3
307-192	ECE: Practicum 2	3
307-194	ECE: Math, Science and Social Studies	3
307-195	ECE: Family and Community Relationships	3
Total		**9**

Total Program Credits and Institutional Requirements   **19**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Early Childhood Administrative Credential Certificate
Certificate:
97-307-1

The Early Childhood Administrative Credential Certificate is comprised of six courses (18 credits) that address the many roles of program administrators and directors in early childhood settings. Students gain more knowledge in areas such as staffing, budget development, facilities management, determining community needs, understanding laws and regulations as well as best practices and performance standards.

The coursework is designed for current administrators, supervisors and child care teachers from early childhood settings who want to develop a stronger knowledge base of the administrative role. Upon completion, students may also apply to the Registry for the Wisconsin Professional Credential for Child Care Administrators.

Scholarships may be available for students who are employed in a licensed or exempt early childhood center or a licensed or certified family child care program. Applicants must have the support of their employer and possess a high school diploma or GED. Scholarships for the Early Childhood Administrative Credential Certificate are available through the Wisconsin Early Childhood Association.

Course Number	Course Title	Credits
Term 1		
307-131	Administration and Supervision	3
307-132	Operations Management	3
307-133	Financial Management	3
307-134	Early Childhood Programs and the External Environment	3
307-135	Best Practices	3
307-136	Administrative Seminar	3
Total		**18**

Early Childhood Education
Association of Applied Science:
10-307-1

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

Students experience a variety of learning opportunities with increasing responsibility for working with children in local child care settings.

Both Fond du Lac and West Bend offer the complete program. A few courses are offered online. Fond du Lac offers primarily day courses and West Bend primarily evening classes.

Scholarships may be available for students who are employed in a licensed or exempt early childhood center or a licensed or certified family child care program. Applicants must have the support of their employer and possess a high school diploma or GED.

Course Number	Course Title	Credits
Term 1		
307-151	ECE: Infant and Toddler Development	3
307-167	ECE: Health, Safety and Nutrition	3
307-174	ECE: Practicum 1	3
307-178	ECE: Art, Music and Language Arts	3
307-188	ECE: Guiding Children's Behavior	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**20**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
307-148	ECE: Foundations of Early Childhood Education	3
307-179	ECE: Child Development	3
307-187	ECE: Children With Differing Abilities	3
307-192	ECE: Practicum 2	3
307-194	ECE: Math, Science and Social Studies	3
307-195	ECE: Family and Community Relationships	3
Total		**19**
Term 3		
307-166	ECE: Curriculum Planning	3
307-197	ECE: Practicum 3	3
801-1xx	Communication Course	3

Early Childhood Education (cont.)

Course Number	Course Title	Credits
804-1xx	Mathematics Course - OR -	3
806-1xx	Science Course	3
809-1xx	Social Science Course	3
Total		**15**
Term 4		
307-132	Operations Management	3
307-199	ECE: Practicum 4	3
809-172	Introduction to Diversity Studies	3
809-1xx	Behavioral Science Course	3
Total		**12**
Required Elective Credits		3
Total Program Credits and Institutional Requirements		**69**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Early Childhood Preschool Credential Certificate
Certificate:
97-307-A

The Early Childhood Preschool Credential Certificate is designed for individuals working with children ages three to eight. This might include family child care providers, child care teachers, nursery school teachers, certified providers, or anyone wishing to provide a quality environment and learning activities for children in this critical age group.

All the Early Childhood Preschool Credential Certificate classes are directly transferable into the Child Care Services technical diploma and/or Early Childhood Education associate of applied science degree if students wish to continue their education.

Course Number	Course Title	Credits
Term 1		
307-148	ECE: Foundations of Early Childhood Education	3
307-167	ECE: Health, Safety and Nutrition	3
307-178	ECE: Art, Music and Language Arts	3
307-179	ECE: Child Development	3
307-188	ECE: Guiding Children's Behavior	3
307-102	ECE: Preschool Capstone	3
Total		**18**

Infant/Toddler Credential Certificate
Certificate:
97-307-2

The Infant/Toddler Credential Certificate is composed of four courses (12 credits) that specifically focus on providing care to children from birth to three years of age. Students learn the emotional, mental and physical development for these ages; how to create developmentally appropriate activities; how to guide behaviors; and how to be sensitive to the needs of infants and toddlers. These skills are applied as part of a student internship.

Students are required to develop a portfolio based on the required outcomes for the courses. Upon completion, students will submit the portfolio to the instructor, who will award the certificate. Students may also apply to the Registry for the Wisconsin Professional Credential for Infant/Toddler Caregivers.

Scholarships may be available for students who are employed in a licensed or exempt early childhood center or a licensed or certified family child care program.

Scholarships for the Infant/Toddler Credential are available through the Wisconsin Early Childhood Association.

Course Number	Course Title	Credits
Term 1		
307-151	ECE: Infant and Toddler Development	3
307-169	ECE: Infant/Toddler Group Care	3
307-195	ECE: Family and Community Relationships	3
307-196	Infant/Toddler Capstone	3
Total		**12**

Finance

Accounting
Associate of Applied Science:
10-101-1

The Accounting program provides the foundation for individuals to prepare financial statements and record business transactions for all types of business and industry. Coursework trains students in all facets of accounting including financial, cost, payroll, taxes, auditing and computerized systems. Students develop a strong knowledge base of Generally Accepted Accounting Principles (GAAP), accounting procedures and software applications for accounting processes. Using computers, students gain hands-on experience to process financial data into information for reporting, planning, controlling and decision making purposes. Teamwork, communication skills, computer technology, ethical behavior and compliance with GAAP are also emphasized. Graduates find employment in a wide variety of accounting occupations in both the private and public sectors and/or use their training to pursue additional educational goals.

Course Number	Course Title	Credits
Term 1		
101-112	Accounting 1	4
101-138	Data Management, Analysis and Reporting	3
101-141	Payroll Accounting	3
103-159	**Computer Literacy - Microsoft Office	1
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**19**

Course Number	Course Title	Credits
Term 2		
101-114	Accounting 2	4
101-123	Income Tax Accounting	3
101-134	Introduction to Finance	3
101-154	Microcomputer Accounting Applications	3
801-1xx	Communication Course	3
Total		**16**
Term 3		
101-115	Accounting 3	4
101-125	Cost Management	3
101-130	Quickbooks	3
809-1xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
101-128	Auditing	3
	- OR -	
105-152	Business Practicum	3
101-145	Integrated Accounting Applications	3
101-158	Accounting Capstone	3
105-160	Business Law	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Accounting Assistant
Technical Diploma
31-101-1

The Accounting Assistant program prepares students to perform entry-level bookkeeping and accounting work. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures. It serves as a solid foundation for further study in the accounting field. Courses are directly transferrable into Moraine Park's Accounting associate of applied science degree.

Course Number	Course Title	Credits
Term 1		
101-112	Accounting 1	4
101-138	Data Management, Analysis and Reporting	3
101-141	Payroll Accounting	3
103-159	**Computer Literacy - Microsoft Office	1
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**19**
Term 2		
101-114	Accounting 2	4
101-123	Income Tax Accounting	3
101-154	Microcomputer Accounting Applications	3
105-160	Business Law	3
801-1xx	Communication Course	3
Total		**16**

Total Program Credits and Institutional Requirements   **35**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Global Studies Certificate
Certificate:
97-890-1

The Global Studies Certificate integrates student learning across disciplines, fostering connections between interdisciplinary learning and study abroad experiences. Completion of the certificate includes both study abroad participation and student coursework with global and/or cultural competencies. Students will tailor their course of study within the certificate by selecting from a variety of courses with global and/or cultural competencies. For the education abroad component, students can participate in short-term study abroad options or semester-long study abroad offerings.

Students will enhance their workplace skills and employment opportunities through: (1) the ability to apply global perspectives to the workplace; (2) the use of appropriate technology for international communication; (3) the ability to collaborate with diverse co-workers; and (4) the recognition of the impact of the global economy on various occupations and professions.

For further information regarding the Global Studies Certificate, please contact Amy Patterson, International Education Coordinator at 920-887-4470 or Dr. Jennifer Lanter, Dean of General Education at 920-924-3163.

Course Number	Course Title	Credits
Term 1		

Component 1: Completion of a study abroad program - AND -
Component 2: Choose a minimum of 12 credits from the following courses:

Course Number	Course Title	Credits
102-120	Principles of Management	3
104-110	Global Marketing	3
104-140	Integrated Marketing Communications	3
105-160	Business Law	3
106-135	Business Technology and Innovation	3
140-192	International Study	1
196-134	Legal Issues in the Workplace	3
196-169	Diversity and Change Management	3
307-179	ECE: Child Development	3
307-195	ECE: Family and Community Relationships	3

Course Number	Course Title	Credits
504-181	Ethnicity, Corrections and Supervision	3
543-101	Nursing Fundamentals	2
543-104	Nursing: Introduction to Clinical Practice	2
543-110	Nursing: Mental Health and Community Concepts	2
550-135	Diversity in Counseling	3
801-141	Introduction to Mass Communications	3
801-196	Oral and Interpersonal Communication	3
801-197	Technical Reporting	3
806-122	Natural Sciences in Society	3
809-159	Abnormal Psychology	3
809-166	Introduction to Ethics: Theory and Application	3
809-172	Introduction to Diversity Studies	3
809-195	Economics	3
809-196	Introduction to Sociology	3
809-300	Occupational Success Strategies	2
Total		**12 credits minimum**

Individualized Technical Studies
Associate of Applied Science:
10-825-1

The Individualized Technical Studies (ITS) associate of applied science degree is a flexible program intended for students with unique backgrounds and specific career goals that can't be met by enrolling in any single program currently offered by the College. The ITS degree gives students the option to create a unique program by combining associate degree level courses from two or more existing Moraine Park programs. At least 20 credits must be from one discipline. ITS students work with an occupational mentor of their choosing and a team of college staff to design a sound, industry-specific program that considers the student's career goals and prior work experiences. As a result, students achieve their career goals by acquiring knowledge and skills tailored to their specific employment needs. Students may be eligible for credit for prior learning based on previous work experience, coursework or military service training. Documentation of prior learning can be submitted in a request for advanced standing in degree program courses. A minimum of 25 percent of the total program requirements must be earned at Moraine Park.

For further information regarding the Individualized Technical Studies degree, please contact Nathan Evrard, Academic Advisor at 262-335-5729.

Course Number	Course Title	Credits
Institutional Requirements - 3 credits		3
**103-159	Computer Literacy - Microsoft Office	1
**890-101	College 101	2
Individual Technical Studies Courses - credits		42

Coursework is based on the student's Career Outcome Statements. A minimum of 20 associate of applied science degree-level credits must be focused in one discipline. A discipline is described as a program cluster such as finance, information technology, manufacturing, or health care.

General Studies Courses - 18 credits		
Communications - 6 credits minimum (select 801-136 English Composition 1 and one additional course)		
801-136	English Composition 1 (and)	3
801-1XX	Additional associate-level Communication course related to degree	3
Mathematics or Science - 3 credits minimum		
804-1XX	Associate-level College Mathematics or advanced mathematics course (or)	3-4
806-1XX	Associate-level Science course related to degree	3-4
Social Science - 3 credits minimum		
809-1XX	Associate-level Social Science course related to degree	3
Behavioral Science - 3 credits minimum		
809-1XX	Other associate-level Behavioral Science course related to degree	3
Additional General Education Electives		3
Total Program Credits and Institutional Requirements		**63**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Health Sciences

Health and Wellness
Associate of Applied Science:
10-546-3

The Health and Wellness associate degree program is designed for students who want to learn how to coach clients in developing healthy lifestyle habits, including: nutrition, managing daily stress, and becoming more physically active. You will have the option to train for a career as a wellness coach and personal trainer or chiropractic technician. Your education prepares you for entry-level employment in fitness facilities, health care organizations, insurance companies, and other corporate and community environments.

The program will be comprised of a progressive career pathway transitioning from a Health and Wellness Customer Service Representative certificate --> Health and Wellness Technician technical diploma --> Health and Wellness associate degree.

As a student moves toward completion of the program, he/she can become certified as an ACE Health/Wellness Coach, ACE Personal Trainer, ACE Group Fitness Instructor, Chiropractic Technician, and Chiropractic Radiographic Technician, expanding your options for employment opportunities and career growth.

Course Number	Course Title	Credits
Term 1		
501-104	Culture of Healthcare	2
501-107	Digital Literacy for Healthcare	2
546-110	Natural Wellness Concepts	3
546-112	Nutrition for Health and Wellness	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**15**
Term 2		
546-122	Theory and Practice of Fitness	3
546-124	Chiropractic Technician	3
	- OR -	
546-126	Strength Training and Group Fitness	3
546-128	Chiropractic Radiographic Technician	3
	- OR -	
546-130	Fitness Testing and Prescription	3
806-189	Basic Anatomy	3
546-120	Advanced Wellness Concepts	3
Total		**15**
Term 3		
546-132	Wellness Coaching and Interviewing	3
546-134	Wellness Assessment Procedures Lab	3
546-136	Wellness Consultation	3
801-1xx	Communication Course	3
809-1xx	Behavioral Science Course	3

Course Number	Course Title	Credits
Total		**15**
Term 4		
546-138	Health and Wellness Marketing and Promotion	3
546-140	Health and Wellness Internship	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**12**
Required Elective Credits		6
Total Program Credits and Institutional Requirements		**63**

Upon successful completion of the following courses, students will earn a Health and Wellness Customer Service Representative Certificate (pending approval):

- 501-104 Culture of Healthcare
- 501-107 Digital Literacy for Healthcare
- 546-110 Natural Wellness Concepts
- 801-136 English Composition 1

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

Health and Wellness Technician
(pending approval)
Technical Diploma:
31-546-

The Health and Wellness Technician program prepares students for a career as a technician in a fitness facility, healthcare organization, insurance company, health risk assessment company, or holistic healthcare setting. The program focuses on wellness concepts, nutrition, human anatomy, theory/practice of fitness, customer service and healthcare technology systems. Upon completion of the technical diploma, students can become certified as an ACE Personal Trainer, ACE Group Fitness Instructor and/or become Wisconsin state certified in the chiropractic health setting in therapies and radiography. The courses in this technical diploma transfer into the Health and Wellness associate of applied science degree.

Course Number	Course Title	Credits
Term 1		
501-104	Culture of Healthcare	2
501-107	Digital Literacy for Healthcare	2
546-110	Natural Wellness Concepts	3
546-112	Nutrition for Health and Wellness	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**15**
Term 2		
546-122	Theory and Practice of Fitness	3

Course Number	Course Title	Credits
546-124	Chiropractic Technician	3
546-126	Strength Training and Group Fitness	3
546-128	Chiropractic Radiographic Technician	3
546-130	Fitness Testing and Prescription	3
806-189	Basic Anatomy	3
546-120	Advanced Wellness Concepts	3
Total		**15**
Total Program Credits and Institutional Requirements		**30**

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

Health Care Leadership Certificate
Certificate:
97-196-4

This certificate develops the management and leadership skills of the healthcare worker. Current supervisors and those who want to be supervisors build the fundamental skills to be successful in leadership in the healthcare field. Taken from the Leadership Development program, these courses focus on issues relating to leading in a healthcare environment.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can be later applied toward a degree if the student desires. In addition, graduates or students currently enrolled in the program may find they have already completed some of the certificate's requirements.

These classes are offered in the accelerated format and are designed for employed adults. Courses are offered online to accommodate the varied schedules of healthcare providers. Extensive out-of-class work is required.

Courses in this certificate can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
196-169	Diversity and Change Management	3
196-189	Team Building and Problem Solving	3
196-190	Leadership Development	3
196-191	Supervision	3
196-192	Managing for Quality	3
Total		**15**

Health Information Technology
Associate of Applied Science:
10-530-1

This field is where health care meets the cutting edge of technology! Health information technicians are specialists in great demand! The HIM professionals can expect to be in high demand as the health sector expands. In fact, the Bureau of Labor Statistics cites health information technology as one of the fastest growing occupations in the U.S. Health information technicians contribute to the quality of care by collecting, analyzing, and reporting health care data. This requires knowledge of disease, treatments, computer systems and organizational skills.

This program can be completed on a full-time or part-time basis. All core program classes are offered online.

Graduates are in great demand by hospitals, clinics, nursing homes, insurance companies, medical research organizations and government agencies.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) http://cahiim.org. Graduates are eligible to take the national certification exam offered by the American Health Information Management Association to become Registered Health Information Technicians (RHIT).

Moraine Park's Health Information Technology graduates have exceeded the national pass rate on the RHIT exam for over 25 years. In addition, 100% of program students have received a favorable rating on the professional practice site supervisor evaluation in the five technical domains and employability (core abilities) skills.

Job shadowing in this field is recommended prior to application. For more information about this career: www.ahima.org/careers.

Course Number	Course Title	Credits
Term 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
530-162	Foundations of HIM	3
801-136	English Composition 1	3
806-189	Basic Anatomy	3
890-101	**College 101	2
Total		**16**
Term 2		
530-178	Healthcare Law and Ethics	2
530-182	Human Diseases for the Health Professions	3
530-184	CPT Coding	3
530-197	ICD Diagnosis Coding	3
801-1XX	Communication Course	3
Total		**14**
Term 3		
530-163	Healthcare Stats and Analytics	3
530-164	Introduction to Health Informatics	3
530-185	Healthcare Reimbursement	2
530-199	ICD Procedure Coding	2
809-1xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
530-161	Health Quality Management	3
530-165	Intermediate Coding	3
530-166	HIT Capstone	1
530-167	Management of HIM Resources	3
530-196	Professional Practice	3
809-1xx	Social Science Course	3
Total		**16**

	Credits
Total Program Credits and Institutional Requirements	**62**

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

LPN to ADN Progression Track
Associate of Applied Science:
10-543-1

The LPN to ADN Progression Track is designed for individuals who are currently Wisconsin Licensed Practical Nurses (LPN) and want to become Registered Nurses (RN). The coursework builds upon prior learning.

Advanced standing credit may be awarded for knowledge and skills gained through occupational experiences, prior learning and other advanced placement subject exams. To ensure that students have the academic foundation for higher-level coursework, 19 escrow credits are granted after successful completion of 543-109, 543-110, 543-111 and 543-112. These escrow credits then fulfill the core course requirements for the first year of the Moraine Park Associate Degree Nursing program.

Program graduates are eligible to write the National Council Licensure Examination for registered nurses.

The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (phone 1-404-975-5000) and the Wisconsin Board of Nursing (phone 1-608-267-2357).

Course Number	Course Title	Credits
Clinical Admissions Requirements		

Petition Requirements (Currently accepted pre-core nursing students, go to myMPTC Student tab for specifics.)

Course Number	Course Title	Credits
543-117	Nursing Bridge to ADN (This course is not counted as part of program credits)	2
801-136	English Composition 1	3
801-196	Oral and Interpersonal Communication	3
806-177	General Anatomy and Physiology	4
806-179	Advanced Anatomy and Physiology	4
809-188	Developmental Psychology	3

Current WI Licensed Practical Nurse; employment as an LPN for a minimum of 2,080 hours in the last 2 years

Total		**17**
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
543-109	Nursing: Complex Health Alterations 1	3
543-110	Nursing: Mental Health and Community Concepts	2
543-111	Nursing: Intermediate Clinical Practice	3
543-112	Nursing: Advanced Skills	1
806-197	Microbiology	4
809-198	Introduction to Psychology	3
890-101	**College 101	2
Total		**19**

19 escrow credits will be granted after successful completion of 543-109, 543-110, 543-111, 543-112 19

Term 2		
543-113	Nursing: Complex Health Alterations 2	3
543-114	Nursing: Management and Professional Concepts	2
543-115	Nursing: Advanced Clinical Practice	3
543-116	Nursing Clinical Transition	2
809-1xx	Social Science Course	3
Total		**13**

	Credits
Total Program Credits and Institutional Requirements	**68**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Medical Assistant
Technical Diploma:
31-509-1

Moraine Park's Medical Assistant program prepares students to assist the physician in a variety of clinical tasks. Students develop the skills to take medical histories, record vital signs, prepare patients for examination, collect and prepare laboratory specimens, perform

Medical Assistant (cont.)

basic laboratory tests, draw blood and instruct patients about medications or special diets. As graduates, these clinical tasks are performed under the supervision of a physician and vary according to state law. The main goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Medical assistants may also perform administrative tasks such as billing and insurance, greeting patients on the phone and in person, handling correspondence, scheduling appointments and updating patient medical records. The medical assistant profession is one of the fastest growing occupations.

Graduates of the Medical Assistant program are eligible to write the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA) and/or the Registered Medical Assistant (RMA) exam by the American Medical Technologists (AMT).

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350. www.caahep.org

Course Number	Course Title	Credits
Term 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4
890-101	**College 101	2
Total		**18**
Term 2		
501-108	Pharmacology for Allied Health	2
509-107	Medical Office Insurance and Finance	2
509-109	Medical Law, Ethics and Professionalism	2
509-305	Medical Assistant Laboratory Procedures 2	2

Course Number	Course Title	Credits
509-306	Medical Assistant Clinical Procedures 2	3
509-310	Medical Assistant Practicum	3
801-136	English Composition 1	3
Total		**17**

Total Program Credits and Institutional Requirements **35**

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

Medical Coding Specialist
Technical Diploma
31-530-2

The Medical Coding Specialist program prepares individuals for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities and home health care agencies. Coding specialists are also employed in consulting firms, coding and billing services, insurance companies, governmental agencies and computer software companies. The medical coding specialist reviews medical documentation provided by physicians and other health care providers and translates this into an alphanumeric classification system. The coding specialist assigns and sequences diagnostic and procedural codes using universally recognized coding systems. Several uses of coded data are for payment of health care claims, statistics and medical research.

The courses are directly transferable into Moraine Park's Health Information Technology associate of applied science degree if students wish to further their education in this field. This diploma can be completed on a full-time or part-time basis. All core program courses are offered online.

Graduates are eligible to take the national Clinical Coding Associate (CCA) certification examination through the American Health Information Management Association (AHIMA). They may also take AHIMA's national Clinical Coding Specialist (CCS) examination; however, two years of coding experience is recommended before taking the CCS examination.

Course Number	Course Title	Credits
Term 1		
501-101	Medical Terminology	3

Course Number	Course Title	Credits
530-182	Human Diseases for the Health Professions	3
530-197	ICD Diagnosis Coding	3
806-189	Basic Anatomy	3
890-101	**College 101	2
Total		**14**
Term 2		
501-107	Digital Literacy for Healthcare	2
530-162	Foundations of HIM	3
530-165	Intermediate Coding	3
530-184	CPT Coding	3
530-185	Healthcare Reimbursement	2
530-199	ICD Procedure Coding	2
Total		**15**

Total Program Credits and Institutional Requirements **29**

** The credits for 890-101 College 101 are Institutional Requirements for graduation.

Medical Laboratory Technician
Associate of Applied Science:
10-513-1

At career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular and other emerging diagnostics) as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived and point of care testing to complex testing encompassing all major areas of the medical laboratory. The medical laboratory technician will have diverse functions in areas of preanalytical, analytical and post-analytical processes. The medical laboratory technician will have responsibilities for information processing, training and quality control monitoring wherever medical laboratory testing is performed.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018; Phone: 773-714-8880). Upon graduation, students are eligible to sit for the National Board of Certification Exam through the ASCP.

(continued)

Medical Laboratory Technician (cont.)

Course Number	Course Title	Credits
Clinical Admissions Requirements		

- 806-177 General Anatomy and Physiology (4 credits)
- Must complete the series of three hepatitis B immunizations

Term 1

103-159	**Computer Literacy - Microsoft Office	1
513-110	Basic Lab Skills	1
513-111	Phlebotomy	2
513-113	Quality Assurance and Laboratory Math 1	
513-115	Basic Immunology Concepts	2
801-136	English Composition 1	3
806-186	Introduction to Biochemistry	4
890-101	**College 101	2
Total		**16**

Term 2

513-109	Blood Bank	4
513-114	Urinalysis	2
513-120	Basic Hematology	3
513-121	Coagulation	1
801-1xx	Communication Course	3
806-197	Microbiology	4
Total		**17**

Term 3

513-130	Advanced Hematology	2
513-131	Clinical Chemistry 1	3
513-132	Clinical Chemistry 2	2
513-133	Clinical Microbiology	4
809-1xx	Social Science Course	3
Total		**14**

Term 4

513-140	Advanced Microbiology	2
513-151	Clinical Experience 1	3
513-152	Clinical Experience 2	4
513-153	Clinical Experience Seminar	4
513-170	Introduction to Molecular Diagnostics	2
809-1xx	Behavioral Science Course	3
Total		**18**

Total Program Credits and Institutional Requirements   **69**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Nursing Assistant
Technical Diploma
30-543-1

The Nursing Assistant program provides classroom theory, laboratory experience and clinical learning that teaches students the skills to perform duties such as taking vital signs, bathing, dressing, making beds, and other direct resident care. Community agencies are used for clinical learning and include long-term care settings.

Course Number	Course Title	Credits
Term 1		
543-300	Nursing Assistant	3
Total		**3**

Nursing Associate Degree With a Practical Nursing Exit Point
Associate of Applied Science:
10-543-1

The Nursing - Associate Degree With a Practical Nursing Exit Point program prepares graduates for careers as nurses (LPN and/or RN) in ambulatory care settings, acute care settings and long-term care organizations, as defined by the Wisconsin Nurse Practice Act. After successfully completing the first two semesters of the program, students are eligible to write the Practical Nursing National Council Licensure Examination. At this point, students could job out and seek employment as LPNs or continue on in the remaining two semesters and prepare to write the National Council Licensure Examination for Registered Nurses. Petition selection is in spring and fall.

Students receive classroom instruction, laboratory practice and clinical nursing experiences.

The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (phone 1-404-975-5000) and the Wisconsin Board of Nursing (phone 1-608-267-2357).

Helpful high school courses include chemistry, biology, mathematics, reading, writing and oral communication.

Course Number	Course Title	Credits
Clinical Admissions Requirements		

- Petition Requirements (Currently accepted pre-core nursing students, go to *my*MPTC Student tab for specifics.)
- 806-177 General Anatomy and Physiology (4 credits)
- 806-179 Advanced Anatomy and Physiology (4 credits)

Term 1

103-159	**Computer Literacy - Microsoft Office	1
543-101	Nursing Fundamentals	2
543-102	Nursing Skills	3
543-103	Nursing Pharmacology	2
543-104	Nursing: Introduction to Clinical Practice	2

Course Number	Course Title	Credits
801-136	English Composition 1	3
809-188	Developmental Psychology	3
890-101	**College 101	2
Total		**18**

Term 2

543-105	Nursing: Health Alterations	3
543-106	Nursing: Health Promotion	3
543-107	Nursing: Clinical Care Across the Lifespan	2
543-108	Nursing: Introduction to Clinical Care Management	2
801-196	Oral and Interpersonal Communication	3
Total		**13**

Term 3

543-109	Nursing: Complex Health Alterations 1	3
543-110	Nursing: Mental Health and Community Concepts	2
543-111	Nursing: Intermediate Clinical Practice	3
543-112	Nursing: Advanced Skills	1
806-197	Microbiology	4
809-198	Introduction to Psychology	3
Total		**16**

Term 4

543-113	Nursing: Complex Health Alterations 2	3
543-114	Nursing: Management and Professional Concepts	2
543-115	Nursing: Advanced Clinical Practice	3
543-116	Nursing Clinical Transition	2
809-1xx	Social Science Course	3
Total		**13**

Total Program Credits and Institutional Requirements   **68**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Pharmacy Services Management

The associate degree in Pharmacy Services Management prepares individuals to advance their roles as Pharmacy Technicians or to transition into related roles in the work place. Pharmacy Technicians are able to provide a wide range of duties in the pharmacy, and will enhance their technical skills through additional knowledge in third party payment processing and related reimbursement issues, staff scheduling processes, customer service, and enhancing store sales. Marketing, management, and business operations are also introduced in this degree. The program culminates in a capstone course that provides the student with the opportunity to apply their education to a real-life situation through increasing store sales, creating efficient operations, improving management practices, or enhancing service

(continued)

Pharmacy Services Management (cont.)

to patients. Graduates will find positions as Senior Pharmacy Technicians, Assistant Store Managers, Trainers, Pharmacy Technician Managers, and many related positions in hospital or retail pharmacies or related organizations. As a Pharmacy Services Management student, you'll attend live, interactive TV classes sent from LTC to Moraine Park; receive laboratory training in local pharmacies; participate in real-world, hands-on training during a 4-week clinical program; and take general studies classes at Moraine Park. For more information, please see Lakeshore Technical College's Pharmacy Services Management program information.

Pharmacy Technician
Technical Diploma
31-536-1

If you're ill or injured, you have access to an enormous variety of therapeutic medications, and you trust your pharmacy to correctly interpret and fill your prescriptions. Pharmacy technicians contribute to our safety by assisting pharmacists in a variety of technical tasks. If you're attentive to detail; organized; a good communicator; and like math, science, and working with people, a career as a pharmacy technician may be your prescription for success. The Pharmacy Technician program conducted by Lakeshore Technical College, Cleveland, WI is accredited by the American Society of Health-System Pharmacists.

Special Note: LTC offers its Pharmacy Technician program in cooperation with technical colleges across the state. As a pharmacy technician student, you'll attend live, interactive TV classes sent from LTC to Moraine Park; receive laboratory training in local pharmacies; participate in real-world, hands-on training during a 4-week clinical program; and take general studies classes at Moraine Park. For more information, please see Lakeshore Technical College's Pharmacy Technician program information.

Phlebotomy Technician Certificate
Certificate:
97-513-1

This two-course certificate prepares individuals to collect blood specimens via venipuncture and capillary puncture procedures for the purposes of laboratory analysis.

The courses are taken in sequence over two semesters. The first course, Phlebotomy Essentials, provides the student with theory, safety techniques and regulations, infection control, and procedural applications and training. You will utilize medical terminology and basic laboratory equipment. The second course, Phlebotomy Clinical, places students at clinical sites. Travel is required for clinical sites, and clinical times may vary.

Upon completion of the certificate, students may take the national certification examination offered by the Board of Certification.

Course Number	Course Title	Credits
Term 1		
513-100	Phlebotomy Essentials	4
Total		**4**
Term 2		
513-101	Phlebotomy Clinical	2
Total		**2**
Total Credits		**6**

Radiography
Associate of Applied Science:
10-526-1

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

The program is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (phone 312-704-5300) email mail@jrcert.org.

Course Number	Course Title	Credits
•	Petition Process FAQ (Currently accepted pre-core radiography students, go to *my*MPTC Student tab for specifics.)	
•	804-107 College Mathematics (3 credits)	
•	806-177 General Anatomy and Physiology (4 credits)	
Term 1		
526-149	Radiographic Procedures 1	5
526-158	Introduction to Radiography	3
526-159	Radiographic Imaging 1	3
526-168	Radiography Clinical 1	2
890-101	**College 101	2
Total		**15**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
526-170	Radiographic Imaging 2	3
526-191	Radiographic Procedures 2	5
526-192	Radiography Clinical 2	3
801-136	English Composition 1	3
Total		**15**
Term 3		
526-193	Radiography Clinical 3	3
Total		**3**
Term 4		
526-194	Imaging Equipment Operation	3
526-195	Radiographic Quality Analysis	2
526-199	Radiography Clinical 4	3
801-196	Oral and Interpersonal Communication	3
809-1xx	Behavioral Science Course	3
Total		**14**
Term 5		
526-189	Radiographic Pathology	1
526-190	Radiography Clinical 5	2
526-196	Modalities	3
526-197	Radiation Protection and Biology	3
809-1xx	Social Science Course	3
Total		**12**
Term 6		
526-174	ARRT Certification Seminar	2
526-198	Radiography Clinical 6	2
Total		**4**
Total Program Credits and Institutional Requirements		**70**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Respiratory Therapist
Associate of Applied Science:
10-515-1

Respiratory therapists, as members of a team of health care professionals, work to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making (such as patient evaluation, treatment selection and assessment of treatment efficacy) and patient education.

The scope of practice for respiratory therapy includes, but is not limited to: assessing the cardiopulmonary status of patients, drawing blood samples, performing blood gas analysis and pulmonary function testing, initiating ordered respiratory care, evaluating and monitoring patients' responses to such care, modifying the prescribed respiratory therapy and cardiopulmonary procedures and life support endeavors to achieve desired therapeutic objectives, providing patient, family and community education, and participating in life support activities as required. At graduation, the student is qualified for admission to the entry-level and advanced practitioner examinations to become a registered respiratory therapist.

The Moraine Park Respiratory Therapist Program, CoARC #200444, awards an associate of applied science degree. The program is located on the Fond du Lac campus and is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

*Outcomes data from the 2014 Annual Report of Current Status has been posted on the CoARC website. Follow this link directly to the Programmatic Outcomes Data page: http://www.coarc.com/47.html.

Course Number	Course Title	Credits
•	Petition Process FAQ (Currently accepted pre-core Respiratory Therapist students, go to *my*MPTC Student tab for specifics.)	
•	806-177 General Anatomy and Physiology (4 credits)	

Term 1

501-101	Medical Terminology	3
515-111	Respiratory Survey	3
515-171	Respiratory Therapeutics 1	3
801-136	English Composition 1	3

Course Number	Course Title	Credits
806-197	Microbiology	4
890-101	**College 101	2
Total		**18**

Term 2

103-159	**Computer Literacy - Microsoft Office	1
515-112	Respiratory Airway Management	2
515-172	Respiratory Therapeutics 2	3
515-173	Respiratory Pharmacology	3
515-174	Respiratory and Cardiac Physiology	3
801-1xx	Communication Course	3
Total		**15**

Term 3

515-175	Respiratory Clinical 1	2
Total		**2**

Term 4

515-113	Respiratory Life Support	3
515-176	Respiratory Disease	3
515-178	Respiratory Clinical 2	3
515-179	Respiratory Clinical 3	3
809-1xx	Behavioral Science Course	3
Total		**15**

Term 5

515-180	Respiratory Neonatal and Pediatric Care	2
515-181	Respiratory and Cardio Diagnostics	3
515-182	Respiratory Clinical 4	3
515-183	Respiratory Clinical 5	3
809-1xx	Social Science Course	3
Total		**14**

Required Elective Credits		2
Total Program Credits and Institutional Requirements		**70**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Surgical Technology
Associate of Applied Science:
10-512-1

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The clinical case requirement for program completion includes a minimum of 120 cases.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Committee for Surgical Technology and Surgical Assisting (ARC/STSA). Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org

Course Number	Course Title	Credits
Clinical Admissions Requirements		
•	806-177 General Anatomy and Physiology (4 credits)	
•	806-179 Advanced Anatomy and Physiology (4 credits)	

Term 1

103-159	**Computer Literacy - Microsoft Office	1
501-101	Medical Terminology	3
512-125	Introduction to Surgical Technology	4
512-126	Surgical Technology Fundamentals 1	4
512-127	Exploring Surgical Issues	2
890-101	**College 101	2
Total		**16**

Term 2

512-128	Surgical Technology Fundamentals 2	4
512-129	Surgical Pharmacology	2
512-130	Surgical Skills Application	2
801-136	English Composition 1	3
806-197	Microbiology	4
Total		**15**

Term 3

512-131	Surgical Interventions 1	4
512-132	Surgical Technology Clinical 1	3
512-133	Surgical Technology Clinical 2	3
801-1xx	Communication Course	3
809-1xx	Behavioral Science Course	3
Total		**16**

Term 4

512-135	Surgical Technology Clinical 3	3
512-136	Surgical Technology Clinical 4	3
512-142	Surgical Interventions II	4
809-1xx	Social Science Course	3
Total		**13**

Total Program Credits and Institutional Requirements		**68**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Artisan Baking Certificate
Certificate:
97-316-5

The Artisan Baking Certificate is designed for individuals seeking to acquire or desiring to upgrade skills in the production of quality, scratch-baked goods. Students learn the specialized skills in mixing and handling artisan breads (including sourdoughs), high-end tortes and breakfast pastries. Emphasis is on the use of wholesome ingredients for hotel, restaurant or bakery operations.

The Nutrition, Sanitation and Safety, and Baking courses can be applied directly into Moraine Park's Culinary Arts associate of applied science degree if students wish to continue their education. Students and graduates who want specialized training in Artisan Baking may have already completed several of the certificate courses.

Course Number	Course Title	Credits
Term 1		
316-122	Nutrition	1
316-148	Sanitation and Safety	1
316-160	Restaurant Baking	2
316-162	Breakfast Pastries	2
Total		**6**
Term 2		
316-168	Artisan Breads	3
316-169	Cakes, Tortes and Desserts	2
Total		**5**
Total Credits		**11**

Culinary Arts
Associate of Applied Science:
10-316-1

The Culinary Arts program offers students many opportunities to enter and advance in the hospitality industry. Students receive hands-on, practical experience in all aspects of food preparation and production. Coursework begins with food preparation techniques and progresses through the development of management skills related to the operation of a food service business.

The food industry has and will continue to have excellent job opportunities. Millions of meals are prepared daily in restaurants, hotels, schools and health care facilities.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
316-102	Culinary Principles	3
316-105	Science of Baking	1
316-106	Entree 1	4
316-108	Meat Analysis 1	1
316-122	Nutrition	1
316-148	Sanitation and Safety	1
316-160	Restaurant Baking	2
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**19**
Term 2		
316-107	Entree 2	4
316-109	Meat Analysis 2	1
316-110	Breakfast Cookery	2
316-111	Soups and Sauces	2
316-112	Cold Foods (Sandwich and Salad)	1
316-169	Cakes, Tortes and Desserts	2
316-181	Customer Sales and Service	1
801-136	English Composition 1	3
Total		**16**
Term 3		
316-118	Restaurant Operations - Pub Style	3
316-153	Food Purchasing	2
316-162	Breakfast Pastries	2
316-171	Restaurant Management	3
806-122	Natural Sciences in Society	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
316-114	Culinary Internship	1
316-119	Restaurant Operations - Specialty	3
316-166	Catering and Special Function Planning	2
316-168	Artisan Breads	3
316-180	Gourmet Cooking	1
801-1xx	Communication Course	3
809-1xx	Behavioral Science Course	3
Total		**16**

Total Program Credits and Institutional Requirements — **67**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Alcohol and Other Drug Abuse (AODA) Associate
Associate of Applied Science:
10-550-1

Moraine Park's AODA associate of applied science degree provides the foundational knowledge, skills and practical experience to prepare students to counsel and treat clients with substance use disorders. The program meets all educational requirements for counselor certification and prepares them for counselor certification examination. Upon completion of the associate degree in AODA, students are awarded 500 hours for being an approved program and an additional 468 hours of clinical experience for a total of 968 hours towards the required 4,000 hours of clinical experience needed for counselor certification as a Substance Abuse Counselor with the Department of Safety and Professional Services of the State of Wisconsin.

Graduates find employment as alcohol and other drug abuse associates/counselors. The associate of applied science degree meets the educational requirements for certification with the Department of Safety and Professional Services of the State of Wisconsin. Individuals in this AODA profession work with clients and their families to develop new lifestyles and coping methods for resolving personal conflicts without turning to alcohol and drugs for solutions.

Listening, negotiating, planning, writing and counseling skills and the ability to assist others are important personal attributes of AODA professionals.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
550-106	Physiological Complications and Psychopharmacology	3
550-112	Client Rights, Confidentiality and Ethics	3
550-125	Counseling Skills and Practice	3
801-136	English Composition 1	3
809-198	Introduction to Psychology	3
890-101	**College 101	2
Total		**18**
Term 2		
550-121	Introduction to Substance Abuse Treatment	4
550-140	Counseling Theory and Practice	3
550-141	Group Facilitation	3

Course Number	Course Title	Credits
550-142	Introduction to Community Mental Health	3
801-1xx	Communication Course	3
Total		**16**
Term 3		
550-131	Crisis Management	2
550-135	Diversity in Counseling	3
550-150	Family Systems	3
550-160	On-Campus Talk About Alcohol	1
804-1xx	Mathematics Course - OR -	3
806-1xx	Science Course	3
809-1xx	Behavioral Science Course	3
Total		**15**
Term 4		
550-155	AODA Internship Seminar	3
550-156	Alcohol and Other Drug Abuse Internship 1	4
550-157	Alcohol and Other Drug Abuse Internship 2	4
550-161	Motivational Interviewing	3
809-1xx	Social Science Course	3
Total		**17**
Total Program Credits and Institutional Requirements		**66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Alcohol and Other Drug Abuse (AODA) Certification Preparation Certificate
Certificate:
97-550-1

Selected courses from the associate of applied science degree program, Alcohol and Other Drug Abuse Associate (AODA), contain competencies required for counselor certification. The AODA Certificate program is designed for professionals who already have a degree in human services and are interested in acquiring an additional specialty in AODA counseling.

Course Number	Course Title	Credits
Term 1		
550-106	Physiological Complications and Psychopharmacology	3
550-112	Client Rights, Confidentiality and Ethics	3
550-121	Introduction to Substance Abuse Treatment	4
550-125	Counseling Skills and Practice	3
550-131	Crisis Management	2
550-135	Diversity in Counseling	3
550-140	Counseling Theory and Practice	3
550-141	Group Facilitation	3

Course Number	Course Title	Credits
550-142	Introduction to Community Mental Health	3
550-150	Family Systems	3
Total		**30**

Cosmetology
Technical Diploma:
31-502-1

What's the perfect path for students with a strong sense of personal style, artistic creativity and passion for working with people? Moraine Park's Cosmetology technical diploma is a 12-month program that prepares graduates for the state Cosmetology Licensing Exam. Students begin by learning classroom theory and fundamental skill development. Then students are able to apply their skills on clients in a professional salon environment, providing hair, skin and nail services. Students also attend area beauty shows and hear guest presentations from industry artists.

This career requires the stamina to stand for longer periods to perform salon services. Class attendance is crucial to student success.

Program start dates are scheduled for August and January each academic year. (Classes run Monday - Friday.)

Students must be accepted into the program prior to enrolling in the courses. All fees must be paid prior to program start. Class size is limited to the first 20 paid students. Early enrollment is encouraged. Students are strongly encouraged to get on the waiting list, if necessary. As class space becomes available, wait-list students are offered the spots. See an academic advisor for more information.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
502-304	Hairstyling, Shampooing and Scalp Treatment	2
502-311	Haircutting, Basic Forms	2
502-334	Permanent Wave Techniques	2
502-347	Hair Color and Lightening	2
890-101	**College 101	2
Total		**11**
Term 2		
502-300	Professional Practices	2
502-302	Hairstyling, Basic Techniques	2

(continued)

Cosmetology (cont.)

Course Number	Course Title	Credits
502-312	Haircutting Techniques	1
502-336	Chemical Services and Properties of the Hair	1
502-338	Electricity and Chemistry	1
502-348	Highlighting and Corrective Color	1
Total		**8**
Term 3		
502-309	Nail Care	1
502-313	Short and Trend Cuts	1
502-332	Facials/Skin Structure and Its Disorders	2
502-341	Salon Services 1	2
	Basic Math Proficiency (Term 3 or 4)	
Total		**6**
Term 4		
502-318	Artificial Nails	1
502-342	Salon Services 2	4
502-356	Laws and Rules	1
502-381	Salon Operations	1
Total		**7**
Term 5		
502-343	Salon Services 3	5
502-355	Anatomy and Book Final	1
801-310	Occupational Communication	2
Total		**8**
Total Program Credits and Institutional Requirements		**40**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Cosmetology Apprenticeship
Apprenticeship:
50-502-1

Cosmetologists cut, trim, shampoo and style hair. They advise patrons on how to care for their hair, straighten, permanent wave and apply color. In addition, most cosmetologists are trained to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces. Cosmetologists generally work in clean, pleasant surroundings with good lighting and ventilation. Good health and stamina are important because much of the workday will be spent standing. The cosmetologist works with current fashion trends to create a total look for today's men, women and children. Cosmetologists also need to stay current with the laws and regulations governing business operation, sanitation and safety.

Required courses: Three semester program; One class per semester

Course Number	Course Title	Credits
502-501	Shampooing, Cutting, Styling and Permanent Waving	3
502-502	Relaxing, Coloring, Nails and Skin	3
502-503	Health, Image, Structure and Law	3
Total Hours/Credits		**9**

A state of Wisconsin Licensing Exam is required.

Based on Moraine Park's curriculum design, actual program hours will be delivered at 324 hours. The state has required a minimum of 288 hours paid-related instruction.

Students will begin the semester directly following their indenture date. There are no prerequisites.

Related Electives (unpaid related)
455-455	**Transition to Trainer, Your Role as a Journey Worker	.20

**Required

For apprenticeship application information, please contact a Bureau of Apprenticeship Standards Representative at 262-335-5326.

Counselor Training for Gambling Addiction Certificate
Certificate:
97-550-6

The Counselor Training for Gambling Addiction Certificate offered by Moraine Park Technical College prepares students by providing the educational requirements for counselor certification in problem gambling and to sit for the exam to attain a counseling specialty as an International Certified Gambling Counselor with the National Council on Problem Gambling. One must have a bachelor degree in a related counseling/ human service field, have attained the required education, and demonstrate competency by passing an exam by the National Council on Problem Gambling in order to qualify for certification with the National Council on Problem Gambling.

Course Number	Course Title	Credits
Term 1		
550-101	Introduction to Problem Gambling 1	3
550-102	Introduction to Problem Gambling 2	2
Total		**5**

Nail Technician Certificate
Certificate:
97-502-1

Nail services are the ultimate in pampered hand and foot care. The Nail Technician Certificate is attractive to people with creativity, visual perception, and good interpersonal skills. Students develop nail technician skills in the classroom and simulated salon setting. Coursework covers laws, regulations, business management and ethics to help students who may want to start their own business.

The 324-hour, 16-week certificate prepares students for the state licensing examination to practice as a manicurist. Classes are held in fall three days per week. Online coursework is required.

Graduates of the certificate find employment in salons or may choose to open their own place of business.

NOTE: 502-361 is a prerequisite to 502-362. 502-362 is a prerequisite to 502-363. Students must be accepted into the certificate to be eligible to enroll in the courses. Fees must be paid prior to program start. Class size is limited to a maximum of 16. No students will be accepted following the second class session.

Course Number	Course Title	Credits
Term 1		
502-361	Nail Technician 1	3
502-362	Nail Technician 2	4
502-363	Nail Technician 3	2
Total		**9**

Advanced Office Software Suite Certificate

Certificate:
97-103-3

Students in this advanced certificate series gain knowledge and skills in the following office software:

- Advanced word processing
- Advanced spreadsheet, worksheet and workbook
- Advanced database creation and manipulation
- Advanced presentation application
- Linking and embedding capabilities

This ten-credit advanced certificate provides training in advanced Microsoft Office applications, including Word, Excel, Access, PowerPoint and integration between these programs.

The Advanced Office Software Suite Certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program and the credits may later be applied toward a degree or diploma. This certificate complements many Moraine Park degree and diploma programs.

Course Number	Course Title	Credits
Term 1		
103-161	Advanced Microsoft Word	2
103-164	Advanced Microsoft Integration	2
103-183	Advanced Microsoft PowerPoint	2
103-188	Advanced Microsoft Access	2
103-190	Advanced Microsoft Excel	2
Total		**10**

Information Technology - Information Security Certificate

Certificate:
97-150-2

The Information Technology - Information Security Certificate addresses today's needs in security policy development, implementation techniques, intrusion detection and prevention, vulnerabilities, encryption, authentication, compromised networks, and tools to address these topics. Students develop skills to recognize, prevent and respond to network attacks; identify intrusion methods; and use security tools.

Course Number	Course Title	Credits
Term 1		
150-191	Principles of Information Security	3
150-192	Network Security Fundamentals	3
150-193	Network Attacks and Firewalls	3
150-194	Network Defense and Countermeasures	3
Total		**12**

Information Technology - Mobile Applications Developer

Associate of Applied Science:
10-152-8

The Information Technology - Mobile Applications Developer program teaches students entry-level skills to use a variety of specialized development kits for popular mobile platforms, programming and markup language fundamentals, combined with mobile design theory and principles. This program teaches students to create mobile content driven applications used for commercial and non-profit purposes, including skills and business aspects involved in market deployment.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
152-112	Web Coding Technologies	3
152-173	Coding for iOS for Web Application Development	3
152-174	UX/UI Design for iOS for Web Application Development	3
801-136	English Composition 1	3
890-101	**College 101	2
Total		**15**
Term 2		
152-118	Database-Driven Web Sites	3
152-175	Coding for Android for Web Application Development	3
152-176	UX/UI Design for Android for Web Application Development	3
801-197	Technical Reporting	3
804-1xx	Mathematics Course	3
Total		**15**
Term 3		
102-105	Employment Skills for IT Professionals	1
150-191	Principles of Information Security	3
152-116	Content Management Systems	3
152-122	Migrating to Native Platforms	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
152-120	Web and Mobile Internship	3
152-121	Object-Oriented Programming	3
152-172	Web Site Security	3
152-177	Introduction to VR Applications	3

Course Number	Course Title	Credits
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**18**
Total Program Credits and Institutional Requirements		**64**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Information Technology - Network Specialist

Associate of Applied Science:
10-150-2

The Information Technology - Network Specialist program prepares students with the skills and knowledge to provide businesses and organizations with computer network support, network installation, network administration, network design and integration. Coursework also prepares students to acquire nationally recognized industry certification. In order to better meet corporate demands for information sharing, integrated technologies are a major component of the program.

Coursework may be offered in a sequence and time frame to meet the needs of part-time and full-time students. A major strength of the program is instruction based on industry standards and certification. Required courses help prepare students for the Comp TIA A+ certification and the Comp TIA Network+ certification.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
150-101	Network+	3
150-102	Introduction to O/S	3
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**15**
Term 2		
150-120	Microsoft Servers	3
150-122	Virtualization	3
154-113	Help Desk Concepts	3
154-116	Computer Software Support	3
801-1xx	Communication Course	3
Total		**15**
Term 3		
150-141	Computer Network Installation	3
150-191	Principles of Information Security	3

(continued)

Information Technology - Network Specialist (cont.)

Course Number	Course Title	Credits
154-117	Computer Hardware Support	3
154-125	Mobile Device Management	3
801-197	Technical Reporting	3
809-1xx	Social Science Course	3
Total		**18**

Term 4		
150-110	Cloud Computing	3
150-115	Emerging Innovations in Technology	3
150-130	IT Administration	3
809-1xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **63**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Information Technology - Technical Support Specialist
Associate of Applied Science:
10-154-4

Moraine Park's Information Technology - Technical Support Specialist program provides students with the skills to support microcomputer systems and their users in both stand-alone and network environments. Coursework offers both the theoretical and hands-on training to perform a variety of computer functions such as installing hardware and software, troubleshooting and repairing, providing computer and system maintenance, and having the knowledge of common software applications to assist others.

People working in this field require skills in communication, time management and organization, as well as mobility and a willingness to work long hours. They also need to be detail-oriented and be able to prioritize their work and have a desire to learn new things. Typical jobs include supporting the end user, setting up new computers, troubleshooting/repairing computers, staffing a help desk, training individuals and writing procedures. Advanced standing for skills gained through work experience is possible. Leads toward A+ certification.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
150-101	Network+	3
150-102	Introduction to O/S	3
801-136	English Composition 1	3
809-1xx	Behavioral Science Course	3
890-101	**College 101	2
Total		**15**
Term 2		
150-120	Microsoft Servers	3
154-113	Help Desk Concepts	3
154-116	Computer Software Support	3
801-1xx	Communication Course	3
801-197	Technical Reporting	3
809-1xx	Social Science Course	3
Total		**18**
Term 3		
150-141	Computer Network Installation	3
154-117	Computer Hardware Support	3
154-125	Mobile Device Management	3
196-188	Project Management	3
804-1xx	Mathematics Course	3
Total		**15**
Term 4		
150-115	Emerging Innovations in Technology	3
150-130	IT Administration	3
154-134	IT Technical Support Specialist Capstone	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **63**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Information Technology - Web Designer/Developer
Technical Diploma:
31-152-7

The Information Technology - Web Designer/Developer program teaches students to use a variety of software, programming and markup languages combined with web design principles to create websites used for marketing and e-commerce.

Graduates may work in positions as webmasters, web designers, web developers and website developer consultants/entrepreneurs. Individuals may be employed in a wide range of companies that are interested in using the Internet to market and/or sell their products or services. Graduates may be employed by a consulting firm that provides web design, development and maintenance as a contracted service to businesses and industries or start their own business.

The courses from this program can be directly transferred into Moraine Park's Information Technology - Web Development and Design Specialist associate of applied science degree.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
152-106	Web Site Design	3
152-107	Graphics for the Web	2
152-112	Web Coding Technologies	3
152-119	Web Designer/Developer Concepts	2
801-136	English Composition 1	3
890-101	**College 101	2
Total		**16**
Term 2		
152-113	Web Programming Technologies	3
152-114	CSS Technologies	3
152-115	Design/Implementation/Maintenance Workflow	3
152-118	Database-Driven Web Sites	3
152-121	Object-Oriented Programming	3
Total		**15**
Term 3		
152-117	Emerging Web Technologies and Trends	1
152-120	Web and Mobile Internship	3
152-124	e-Commerce: Designing and Marketing Web Sites	3
204-112	Design Fundamentals	3
801-197	Technical Reporting	3
Total		**13**

Total Program Credits and Institutional Requirements   **44**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Information Technology - Web Development and Design Specialist
Associate of Applied Science:
10-152-2

The Information Technology - Web Development and Design Specialist program will give students the skills to create and maintain professional, high quality, responsive

(continued)

Information Technology - Web Development and Design Specialist (cont.)

designed websites. Coding and programming technologies such as cascading style sheets (CSS), HTML, JavaScript, PHP, jQuery, MySQL, and XML will be covered. In addition, skills are gained in using industry standard development software and tools such as Adobe Products, Content Management Systems, FTP software, and major and emerging open source tools.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
152-106	Web Site Design	3
152-107	Graphics for the Web	2
152-112	Web Coding Technologies	3
152-119	Web Designer/Developer Concepts	2
801-136	English Composition 1	3
890-101	**College 101	2
Total		**16**
Term 2		
152-113	Web Programming Technologies	3
152-114	CSS Technologies	3
152-115	Design/Implementation/Maintenance Workflow	3
152-118	Database-Driven Web Sites	3
801-197	Technical Reporting	3
804-1xx	Mathematics Course	3
Total		**18**
Term 3		
152-116	Content Management Systems	3
152-117	Emerging Web Technologies and Trends	1
152-124	e-Commerce: Designing and Marketing Web Sites	3
204-112	Design Fundamentals	3
801-1xx	Communication Course	3
809-1xx	Social Science Course	3
Total		**16**

Course Number	Course Title	Credits
Term 4		
152-120	Web and Mobile Internship	3
152-121	Object-Oriented Programming	3
152-172	Web Site Security	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **65**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Office Software Suite Certificate
Certificate:
97-103-2

Students in this certificate series gain knowledge and skills in the following office software:

- Windows
- Word processing
- Database
- Spreadsheet
- Presentation graphics
- Linking and embedding capabilities

This nine-credit certificate provides training in Microsoft Windows operating system, Word, Access, Excel and PowerPoint software packages, as well as entry-level integration of these applications.

Office Software Suite allows students to take associate of applied science degree courses without the time commitment of a full-time program; the credits can later be applied toward a degree or diploma if the student desires. Students may also find that this certificate

complements many Moraine Park degree and diploma programs. In addition, graduates or students may find they have already completed some of the certificate's requirements.

Course Number	Course Title	Credits
Term 1		
103-160	Microsoft Word	2
103-180	Microsoft Excel	2
103-181	Microsoft Access	2
103-182	Microsoft PowerPoint	2
103-189	Microsoft Windows	1
Total		**9**

Web Site Coordinator Certificate
Certificate:
97-152-1

The Web Site Coordinator Certificate offers students the opportunity to develop basic skills that enable them to design, develop and maintain Internet web sites. Coursework introduces students to design software, electronic imaging, web site coding, and design and development processes to support the marketing functions of a business.

This certificate allows students to take technical diploma courses without the time commitment of a full-time program. The credits can be applied toward the Information Technology - Web Designer/Developer program if the student desires.

Course Number	Course Title	Credits
Term 1		
152-106	Web Site Design	3
152-107	Graphics for the Web	2
152-112	Web Coding Technologies	3
152-115	Design/Implementation/Maintenance Workflow	3
152-119	Web Designer/Developer Concepts	2
Total		**13**

Advanced Emergency Medical Technician
Technical Diploma:
30-531-6

Moraine Park Technical College's Advanced Emergency Medical Technician course builds upon the basic Emergency Medical Technician curriculum. Students learn advanced patient assessment, communication skills and beginning advanced life support interventions through participation in clinical experiences beyond the basic Emergency Medical Technician level.

Course Number	Course Title	Credits
Term 1		
531-304	Advanced Emergency Medical Technician	4
Total		**4**

Court Reporting
Associate of Applied Science:
10-170-2

You've seen high-profile trials with a person keying the testimony into a stenograph machine or read the scrolling captions for the hearing-impaired on your TV screen. The person recording the spoken words at speeds ranging from 180 to 225 words a minute is a court reporter. If you're an excellent listener, have strong language and communications skills, and are committed to accuracy and confidentiality, a career in court reporting may be a perfect fit for you.

Lakeshore Technical College offers its Court Reporting program in cooperation with technical colleges across the state. As a court reporting student, you'll attend live, interactive television classes sent from Lakeshore Technical College to Moraine Park. General studies classes and labs can be taken at Moraine Park. For more information, please see Lakeshore Technical College's Court Reporting program information.

Criminal Justice
Associate of Applied Science:
10-504-2

The Criminal Justice program is an accredited two-year associate of applied science degree program that prepares students for positions in a variety of criminal justice careers ranging from least restrictive settings, such as group homes, to highly restrictive maximum-security prisons.

Students may begin criminal justice employment immediately upon graduation, continue on with their four-year degree, or work to get the combination of work and education required for specific positions such as probation and parole agent. Many current professionals enroll in the program to enhance career advancement opportunities.

This program focuses on the "soft skills" necessary for success in this field. Students are trained in paraprofessional counseling skills focused on the empowerment model. Many counties require the associate of applied science degree or 60 college credits. A graduate of Moraine Park's program, once hired in these jail positions, can expect to earn $15 to $16 per hour.

The field of criminal justice needs people with high ethical standards, positive human values, supportive attitudes and effective listening and negotiating skills.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
504-102	Careers in Corrections	3
504-110	Introduction to Criminal Justice Supervision	3
504-181	Ethnicity, Corrections and Supervision	3
801-136	English Composition 1	3
809-198	Introduction to Psychology	3
890-101	**College 101	2
Total		**18**
Term 2		
504-930	Security Procedures	3
504-931	Communication Skills	3
504-933	Correctional Report Writing	3
801-1xx	Communication Course	3
809-1xx	Behavioral Science Course	3
Total		**15**
Term 3		
504-143	Probation and Parole	3
504-155	Stress Management	3
504-162	Corrections Internship	2
504-937	Juvenile Supervision	3
804-1xx	Mathematics Course	3
	- OR -	
806-1xx	Science Course	3
Total		**14**

Course Number	Course Title	Credits
Term 4		
504-136	Correctional Counseling	3
504-932	Adult Supervision	3
504-934	Correctional Law and Code	3
504-935	Corrections Summary Assessment	1
504-936	Emergency Procedures	3
809-1xx	Social Science Course	3
Total		**16**

Required Elective Credits		3
Total Program Credits and Institutional Requirements		**66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Emergency Medical Technician
Technical Diploma:
30-531-3

Moraine Park Technical College's Emergency Medical Technician program prepares students for licensure as entry-level ambulance attendants in Wisconsin. Patients' lives often depend on the quick reactions and competent care provided by emergency medical technicians. EMTs respond to emergencies as varied as vehicle crashes, heart attacks, drownings, childbirths, gunshot wounds, strokes, falls, diabetic emergencies and environmental exposures. As an EMT, you will be trained to assess a scene for hazards, assess both sick and injured patients, apply needed care and transport patients to appropriate facilities. Major topics covered in this program include: patient assessment, airway management, medical emergencies, trauma and EMS operations.

Classes will meet two nights per week during the semester.

Students must possess current certification in Basic Life Support to the American Heart Association's Health Care Provider level, or equivalent approved by the Wisconsin Department of Health and Family Services.

Students must be 18 years of age at the conclusion of the course to qualify for licensure.

Course Number	Course Title	Credits
Term 1		
531-301	Emergency Medical Technician	5
Total		**5**

Emergency Medical Technician - Paramedic

Technical Diploma:
31-531-1

Moraine Park Technical College's Emergency Medical Technician - Paramedic program prepares students to perform pre-hospital medical procedures. People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Paramedics with additional advanced training can perform more difficult and demanding pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drowning, childbirth and gunshot wounds all require immediate, professional medical attention. As a paramedic, you will provide this vital attention as you care for and transport the sick or injured. Major topics to be covered include patient assessment, pharmacology, pediatrics, ambulance/system operations, trauma, respiratory emergencies and medical emergencies.

Students must have a current Emergency Medical Technician license to enroll in the Emergency Medical Technician - Paramedic program.

The Emergency Medical Technician - Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP).

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
531-911	EMS Fundamentals	2
531-912	Paramedic Medical Principles	4
531-913	Patient Assessment Principles	3
531-914	Prehospital Pharmacology	3
531-915	Paramedic Respiratory Management	2
531-916	Paramedic Cardiology	4
531-917	Paramedic Clinical Field 1	3
890-101	**College 101	2
Total		**24**
Term 2		
531-918	Advanced Resuscitation	1
531-919	Paramedic Medical Emergencies	4
531-920	Paramedic Trauma	3
531-921	Special Patient Populations	3
531-922	EMS Operations	1
531-923	Paramedic Capstone	1
531-924	Paramedic Clinical Field 2	4
Total		**17**

Course Number	Course Title	Credits
Total Program Credits and Institutional Requirements		**41**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Paralegal

Associate of Applied Science:
10-110-1

Paralegals work under the supervision of lawyers in a range of tasks–researching the law; investigating; preparing for hearings, trials and real estate closings; interviewing clients and witnesses; and preparing legal documents and other legal correspondence. Paralegals cannot give legal advice or represent clients in court. If you are detail-oriented, organized, strong in communications and enjoy researching and analyzing facts, you might find a career as a paralegal very rewarding.

Lakeshore Technical College (LTC) offers its Paralegal program classes at LTC and also at Moraine Park via live interactive technology. As a Paralegal student, you'll attend live classes at the LTC campus or attend live interactive IVC classes at Moraine Park. General studies classes and labs can be taken at Moraine Park. For more information, please see Lakeshore Technical College's Paralegal program information.

Paramedic Technician

Associate of Applied Science:
10-531-1

Moraine Park Technical College's Paramedic Technician program prepares students to perform prehospital medical procedures. People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Paramedics with additional advanced training can perform more difficult and demanding prehospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drowning, childbirth and gunshot wounds all require immediate, professional medical attention. As a paramedic, you will provide this vital attention as you care for and transport the sick or injured. Major top-

ics to be covered include patient assessment, pharmacology, pediatrics, ambulance/system operations, trauma, respiratory emergencies and medical emergencies.

Students must have a current Emergency Medical Technician license to enroll in the Paramedic Technician program. General Studies courses may be completed on a part-time basis for this program.

The Paramedic Technician program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP).

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
531-911	EMS Fundamentals	2
531-912	Paramedic Medical Principles	4
531-913	Patient Assessment Principles	3
531-914	Prehospital Pharmacology	3
531-915	Paramedic Respiratory Management	2
531-916	Paramedic Cardiology	4
531-917	Paramedic Clinical Field 1	3
890-101	**College 101	2
Total		**24**
Term 2		
531-918	Advanced Resuscitation	1
531-919	Paramedic Medical Emergencies	4
531-920	Paramedic Trauma	3
531-921	Special Patient Populations	3
531-922	EMS Operations	1
531-923	Paramedic Capstone	1
531-924	Paramedic Clinical Field 2	4
Total		**17**
Term 3		
801-136	English Composition 1	3
801-1xx	Communication Course	3
806-177	General Anatomy and Physiology	4
809-198	Introduction to Psychology	3
Total		**13**
Term 4		
806-179	Advanced Anatomy and Physiology	4
809-1xx	Social Science Course	3
809-188	Developmental Psychology	3
Total		**10**
Required Elective Credits		2
Total Program Credits and Institutional Requirements		**66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Manufacturing

Advanced Industrial Maintenance Certificate
Certificate:
97-462-2

The Advanced Industrial Maintenance Certificate is intended to prepare students for entry into and advancement within the field of industrial maintenance. Graduates of this program will have the knowledge of the installation and repair of electrical and mechanical systems, motor controls and hydraulics systems.

Course Number	Course Title	Credits
Term 1		
606-116	Machine Elements	3
606-176	CAD 2-D, AutoCAD	3
	- OR -	
607-176	AutoCAD I	3
620-115	AC-DC Machinery and Motor Controls	4
Total		**10**

Basic Industrial Maintenance Certificate
Certificate:
97-462-1

The Basic Industrial Maintenance Certificate is intended to prepare students for entry into the field of industrial maintenance. Graduates of this certificate will have knowledge of industrial manufacturing, equipment maintenance, troubleshooting and repair. The coursework provides basic instruction and hands-on experiences to develop broad-based skills in areas such as electricity, hydraulics and pneumatics to perform in industrial settings.

Course Number	Course Title	Credits
Term 1		
620-101	DC Circuits	3
620-102	AC Circuits	3
620-105	Industrial Hydraulics and Pneumatics 1	2
620-135	Allen-Bradley PLCs and Ladder Logic	3
804-113	College Technical Mathematics 1A	3
Total		**14**

CNC Set-Up/Operator Certificate
Certificate:
97-444-1

In a manufacturing environment where machines do much of the labor, the human touch is needed to ensure consistent productivity and high quality of goods. Computer numerical controlled (CNC) equipment operators handle the initial startup of a program, maintain quality control of the parts being machined and troubleshoot CNC machine tools when necessary.

Moraine Park's CNC Set-Up/Operator Certificate is designed for individuals who have limited or no manufactuirng background in the setup and operation of CNC equipment. This certificate covers how to perform:
- Operation of machine tools
- Computer operations
- Entry-level CNC programming
- CNC setup
- CNC operation
- Industrial trades math
- Blueprint reading
- Use of precision measuring equipment

Course Number	Course Title	Credits
Term 1		
103-159	Computer Literacy - Microsoft Office	1
439-301	Introduction to Basic Machining	1
439-303	Basic Machining - Milling	2
439-305	Basic Machining - Drilling and Grinding	2
439-399	2D AutoCAD Mold and Die Print Reading	2
444-302	CNC Controls	2
444-333	Basics of Metrology	1
444-350	Basic Programming	3
804-360	Occupational Mathematics 1	2
Total		**16**
Term 2		
444-340	Beginning CAM - Mastercam	2
444-355	CNC Machining Center Programming	2
444-365	CNC Machining Center Operation	2
804-361	Occupational Mathematics 2	2
Total		**8**
Total Credits		**24**

CNC/Tool and Die Technologies
Technical Diploma:
32-444-2

The use of computer numerically controlled (CNC) machine tools is increasing in all sectors of the manufacturing industry. Students in Moraine Park's CNC/Tool and Die Technologies operate machine tools such as lathes, milling machines, grinders, drill presses and learn to read blueprints, perform entry-level CNC programming, operate two-dimensional computer-aided machining, set up and operate molding press, set up and operate punch press, and use measuring equipment. Students prepare for a lean and green manufacturing environment.

The program focuses on programming and operation of coordinate measuring machine (CMM), vertical and horizontal machining centers, turning centers, an electrical discharge machine (EDM), tooling and workholding, and three-dimensional computer-aided machining. Students build and run mold and stamping dies, perform advanced milling, drilling and lathe work, precision surface grinding, and heat treating.

Graduates can program online (at the machine) or offline using a computer and a CAD/CAM system in a job-shop or a tool and die environment. Graduates analyze specs, lay out metal stock, construct and design dies and molds, and set up various machine tools. Graduates may earn credit toward an apprenticeship.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all manufacturing classes. These skills include work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
439-301	Introduction to Basic Machining	1
439-303	Basic Machining - Milling	2
439-305	Basic Machining - Drilling and Grinding	2
439-399	2D AutoCAD Mold and Die Print Reading	2
444-302	CNC Controls	2
444-333	Basics of Metrology	1
444-350	Basic Programming	3
804-360	Occupational Mathematics 1	2
890-101	**College 101	2
Total		**18**
Term 2		
439-306	Basic Machining - Turning	2
444-310	Material Selection	1
444-311	Tooling and Workholding	2
444-340	Beginning CAM - Mastercam	2
444-342	Advanced CAM 2D	2
444-346	Design for 3D Machining	2
444-355	CNC Machining Center Programming	2

(continued)

CNC/Tool and Die Technologies (cont.)

Course Number	Course Title	Credits
444-365	CNC Machining Center Operation	2
804-361	Occupational Mathematics 2	2
Total		**17**

Term 3

Course Number	Course Title	Credits
439-324	Pierce and Die Making	3
439-329	Compound Die Making	3
444-312	Product Engineering - Lean Manufacturing	1
444-343	Beginning CAM 3D	2
444-344	Advanced CAM 3D	2
444-375	Turning Center Operation	2
444-385	Turning Center Programming	2
804-362	Occupational Mathematics 3	2
Total		**17**

Term 4

Course Number	Course Title	Credits
439-334	Single Cavity Mold Making	3
439-339	Multi Cavity Mold Making	3
444-313	Product Manufacturing	2
444-386	Advanced Machining Center	2
444-391	Coordinate Measuring Machine	3
444-394	Advanced Turning Center	2
801-310	Occupational Communication	2
Total		**17**

Total Program Credits and Institutional Requirements 69

Upon successful completion of the following courses, students will earn an Introduction to CNC Operations Certificate:

- 439-399 2D AutoCAD Mold and Die Print Reading
- 444-350 Basic Programming
- 444-365 CNC Machining Center Operation
- 804-360 Occupational Mathematics 1

**The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Computer Numerical Control Certificate
Certificate:
97-628-1

Manufacturers are always looking for employees skilled in Computer Numerical Control (CNC) setup, operations and programming.

Moraine Park's Computer Numerical Control Certificate is an ideal option for individuals who have experience in manufacturing and are looking for short-term training. The program provides the fundamental concepts of CNC as well as hands-on coursework with computer aided drafting (CAD) software and operation of CNC equipment.

Courses are directly transferable to Moraine Park's Process Engineering Technology associate of applied science degree if students wish to further their education in this field.

Course Number	Course Title	Credits
Term 1		
103-159	Computer Literacy - Microsoft Office	1
623-110	Technical Print Reading	2
623-162	Manufacturing Processes	3
623-190	Basic Metrology	3
628-122	Basic CNC Programming and Operation	3
628-132	Advanced CNC Programming and Operation	3
804-113	College Technical Mathematics 1A	3
Total		**18**

Die Design Certificate
Certificate:
97-617-1

Creativity and accuracy come together in the die design profession, where detail-oriented machinists develop die designs for production environments.

Moraine Park's Die Design Certificate focuses on metal stamping die design skills and is custom-made for individuals who have completed the Mechanical Design Technology associate of applied science degree, have previous die set-up or manufacturing experience, or have a background in machining. This includes journey workers in the tool and die making trade who are interested in moving into a design role in their field.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all the manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change. Students learn the concepts of lean manufacturing and green sustainable technologies.

Graduates are prepared to enter the industry as designers working on new die tooling projects. Employers are seeking individuals who have the strong skills and knowledge base provided by this certificate.

Course Number	Course Title	Credits
Term 1		
617-114	CAD 3-D, SolidWorks	3
617-115	Jig and Fixture Design	3
617-123	Advanced SolidWorks Assembly Modeling	3
617-147	Die Design 2	3
617-148	Die Design 3	3
617-149	Tool Design	4
Total		**19**

Electromechanical Technology
Associate of Applied Science:
10-620-1

Electromechanical Technology integrates theories and applications in mechanical, electrical and electronic systems; fluid power; robotics and computer software to prepare students to work effectively in a variety of industrial settings. The Electromechanical Technology program teaches students a broad array of job-ready skills that involve integrating technologies and systems-thinking required to effectively problem solve, program, operate and maintain electromechanical and automated equipment. Graduates are trained to work as members of teams consisting of engineers and production workers in a variety of industrial and manufacturing settings.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
620-101	DC Circuits	3
620-102	AC Circuits	3
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
804-114	College Technical Mathematics 1B	2
890-101	**College 101	2
Total		**17**
Term 2		
620-103	Semiconductor Devices	3
620-104	Digital Electronics	3
620-115	AC-DC Machinery and Motor Controls	4
804-116	College Technical Mathematics 2	4
809-1xx	Behavioral Science Course	3
Total		**17**
Term 3		
620-105	Industrial Hydraulics and Pneumatics 1	2
620-110	Integrated Manufacturing Planning - Mechatronics	2
620-133	Data Acquisition and Control With LabVIEW	3
	- OR -	
620-141	Mechanical Drives 1	3
620-135	Allen-Bradley PLCs and Ladder Logic	3
620-150	Data Communication and Protocols	3
Total		**13**

(continued)

Manufacturing (cont.)

Electromechanical Technology (cont.)

Course Number	Course Title	Credits
Term 4		
620-111	Integrated Manufacturing Production - Mechatronics	2
620-136	Advanced Allen-Bradley PLCs and PanelVIEW	3
620-146	Instrumentation and Process Control - OR -	3
620-142	Mechanical Drives 2	3
620-151	Fanuc Robotics and Vision Systems	3
801-197	Technical Reporting	3
809-166	Introduction to Ethics: Theory and Application	3
Total		**17**

Total Program Credits and Institutional Requirements   **64**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Fabrication Technologies
Associate of Applied Science:
10-457-1

The Fabrication Technologies program enables students to acquire high-performance knowledge and skills needed to help boost the productivity, innovation, and competitiveness of local manufacturers. Students gain fabricating skills in automated cutting, forming and welding processes that prepare them for obtaining the Precision Sheet Metal Certification from the Fabricators and Manufacturers Association. The coursework also includes topics in computer aided design (CAD); computer numerical control, advanced manufacturing planning and production; lean manufacturing practices; and quality applications used in today's advanced manufacturing companies. Students will apply sustainable recycling methods throughout the program. The general studies courses in communications, economics and math prepare students for career advancement and provide transfer opportunities to four-year colleges and universities.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all the manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
442-109	Welding for Fabricators	4
457-145	Fabrication Techniques	4
623-110	Technical Print Reading	2
804-113	College Technical Mathematics 1A	3
890-101	**College 101	2
Total		**16**
Term 2		
457-146	Advanced Fabrication Techniques	4
457-147	Metallurgy	2
457-148	Metal Cutting and Forming Processes	3
623-162	Manufacturing Processes	3
801-136	English Composition 1	3
804-114	College Technical Mathematics 1B	2
Total		**17**
Term 3		
457-110	Integrated Manufacturing Planning - Fabrication Technologies	2
617-114	CAD 3-D, SolidWorks	3
623-151	Lean Manufacturing	3
623-196	Geometric Dimensioning and Tolerancing	3
801-1xx	Communication Course	3
806-137	Comprehensive Technical Physics	4
Total		**18**
Term 4		
457-111	Integrated Manufacturing Production - Fabrication Technologies	2
628-122	Basic CNC Programming and Operation	3
809-1xx	Behavioral Science Course	3
809-1xx	Social Science Course	3
809-1xx	Social Science Course	3
Total		**14**

Total Program Credits and Institutional Requirements   **65**

**The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Upon successful completion of the following courses, students will earn a Manufacturing Fundamentals Certificate:
- 623-110 Technical Print Reading
- 623-162 Manufacturing Processes
- 804-113 College Technical Mathematics 1A

Metal Fabrication
Technical Diploma:
31-457-2

Moraine Park's two-semester Metal Fabrication technical diploma helps individuals develop fabrication skills that are used in today's industries. Through hands-on experience, students gain skills in fabricating that may lead to FMA Precision Sheet Metal certification. Students build metal products start to finish. Students read prints and learn automated cutting, forming and welding using lean practices. Students learn gas metal arc welding, shielded metal arc welding, gas tungsten arc welding and oxy-fuel cutting. The coursework also provides instruction in math, communications skills, lean manufacturing practices and quality applications used in today's advanced manufacturing companies.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
442-309	Introduction to Welding Processes	4
442-331	Welding Print Reading	2
457-345	Metal Fabrication	4
804-360	Occupational Mathematics 1	2
890-101	**College 101	2
Total		**15**
Term 2		
457-146	Advanced Fabrication Techniques	4
457-147	Metallurgy	2
457-148	Metal Cutting and Forming Processes	3
623-162	Manufacturing Processes	3
801-310	Occupational Communication - OR -	2
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
Total		**17**

Total Program Credits and Institutional Requirements   **32**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Mold Design Certificate
Certificate:
97-617-2

Mold designers utilize their creativity to develop mold designs for production environments. They are typically detail oriented and have an interest in machines and mechanical processes.

This certificate is designed to develop the mold and die cast die design skills of an individual who has completed the Mechanical Design Technology associate of applied science degree, has previous mold set-up or manufacturing experience, or a background in a machining role. This would include journey person tool and die makers interested in moving into a design role in their field.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all the manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change. Students are exposed to the concepts of lean manufacturing, as well as green sustainable technologies.

Graduates are prepared to immediately enter the industry as designers working on new mold tooling projects. Employers are looking for individuals who have the strong skills and knowledge base provided by this certificate.

Course Number	Course Title	Credits
Term 1		
617-114	CAD 3-D, SolidWorks	3
617-115	Jig and Fixture Design	3
617-123	Advanced SolidWorks Assembly Modeling	3
617-149	Tool Design	4
617-152	Mold Design 2	3
617-153	Mold Design 3	3
Total		**19**

Tool and Die Technologies Apprenticeship
Apprenticeship:
50-439-4

Work in the machine tool trades incorporates a high degree of precision in the creation of various parts, fixtures and products utilized in the industry. Once primarily a metalworking trade, tool and die machining is now included in the plastics and wood industries. Almost all products used today have been influenced by the tool and die industry. From design specification and drawings, skilled workers in the tool and die/machine trades utilize power machining tools, hand tools, and computer-driven machines to create desired products.

Course Number	Course Title	Credits
Term 1		
420 561	Jigs and Fixtures	.5
420 572	3D CAD*	1.5
421 555	Blueprint Reading	1
804 582	Mathematics 1 (or)	1
804 584	Mathematics 3	
Term 2		
420 565	CNC	1.5
420 571	Sinker/Wire EDM*	1.5
804 583	Mathematics 2 (or)	1
804 585	Mathematics 4	
Term 3		
420 520	Mold Making	1
420 563	Machine Technology	1
420 580	2D CAD	1
804 582	Mathematics 1 (or)	1
804 584	Mathematics 3	
Term 4		
420 579	Introduction to Computer-Aided Manufacturing*	1
420 586	Die Making	1
422 505	Metallurgy*	1
804 583	Mathematics 2 (or)	1
804 585	Mathematics 4	
Total Program Hours/Credits		**16**

Required state paid instruction hours = 576

Related Electives (Unpaid Related)

455 455	**Transition to Trainer, Your Role as a Journeyworker	0.2
531 465	**Heartsaver First Aid/CPR	0.2

**Required

Welding
Technical Diploma:
31-442-1

Individuals who have a knack for technology and enjoy working with their hands can make their mark -- and some sparks -- with a career in welding.

Moraine Park's Welding technical diploma program teaches individuals the welding and fabrication skills needed in today's industries.

Through hands-on experience in a welding laboratory, students gain skills in all welding positions leading to welder certification.

Courses cover gas metal arc welding, shielded metal arc welding, gas tungsten arc welding, and oxy-fuel cutting. The coursework also provides instruction in print reading, math and communications skills, lean processes and sustainability practices.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem-solving strategies, apply mathematical reasoning, think critically and adapt to change.

Course Number	Course Title	Credits
Term 1		
442-331	Welding Print Reading	2
442-337	Welding Theory and Safety	1
442-338	Cutting Processes	1
442-356	Shielded Metal Arc Welding (SMAW)	2
442-357	Gas Metal Arc Welding 1 (GMAW)	2
442-358	Gas Metal Arc Welding 2 (GMAW)	2
804-360	Occupational Mathematics 1	2
890-101	**College 101	2
Total		**14**
Term 2		
103-159	**Computer Literacy - Microsoft Office	1
442-359	Flux Core Arc Welding (FCAW)	2
442-386	Gas Tungsten Arc Welding 1 (GTAW)	2
442-387	Gas Tungsten Arc Welding 2 (GTAW)	2
442-392	Advanced Welding and Metals	2
457-351	Metal Fabrication 1	2
457-352	Metal Fabrication 2	2
801-310	Occupational Communication - OR -	2
801-196	Oral and Interpersonal Communication	3
Total		**15**

Total Program Credits and Institutional Requirements   **29**

**The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Upon successful completion of the following courses students will earn a Gas Metal Arc Welding Certificate (pending approval):
- 442-331 Welding Print Reading
- 442-337 Welding Theory and Safety
- 442-357 Gas Metal Arc Welding 1
- 442-358 Gas Metal Arc Welding 2
- 804-360 Occupational Mathematics 1

Marketing, Sales and Service

Digital Marketing
Associate of Applied Science:
10-104-3

The associate of applied science degree in Digital Marketing presents digital marketing courses that utilize digital communication channels such as the Internet, social networks and mobile devices as marketing vehicles to attract and retain customers. Students explore how the traditional marketing fundamentals of product, pricing, promotion and place apply in the digital realm. Students will apply key tactics and technologies to effectively create and implement an innovative marketing plan and strategy.

Course Number	Course Title	Credits
Term 1		
102-110	Introduction to Business	3
103-159	**Computer Literacy - Microsoft Office	1
104-102	Marketing Principles	3
204-112	Design Fundamentals	3
801-136	English Composition 1	3
804-1xx	Mathematics Course	3
890-101	**College 101	2
Total		**18**

Course Number	Course Title	Credits
Term 2		
104-104	Web Research and Analytics	3
104-140	Integrated Marketing Communications	3
152-106	Web Site Design	3
152-109	Search Engine Optimization	3
206-110	Video/Sound Editing	3
801-1xx	Communication Course	3
Total		**18**

Term 3		
104-105	Selling	3
104-110	Global Marketing	3
104-117	Digital Marketing, Public Relations and Social Media	3
104-125	Advertising and Social Media Campaign	3
809-1xx	Social Science Course	3
Total		**15**

Term 4		
101-184	Principles of Accounting	3
105-140	Business Decision Making	3
105-150	Business Practice Firm	3
	- OR -	
105-152	Business Practicum	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**15**

Total Program Credits and Institutional Requirements   **66**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Digital Marketing/Social Media Certificate
Certificate:
97-104-3

The Digital Marketing/Social Media Certificate allows students to gain skill sets used in today's competitive marketing environment. Upon completion of this certificate, a student will be competent to construct and monitor online marketing campaigns. A student will also explore Search Engine Optimization and Web Analytics, two critical elements in marketing decision-making. The coursework combines both creative and analytical thinking to enhance marketing effectiveness.

This certificate allows students to take associate of applied science degree courses without the commitment of a full-time course load. This certificate can also enhance an existing associate of applied science degree. A portion of these credits may also be applied to the Digital Marketing or Business Management-Marketing degree programs.

Course Number	Course Title	Credits
Term 1		
104-120	Introduction to Digital Marketing	3
104-104	Web Research and Analytics	3
104-117	Digital Marketing, Public Relations and Social Media	3
104-125	Advertising and Social Media Campaign	3
Total		**12**

Civil Engineering Technician - Structural

Associate of Applied Science:
10-607-5

Serving as a team support member to civil engineers, civil engineering technicians help plan and design the construction of highways, bridges, utilities and other major infrastructure projects.

Moraine Park's Civil Engineering Technician - Structural associate of applied science program provides the knowledge and experience in planning and design that are needed in today's architectural, engineering and construction (AEC) industries. Students apply building information model (BIM) and computer-aided design and drafting (CADD) skills to architectural, structural and related designs. Hands-on learning includes surveying in the field and testing materials such as concrete and soils. In addition to strong computer skills, students need math, spatial relations and analytical skills to meet the demands of the engineering coursework. They also are introduced to concepts and requirements of green design (LEED) and construction practices.

Graduates may find employment with civil engineering firms, architectural firms, contractors, surveyors, municipalities, testing facilities, mechanical and electrical design firms and public utilities.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
607-116	Architectural Drafting for Civil Engineering	4
607-176	AutoCAD I	3
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
804-114	College Technical Mathematics 1B	2
890-101	**College 101	2
Total		**18**
Term 2		
607-110	Civil Drafting Fundamentals	4
607-135	Construction Surveying	3
607-178	Revit	3
801-196	Oral and Interpersonal Communication	3
804-116	College Technical Mathematics 2	4
Total		**17**
Term 3		
607-114	Structural Drafting	4
607-122	Mechanical Construction	3
607-131	Structural Analysis 1	3

Course Number	Course Title	Credits
607-140	Soils and Foundations	3
809-1xx	Social Science Course	3
Total		**16**
Term 4		
607-123	Construction Estimating	3
607-132	Structural Analysis 2	3
607-137	Site Development	3
607-150	Technical Problems	3
809-1xx	Behavioral Science Course	3
Total		**15**
	Required Elective Credits	3
	Total Program Credits and Institutional Requirements	**69**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Mechanical Design Technology

Associate of Applied Science:
10-606-1

Moraine Park's Mechanical Design Technology program prepares students to assist engineers in the design of products and the preparation of computerized drawings for all types of machines and manufacturing industries. Coursework emphasizes computer-aided design (CAD) techniques, project and product development, and understanding various materials used in design and manufacturing. Coursework also includes designing fixtures, parts, molds and stamping dies with the latest CAD software. Students are exposed to the concepts of lean manufacturing, as well as green sustainable technologies.

Successful mechanical design technicians have strong computer and visualization skills, are detail oriented, have sound math skills and have a mechanical aptitude.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all the manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Graduates find jobs with a variety of manufacturing industries including metal fabrication companies; industrial equipment manufacturers; paper equipment manufacturers; consumer product companies; recreational equipment firms; and tool, die, metal stamping and mold making companies.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
606-176	CAD 2-D, AutoCAD	3
617-114	CAD 3-D, SolidWorks	3
623-162	Manufacturing Processes	3
804-113	College Technical Mathematics 1A	3
804-114	College Technical Mathematics 1B	2
890-101	**College 101	2
Total		**17**
Term 2		
606-116	Machine Elements	3
606-132	Materials of Industry	3
617-115	Jig and Fixture Design	3
801-136	English Composition 1	3
804-116	College Technical Mathematics 2	4
809-1xx	Behavioral Science Course	3
Total		**19**
Term 3		
606-107	Component Design	4
606-112	Integrated Manufacturing Planning-Mechanical Design	2
606-128	Design Statics	3
623-196	Geometric Dimensioning and Tolerancing	3
801-1xx	Communication Course	3
Total		**15**
Term 4		
606-111	Integrated Manufacturing Production-Mechanical Design	2
606-125	Product Design	4
606-130	Strength of Materials	3
617-149	Tool Design	4
809-1xx	Social Science Course	3
Total		**16**
	Required Elective Credits	3
	Total Program Credits and Institutional Requirements	**70**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Process Engineering Technology - Industrial/ Manufacturing

Associate of Applied Science:
10-623-8

Process Engineers provide big-picture thinking from the design phase to production and every

Process Engineering Technology - Industrial/ Manufacturing (cont.)

step in between, ensuring processes are as cohesive and efficient as possible.

Moraine Park's Process Engineering Technology associate of applied science degree program combines the foundational skills related to industrial engineering with those of computerized manufacturing. Students learn how to plan, set up, monitor, analyze and control integrated systems in order to improve efficiencies in a manufacturing environment. They also learn how to standardize and streamline processes to find cost savings for businesses. Applications in safety, sustainability, problem solving and automated technologies are emphasized.

In the final stages of coursework, students select a specialized training emphasis in either Industrial/Manufacturing or Quality Assurance.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Graduates are trained to work as members of teams consisting of engineers and production workers in a variety of industrial and manufacturing settings.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
606-176	CAD 2-D, AutoCAD	3
617-114	CAD 3-D, SolidWorks	3
623-162	Manufacturing Processes	3
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
890-101	**College 101	2
Total		**18**
Term 2		
617-115	Jig and Fixture Design	3
623-190	Basic Metrology	3
628-136	Statistical Process Control	3

Course Number	Course Title	Credits
801-1xx	Communication Course	3
804-114	College Technical Mathematics 1B	2
Total		**14**
Term 3		
623-118	Gage Calibration, Repeatability and Reproducibility - OR -	3
628-122	Basic CNC Programming and Operation	3
623-151	Lean Manufacturing	3
623-170	Process Planning	2
623-196	Geometric Dimensioning and Tolerancing	3
628-110	Integrated Manufacturing Planning - Process Engineering Technology	2
806-137	Comprehensive Technical Physics	4
Total		**17**
Term 4		
620-151	Fanuc Robotics and Vision Systems	3
628-111	Integrated Manufacturing Production - Process Engineering Technology	2
628-132	Advanced CNC Programming and Operation	3
628-142	Computer-Aided Manufacturing	3
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**17**
Required Elective Credits		3
Total Program Credits and Institutional Requirements		**69**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Process Engineering Technology - Quality Assurance
Associate of Applied Science:
10-623-8

Process Engineers provide big-picture thinking from the design phase to production and every step in between, ensuring processes are as cohesive and efficient as possible.

Moraine Park's Process Engineering Technology associate of applied science degree program combines the foundational skills related to industrial engineering with those of computerized manufacturing. Students learn how to plan, set up, monitor, analyze and control integrated systems in order to improve efficiencies in a manufacturing environment. They also learn how to standardize and streamline processes to find cost savings for businesses. Applications in safety, sustainability, problem solving and automated technologies are emphasized.

In the final stages of coursework, students select a specialized training emphasis in either Industrial/Manufacturing or Quality Assurance.

Representatives from business and industry have identified skills that are essential to success in manufacturing. Students will be expected to demonstrate the Critical Core Manufacturing Skills (CCMS) throughout all manufacturing classes. These skills include: work cooperatively, work productively, listen effectively, demonstrate a positive attitude, maintain a safe work environment, demonstrate integrity, communicate clearly, follow directions, apply problem solving strategies, apply mathematical reasoning, think critically and adapt to change.

Graduates are trained to work as members of teams consisting of engineers and production workers in a variety of industrial and manufacturing settings.

Course Number	Course Title	Credits
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
606-176	CAD 2-D, AutoCAD	3
617-114	CAD 3-D, SolidWorks	3
623-162	Manufacturing Processes	3
801-136	English Composition 1	3
804-113	College Technical Mathematics 1A	3
890-101	**College 101	2
Total		**18**
Term 2		
617-115	Jig and Fixture Design	3
623-190	Basic Metrology	3
628-136	Statistical Process Control	3
801-1xx	Communication Course	3
804-114	College Technical Mathematics 1B	2
Total		**14**
Term 3		
623-118	Gage Calibration, Repeatability and Reproducibility - OR -	3
628-122	Basic CNC Programming and Operation	3
623-151	Lean Manufacturing	3
623-170	Process Planning	2
623-196	Geometric Dimensioning and Tolerancing	3
628-110	Integrated Manufacturing Planning - Process Engineering Technology	2
806-137	Comprehensive Technical Physics	4
Total		**17**
Term 4		
623-106	Quality Tools	3
623-134	Basic CMM Programming and Operation	3
623-167	ISO 9001 and Auditing	3
628-111	Integrated Manufacturing Production - Process Engineering Technology	2

(continued)

Process Engineering Technology - Quality Assurance (cont.)

Course Number	Course Title	Credits
809-1xx	Social Science Course	3
809-1xx	Behavioral Science Course	3
Total		**17**
Required Elective Credits		3
Total Program Credits and Institutional Requirements		**69**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Quality/Supervision Certificate
Certificate:
97-623-3

By merging leadership development and quality management programs, Moraine Park's Quality/Supervision Certificate is custom-designed to develop the management skills needed to transfer into a quality management role or to excel in one's current position. The courses provide individuals with an interdisciplinary experience, and course schedules and formats are designed for working adults. Extensive out-of-class work is required.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program. The credits may be applied toward an associate of applied science degree for the student who is interested in pursuing further education.

Courses in this certificate can be customized for on-site company training.

Course Number	Course Title	Credits
Term 1		
196-188	Project Management	3
	- OR -	
196-189	Team Building and Problem Solving	3
196-191	Supervision	3
623-106	Quality Tools	3
623-151	Lean Manufacturing	3
623-167	ISO 9001 and Auditing	3
804-107	College Mathematics	3
	- OR -	
804-113	College Technical Mathematics 1A	3
Total		**18**
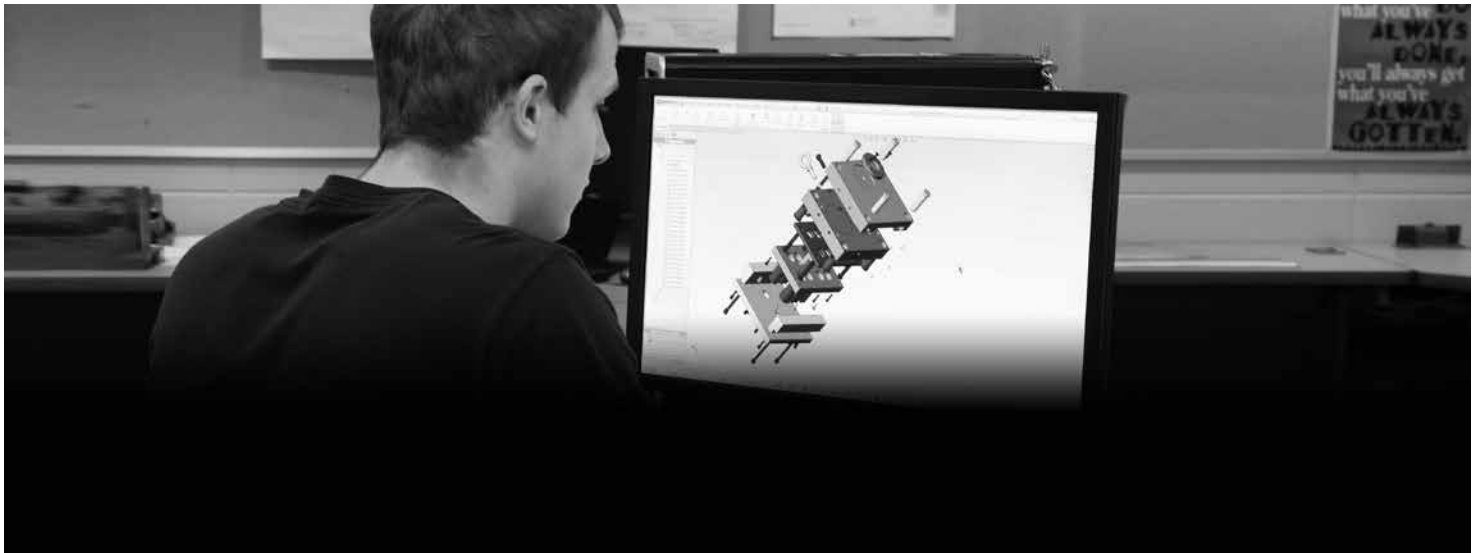
Auto Maintenance Technician
Technical Diploma:
31-602-3

The automotive industry is changing due to vehicles that deliver improved fuel economy, complex safety systems, higher performance, and added comfort features. Moraine Park Technical College's one-year Auto Maintenance Technician program will give students a great start to an automotive career. Students will develop skills to obtain employment to diagnose, service, and repair automobiles and light trucks.

If students decide to continue their education, all credits transfer to the two-year Automotive Technology associate of applied science degree.

Course Number	Course Title	Credits
Program Admission Requirement		
998-171	Auto New Student Orientation	
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
602-104	Brake Systems	3
602-107	Auto Service Fundamentals	2
602-124	Steering and Suspension Systems	3
602-125	Electrical and Electronic Systems 1	2
623-105	Metals for Technicians	1
801-136	English Composition 1	3
804-107	College Mathematics	3
890-101	**College 101	2
Total		**20**
Term 2		
442-101	Welding for Automotive Technicians	1
602-127	Electrical and Electronic Systems 2	3
602-128	Electrical and Electronic Systems 3	3
602-197	Engine Performance 1	3
602-103	Engine Repair 1	2
806-137	Comprehensive Technical Physics	4
Total		**16**
Total Program Credits and Institutional Requirements		**36**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Automotive Technician
Technical Diploma:
32-404-2

The Automotive Technician program is offered as a four-semester technical diploma. Students learn to diagnose, service and repair all eight major systems of the automobile, which includes engine mechanical, engine performance, automatic transmission/transaxle, manual drive train, brakes, steering and suspension, climate control, and electrical and electronic systems. Mechanical aptitude, communication skills and an interest in the automotive industry are important to a successful automotive technician career. Graduates of the program may find employment as technicians in dealerships or other automotive repair facilities, service specialists, parts specialists, or as service writers/consultants. This program prepares students for ASE certification.

Course Number	Course Title	Credits
Program Admission Requirement		
998-171	Auto New Student Orientation	
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
602-104	Brake Systems	3
602-107	Auto Service Fundamentals	2
602-124	Steering and Suspension Systems	3
602-125	Electrical and Electronic Systems 1	2
623-105	Metals for Technicians	1
804-360	Occupational Mathematics 1	2
	- OR -	
804-107	College Mathematics	3
890-101	**College 101	2
Total		**16**
Term 2		
442-101	Welding for Automotive Technicians	1
602-127	Electrical and Electronic Systems 2	3
602-128	Electrical and Electronic Systems 3	3
602-133	Shop Simulation/Internship 1	2
602-197	Engine Performance 1	3
602-103	Engine Repair 1	2
801-310	Occupational Communication	2
	- OR -	
801-136	English Composition 1	3
806-376	Applied Physics	2
	- OR -	
806-137	Comprehensive Technical Physics	4
Total		**18**
Term 3		
602-134	Shop Simulation/Internship 2	2
602-196	Climate Control Systems	3
602-198	Engine Performance 2	4
602-123	Engine Repair 2	3
809-300	Occupational Success Strategies	2
	- OR -	
801-136	English Composition 1	3
Total		**14**
Term 4		
602-109	Auto Transmission/Transaxle	4
602-132	Light Duty Diesel Engine Operation	2
	- OR -	
602-137	Hybrid and Electric Vehicle Systems	2
602-135	Shop Simulation/Internship 3	2
602-149	Manual Drive Train and Axles	4
602-195	Advanced Chassis Systems	2

Course Number	Course Title	Credits
Total		**14**
Total Program Credits and Institutional Requirements		**62**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

Automotive Technology
Associate of Applied Science:
10-602-3

The Automotive Technology program is offered as a four-semester associate degree. Students learn to diagnose, service, and repair all eight major systems of the automobile which includes engine mechanical, engine performance, automatic transmission/transaxle, manual drive train, brakes, steering and suspension, climate control, and electrical and electronic systems. Mechanical aptitude, communication skills and an interest in the automotive industry are important to a successful automotive technician career. Graduates of the associate degree program have opportunities to further their education that may lead beyond the projected career paths of technicians in dealerships or other automotive repair facilities, service specialists, parts specialists, or as service writers/consultants. This program prepares students for ASE certification.

Course Number	Course Title	Credits
Program Admission Requirement		
998-171	Auto New Student Orientation	
Term 1		
103-159	**Computer Literacy - Microsoft Office	1
602-104	Brake Systems	3
602-107	Auto Service Fundamentals	2
602-124	Steering and Suspension Systems	3
602-125	Electrical and Electronic Systems 1	2
623-105	Metals for Technicians	1
801-136	English Composition 1	3
804-107	College Mathematics	3
890-101	**College 101	2
Total		**20**
Term 2		
442-101	Welding for Automotive Technicians	1
602-103	Engine Repair 1	2
602-127	Electrical and Electronic Systems 2	3
602-128	Electrical and Electronic Systems 3	3
602-197	Engine Performance 1	3
806-137	Comprehensive Technical Physics	4
Total		**16**

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Automotive Technology (cont.)

Course Number	Course Title	Credits
Term 3		
602-196	Climate Control Systems	3
602-198	Engine Performance 2	4
602-123	Engine Repair 2	3
801-1xx	Communication Course	3
809-195	Economics	3
Total		**16**
Term 4		
602-109	Auto Transmission/Transaxle	4
602-132	Light Duty Diesel Engine Operation - OR -	2
602-137	Hybrid and Electric Vehicle Systems	2
602-149	Manual Drive Train and Axles	4
602-195	Advanced Chassis Systems	2
809-199	Psychology of Human Relations	3
Total		**15**

Total Program Credits and Institutional Requirements   **67**

** The credits for 103-159 Computer Literacy - Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation.

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Affirmative Action and Equal Opportunity

Policy Statement

Moraine Park Technical College is committed to compliance with the Civil Rights Act of 1991; the Americans with Disabilities Act of 1990, as amended; Titles VI and VII of the 1964 Civil Rights Act, as amended; the Age Discrimination Acts of 1967 and 1973; the Equal Pay Act of 1973, as amended; the Civil Rights Restoration Act of 1987; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act; the Wisconsin Fair Employment Law; Federal and Wisconsin Executive Orders; Wisconsin Administrative Code; the Carl D. Perkins Vocational Education Act; and the Office for Civil Rights Guideline stating that no person shall be denied benefits, excluded from participation, or subjected to discrimination because of race, color, religion, national origin, ancestry, creed, sex, gender identity, disability, arrest record, conviction record, age, veteran status, membership in National Guard, State Defense Force, or other reserve component of the military forces of Wisconsin or the United States, marital status, pregnancy, sexual orientation, political affiliation, parental status, genetic testing and the use or nonuse of lawful products off the employer's premises during nonworking hours.

It is the policy of Moraine Park Technical College to maintain an Affirmative Action and Equal Opportunity comprehensive plan. This program includes equal opportunity and nondiscrimination for all employees, students and non-employees.

Any person who believes that their affirmative action rights have been violated has the right to file a grievance. The grievance should be filed within 300 days. The Moraine Park Harassment and Discrimination Grievance Procedure should be followed. It can be accessed by clicking on "An Equal Opportunity College" at morainepark.edu or by contacting an Equal Opportunity Officer. This action does not preclude the grievant from seeking additional recourse through an appropriate outside agency.

Harassment Policy Statement

Moraine Park Technical College is committed to compliance with present law and guidelines prohibiting harassment in education and employment.

Harassment by employees, students, and non-employees, on the basis of race, color, sex, national origin, age, disability or other protected status is an illegal practice prohibited by Moraine Park Technical College.

Unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the following occurs:

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, or academic success;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic standing affecting such individuals; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment based upon race, color, sex, national origin, age or disability includes ethnic or racial slurs or other verbal and/or physical conduct relating to a person's race, color, sex, national origin, age or disabling condition which interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. Moraine Park Technical College will not tolerate harassment by its employees, non-employees or students. Any person who engages in harassment will be subject to disciplinary action and/or termination.

Grievant: A Grievant can be:
1. An applicant for employment with MPTC.
2. An employee of MPTC.
3. An applicant for admission to any program or course at MPTC.

4. A student at MPTC.

Respondent: A Respondent can be a person and/or persons alleged to be responsible, or who may be responsible for the violation alleged in a grievance.

Equal Opportunity Officer: The employee designated by the MPTC District Board who has the responsibility of coordinating the grievance procedure. The District Board has appointed the Employment Manager as the Equal Opportunity Officer – Staff and the Diversity Relations Coordinator as the Equal Opportunity Officer – Students.

Alleged acts of discrimination that are in violation of the equal employment or education opportunity policies under which the Moraine Park Technical College District operates shall be filed directly with:

Equal Opportunity Officer - Student
920-924-6355
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

Equal Opportunity Officer - Staff
920-924-3495
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

Title IX Coordinator-Student
920-924-6459
235 North National Avenue PO Box 1940
Fond du Lac, WI 54936-1940

Title IX Coordinator-Staff
920-924-3232
235 North National Avenue PO Box 1940
Fond du Lac, WI 54936-1940

Information specific to campus security can be found in the annual campus security report available at morainepark.edu.

Beaver Dam
700 Gould Street • Beaver Dam, WI 53916-1994
For general information or to register, call
920-924-3207 or 1-800-472-4554.

Fond du Lac
235 North National Avenue • PO Box 1940
Fond du Lac, WI 54936-1940
For general information or to register, call
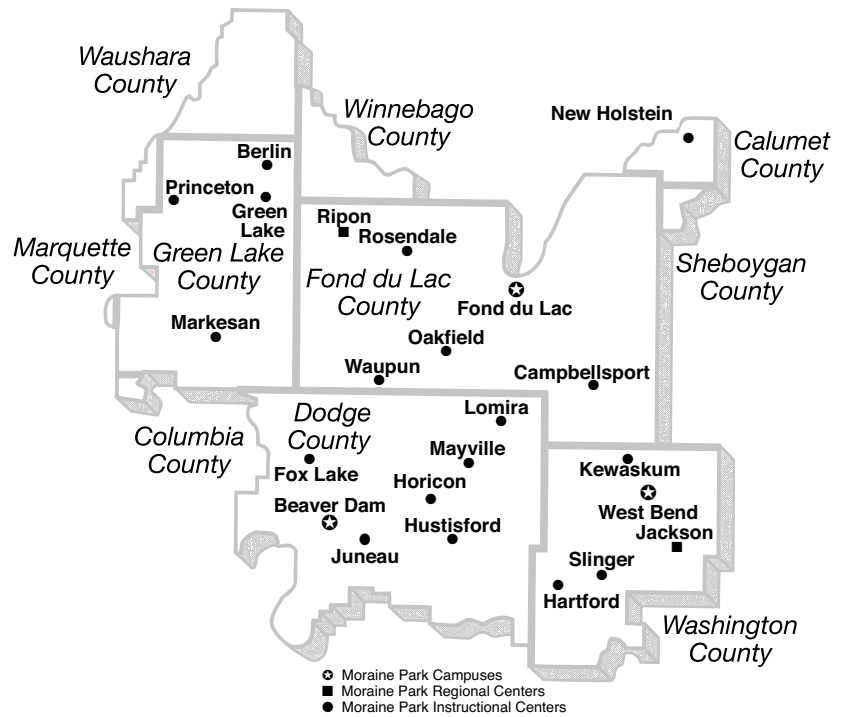920-924-3207 or 1-800-472-4554.

West Bend
2151 North Main Street • West Bend, WI
53090-1598
For general information or to register, call
920-924-3207 or 1-800-472-4554.

Jackson Regional Center
N173 W21150 Northwest Passage Way •
Jackson, WI 53037-9387
For class information, call 262-335-5828 or
e-mail communityed@morainepark.edu
For general information or to register, call
920-924-3207 or 1-800-472-4554.

Ripon Regional Center
850 Tiger Drive • Ripon, WI 54971-0991
(Room 1120)
For class information, call 920-748-3290 or
e-mail communityed@morainepark.edu
For general information or to register, call
920-924-3207 or 1-800-472-4554.

District Directory

General Information 920-924-3207 or 800-472-4554

- Admissions
- Academic Advising
- Financial Aid/Scholarships
- Registration
- Student Services Center
- Testing Services
- Tours and College Visits/Recruitment

Bookstore
Beaver Dam 920-887-4407
Fond du Lac 920-929-2105
West Bend .262-335-5774

Career Planning
Beaver Dam 920-887-4437
Fond du Lac 920-924-3244
West Bend .262-335-5773

Cosmetology Appointments 920-929-2106

Counseling Services
Beaver Dam 920-887-4441
Fond du Lac . . . .920-924-3199 or 920-924-6535
West Bend .262-335-5874

Disability Resources
Beaver Dam 920-887-4495

Fond du Lac 920-924-3196
West Bend .262-335-5741

District Equal Opportunity Officer
Staff 920-924-3495
Student 920-924-6355

Diversity Relations 920-924-6355

Economic and Workforce Development 920-924-3449

The EDGE - TRIO SSS 920-924-3165

Hearing Impaired TTY/VP: Use RELAY/VRS

Help Desk
Technology Helpline 920-924-3481
Online (Canvas) Help Desk 855-790-8839

Instructional Offices
Basic Education 920-924-6393
Business and IT 920-929-2115
Child Care and Human Services . 920-924-3270
General Education 920-924-3195
Health Sciences 262-306-5314
Manufacturing 262-306-5321
    Cosmetology
Nursing 262-335-5710
Trades 920-924-6436

   Apprenticeship
   Culinary Arts

Library
Beaver Dam 920-887-4406
Fond du Lac 920-929-2470
West Bend .262-335-5759

Nontraditional Occupations 920-929-2477

Parts Store 920-929-2118

President's Office 920-929-2127

Student Employment Services . .920-924-3205

Student Life
Beaver Dam 920-887-4462
Fond du Lac 920-924-3101
West Bend .262-335-5743

Student Success Center
Beaver Dam 920-887-4436
Fond du Lac 920-924-2108
West Bend .262-335-5775

Transcripts and Records 920-922-8611

Tutoring 920-924-6488

Veterans 920-924-3489

Youth Options/Course Options/ Career Prep 920-887-4488

Administration and Faculty:

Adams, Michele
Safety Manager
AAS, State University of New York
BS, Ohio University
MS, Silver Lake College

Andersen, Amy
Counselor
BS, MSEd, University of Wisconsin-Oshkosh

Arndt, Marcia
Associate Dean of Manufacturing
BS, University of Wisconsin-Stout
MS, University of Wisconsin-Madison

Atkinson, Ross
Web Developer
BS, University of Wisconsin-Stevens Point

Baerwald, Bonnie
President
AAS, Wisconsin Lutheran College
BBA, University of Wisconsin-Whitewater
MPA, University of Wisconsin-Oshkosh

Baierl, Hans
Library Services Coordinator
MLS, University of Wisconsin-Milwaukee

Bandler, Mary
Respiratory Care Practitioner Instructor
AD, Milwaukee Area Technical College
BA, Concordia University
MS, Marian University

Barfield, Joan
Corrections Science Instructor
BSE, Marian University
MS, University of Wisconsin-Platteville

Bartelt, Todd
Radiography Instructor
AD, Lakeshore Technical College
BS, Marian University

Barz, Laurie
Economic and Workforce Development
Community Coordinator
AD, Moraine Park Technical College
BA, MBA, Concordia University

Bau, Linda
Medical Lab Technician Instructor
BS, Marian University
MPA, University of Wisconsin-Oshkosh

Bauer, Bonita
Disability Resource Manager
BSEd, MSEd, University of Wisconsin-
 Whitewater

Bauer, Janet
Medical Assistant Instructor
ADN, Moraine Park Technical College

Beach, Jeffrey
Welding Instructor
AAS, Milwaukee Area Technical College

Beaman, Amy
Economic and Workforce Development –
Organizational Leadership Instructor
BBA, University of Wisconsin – Oshkosh
MS, Silver Lake College

Bernhard, Cynthia
Business Technology and Computer
Applications Instructor
BS, University of Wisconsin-Stout
MA, Marian University

Best, C.A. Michael
Senior Database Administrator

Bjork, Anders
Web Services Manager

Blankenheim, Brian
Marine Power Equipment Instructor

Blessing, Christy
Employment Manager
BS, University of Wisconsin-Stevens Point

Block, David
Basic Education/English Language Learning
Instructor
BBA, Saint Norbert College
MA, Wheaton College

Bodart, Triena
Financial Aid Manager

Bosch, Cathryn
Nursing Instructor
DIPL (2), Moraine Park Technical College
ADN, Moraine Park Technical College
BS, Deaconess College of Nursing
MS, Chamberlain College of Nursing

Bouchard, Eileen
Barber/Cosmetology Instructor
DIPL, University of Academy Hair Design

Boudreau, Richard
Director of Facilities
BS, MArch, University of Wisconsin-Milwaukee

Bourland, Dana
Director of College Advancement
BA, Ripon College

Boyle-Gustavus, Jeanette
Electricity Instructor
APPR, Moraine Park Technical College

Braatz, Kimberly
Careers Instructor
BBA, Saint Norbert College
MAEd, Marian University

Brace, James
Associate Dean of Human Services
AD, Moraine Park Technical College
BA, Marian University
MS, University of Wisconsin-Platteville

Breithaupt, Erwin
IT Project Manager
BS, Marquette University
MBA, Regis University

Brendel, Charles
Associate Dean of Economic and Workforce
Development
DIPL, Lakeshore Technical College

Broske, Kathleen
Vice President - Human Resources
BS, University of Illinois at Urbana
MBA, University of Wisconsin-Oshkosh

Brown, Barbara
Nursing Instructor
ADN, Moraine Park Technical College
BSN, Graceland University
MSN, Marian University

Bruegman-May, Karrie
Nursing Assistant Instructor
ADN, Blackhawk Technical College
BN, MSN, Marian University

Buytendorp, Lila
Director of User Services
BBA, University of Wisconsin-Oshkosh
MS, Silver Lake College

Campopiano, Ronald
Social Science Instructor
BA, MS, PhD, University of Wisconsin-
Milwaukee

Carnahan, Kenneth
Anatomy and Physiology Instructor
BA, Hanover College
MS, Indiana University
PhP, Ohio College of Podiatric Medicine

Chojnacki, Sarah
Medical Assistant/Office Instructor
DIPL, Northeast Wisconsin Technical College
BS, University of Wisconsin – Green Bay

Christianson, Wendy
Accommodation Specialist
BA, University of Wisconsin-Stevens Point
MA, Fielding Institute

Clark, Amy
Admissions and Advising Manager
BFA, University of Wisconsin-Stevens Point
MFA, Jones International University

Clark, Larry
Welding Instructor
CERT, Wisconsin Indianhead Technical College
BS, University of Wisconsin-Stout

Cook, Danielle
Surgical Technologist Instructor
AAS, Milwaukee Area Technical College
BS, University of Wisconsin-La Crosse
MS, University of Wisconsin-Oshkosh

Cordell, Tina
Nursing Assistant Instructor
BSN, MSN, Alverno College

Corrente, Francesco
Automotive Technician Instructor

Daniels, James
Automotive Technician Instructor

Davies, Mary
Corrections Manager
BS, University of Wisconsin-Oshkosh

DeGroot, Kerry
Nursing Instructor
BN, MSN, Bellin College of Nursing

Desiderio, Joseph
Information Technology - Technical Support
Specialist Instructor
BS, MBA, Park University

Dilling, Julie
Accounting Instructor
BBA, University of Wisconsin-Whitewater
MBA, University of Wisconsin-Oshkosh

Dobogai, Andrea
Nursing Instructor
BSN, MSN, Marian University
DNP, Concordia University

Dolinar, Jodie
Nursing Assistant Instructor
AS, BS, Cardinal Stritch University

Donohue, Karla
Counselor
BS, MSEd, University of Wisconsin-Oshkosh

Eden, James
Vice President - Academic Affairs
BS, University of Wisconsin-Stout
MBA, PhD, Cardinal Stritch University

Endejan, Thomas
Culinary Arts Instructor
BS, University of Wisconsin-Stout

Esposito, Nancy
Basic Education Instructor
BA, Southern Illinois University

Evenson, Heather
Nursing Instructor
ADN, Community College of Rhode Island
BS, MSN, University of Wisconsin-Oshkosh

Ewoldt, Melissa
Communications Instructor
BA, MS, University of Wisconsin-Whitewater

Faeh, John
Security Manager

Falter, Joan
Accounting Instructor
BBA, University of Wisconsin-Milwaukee
MBA, Concordia University Wisconsin

Fatla, Michael
Director of Application Development
BA, University of Wisconsin-Green Bay
BS, University of Wisconsin-Oshkosh

Ferguson, Lisa
Careers Instructor
BBA, University of Wisconsin-Oshkosh
MS, Silver Lake College

Fields, Bobbi
Medical Assistant Instructor
AD, Moraine Park Technical College
BS, MPA, University of Phoenix

Finnel, Kristen
Dean of Health and Human Services
AD, Tidewater Community College
BS, Norfolk State University
MS, Concordia University

Fitzgerald, Vicky
Director of Finance
BBA, University of Wisconsin-Oshkosh

Flaherty, Timothy
Traffic Safety Instructor
AD, Fox Valley Technical College

Forciea, Bruce
Anatomy and Physiology Instructor
BA, Eckerd College
DC, Parker College of Chiropractic

Freund, Donna
Payroll Manager
AD, Moraine Park Technical College
BBA, Silver Lake College
MS, Marian University

Freund, Tammy
Web Developer Instructor
AA, University of Wisconsin Center -
Fond du Lac
BS, University of Wisconsin-Oshkosh

Garofalo, Dominic
Web Developer Instructor
AA, University of Wisconsin Center-Sheboygan
BS, MS, Silver Lake College

Gauerke, Mallory
Training Coordinator
BA, University of Wisconsin - Green Bay

Gellings, Beau
Economic and Workforce Development
Business Representative
BBA, University of Wisconsin-Oshkosh

Geschke, Joshua
Economic and Workforce Development
Computer Numerical Control Instructor
DIPL, Madison Area Technical College
BS, University of Wisconsin-Stout

Giacomini, Danyel
Nursing Instructor
BSN, MSN, Concordia University

Gloede, John
EMS/Paramedic Instructor

Gruss, Jeffery
Corrections Science Instructor
BS, University of Wisconsin-Platteville

Gyorfy, James
Economic and Workforce Development CNC
Instructor
APPR, Waukesha County Technical College

Habeck, Craig
Electromechanical Technology Instructor
BS, University of Wisconsin-Madison
MS, University of Wisconsin-Platteville

Hager, Lisa
Early Childhood Education Instructor
BA, Lakeland College

Hall, JoAnn
Dean of Economic and Workforce Development
BBA, University of Wisconsin-Whitewater
MBA, University of Phoenix

Halter, Joseph
Social Science Instructor
AD, Moraine Park Technical College
BS, University of Wisconsin-Stout
MA, University of Wisconsin-Oshkosh

Harmsen, Amy
Office Technology and Computer Applications
Instructor
AD, Moraine Park Technical College
BS, Silver Lake College
MA, Marian University

Harn, Teresa
Counselor
MA, Lakeland College

Hayes, Emily
Reading/Writing Instructor
BS, University of Wisconsin-Whitewater
MA, University of Wisconsin-Oshkosh

Henderleiter, Steve
Welding Instructor
AAS, Milwaukee Area Technical College

Henken, JoAnne
Director of Organizational Development
BS, University of Wisconsin-Oshkosh
MS, Capella University

Henschel, Angela
Science Instructor
BA, Lakeland College
PhD, Medical College of Wisconsin

Herrera, April
Nursing Instructor
BN, Marian University
MSN, Grand Canyon University

Herrmann, Wendy
Curriculum Coordinator
BA, UW-LaCrosse
MA, Lakeland College

Heyrman, Robert
Communications Instructor
BA, Carthage College
MA, Marquette University

Hidde, Eric
Facilities Operations Manager
DIPL, Moraine Park Technical College

Hodgen, Bree
Communications Instructor
BS, Northern Michigan University
MA, University of Wisconsin-Superior

Hokenson, James
CNC/Tool and Die Technologies Instructor
APPR, AD, Moraine Park Technical College

Holmes, Douglas
Economic and Workforce Development
Business Representative
BS, University of Wisconsin – Stout
MBA, University of Wisconsin – Madison

Holte, Lane
Registrar
AD, Dawson Community College
BS, Dickinson State University

Horvath, Stephen
Associate Dean of Trades
BS, University of Wisconsin-River Falls
MS, University of Wisconsin-Superior
MEd, DePaul University

Hurtienne, Matthew
Dean of the Beaver Dam Campus
BS, Southern Illinois University
MS, Norwich University
PhD, Colorado State University

Huycke, James
Associate Director of Grants
BA, Marquette University
MSW, University of Wisconsin-Milwaukee

Jacob, Pamela
Nursing Assistant Instructor
ADN, Moraine Park Technical College
BS, Southern Illinois University

Jacques, Danielle
Barber/Cosmetology Instructor
DIPL, Moraine Park Technical College

Jarvis, Jacqueline
Grants Coordinator
BA, MS, University of Wisconsin-Madison

Justman, Sandra
Contract Training Operations Manager
AD, Moraine Park Technical College
BA, University of Wisconsin-Stout
MBA, University of Phoenix

Kasubaski, Carrie
Vice President - Finance and Administration
BS, Marian University
MS, University of Wisconsin-Stout

Keenan, Timothy
Purchasing Manager
AAS (2), Lakeshore Technical College

Kendall, Lori
Assistant to the Vice President - Human
Resources
BBA, University of Wisconsin-Eau Claire

Kilgas, Gregory
Compensation and Benefits Manager
BBA, University of Wisconsin-Oshkosh

Kinser, Michael
Systems Analyst
BA, Lakeland College
MS, University of Wisconsin-Oshkosh

Klostermann, Dwane
Medical Lab Technician Instructor
BS, University of Wisconsin-Eau Claire
MS, Marquette University

Knutson, Todd
Housekeeping Manager

Krug, Robert
HVAC Instructor
AAS, Western Technical College

Kutz, Carrie
Office Technology and Computer Applications
Instructor
BA, Cardinal Stritch University
MS, Concordia University Wisconsin

Kwiecinski, Paul
Social Science Instructor
BS, Quincy College
MA, Western Illinois University
MBA, Columbia Southern University

Lanter, Jennifer
Dean of General Studies
BS, University of Illinois at Urbana
PhD, Indiana University at Bloomington

LeCount, Ashley
HRIS Coordinator
BA, Sacred Heart University

Lehn, Patricia
Director of Marketing and Communications
BA, Marquette University

Leichtfuss, Rebecca
Social Science Instructor
BS, University of Wisconsin-Oshkosh
MA, University of Wisconsin-Milwaukee
PhD, Marquette University

Leigh, Randall
Senior ERP Developer

Lemke, Anne
TACT Grant Manager
BLS, University of Wisconsin-Oshkosh

Lieburn, Scott
Dean of Students
AAS, Milwaukee Area Technical College
BA, Concordia University Wisconsin
MS, Silver Lake College

Ljubenko, Bojan
Director of Institutional Effectiveness
BSBAD, University of Colorado
MBA, Regis University

Loomans, Jason
Senior Network Engineer
AD, Moraine Park Technical College
BS, Franklin University

Lotto, Julienne
Accommodation Specialist
BS, Emporia State University
MS, University of Wisconsin-Madison

Luby, Andrew
Welding Instructor
DIPL, Tulsa Welding School/Jacksonville

Madison, Gloria
Health Information Technology Instructor
BS, MS, University of Wisconsin-Milwaukee

Manning, Jenny
Student Information Systems Coordinator
AAS, Milwaukee Area Technical College
BSBAD, Cardinal Stritch University

Marquardt, Lynn
Assistant Registrar
AAS, Moraine Park Technical College
BSEd, University of Wisconsin-Oshkosh

Martin, Heidi
Nursing Instructor
BN, Carroll College
MSN, Edgewood College

Maurer, Jeremy
Accounting Instructor
BS, Winona State University
MBA, University of Wisconsin-Oshkosh

May, Margaret
Math Instructor
BS, Marian University
MS, University of Wisconsin-Oshkosh
PhD, University of Wisconsin-Milwaukee

McAfee, Shawn
Graphic Communications Instructor
BFA, University of Wisconsin-Oshkosh
MA, University of Wisconsin-Milwaukee

McLean, Elizabeth
Chiropractic Technician Instructor
BS, University of Wisconsin-Madison
DC, Palmer College of Chiropractic

Meihack, Annette
Basic Education Instructor
BSEd, Marian University

Meltz, Edward
Math Instructor
BS, University of Wisconsin-Oshkosh
MS, University of Wisconsin-Milwaukee

Mendoza, Beth
Director of Talent Management
BS, MBA, University of Wisconsin-Oshkosh

Mengert, Michele
Nursing Instructor
BSN, MSN, Marian University

Mercado, Marylou
Associate Dean of Nursing
ADN, Waukesha County Technical College
BSN, MSN, Concordia University

Metz, Stephen
EMS/Paramedic Instructor

Miller, Marie
Adjunct Faculty Coordinator
AAS, Fox Valley Technical College
BS, University of Wisconsin – LaCrosse
MA, University of Montana

Moore, Carol
Advertising and Social Media Associate
Manager
BBA, University of Wisconsin-Oshkosh

Moy, Timothy
Automotive Technician Instructor
DIPL, Moraine Park Technical College
AD, Fox Valley Technical College
BS, University of Wisconsin-Stout

Mueller, Kathy
Basic Education Instructor
AA, University of Wisconsin Center-Fox Valley
BS, University of Wisconsin-Oshkosh

Mueller, Kimberly
Nursing Instructor
BS, University of Wisconsin – Oshkosh
MSN, Marian University

Mullane, Rebecca
Communications Instructor
BS, University of Wisconsin-Platteville
MA, PhD, University of Wisconsin-Milwaukee

Murre Wolf, Stephanie
Office Technology and Computer Applications
Instructor
BA, Alverno College

Nelson, Vicki
Nursing Instructor
ADN, Moraine Park Technical College
BSN, MSN, Concordia University

Ney, Tanya
Network Engineer

Niemuth, Troy
CNC/Tool and Die Technologies Instructor

Ninmer, Sarah
Digital Marketing Instructor
BA, Lakeland College

Oliva, Iolanda
Social Science Instructor
BA, MS, University of Wisconsin-Milwaukee

Olson, James
Civil Engineering Technology Instructor
AD, Moraine Park Technical College

Olson, Kim
Mechanical Design Technology Instructor
BS, University of Wisconsin-Stout

Pagenkopf, Scott
Electrical Power Distribution Instructor

Pahlow, Daniel
Business Management Instructor
BBA, University of Wisconsin-Superior
BSBAD, University of Wisconsin-Eau Claire
MA, Silver Lake College

Paradies, Anne
Early Childhood Education Instructor
BAEd, Carroll College
MS, Concordia University Wisconsin

Paruch, Ryan
Science Instructor
BS, University of Wisconsin – Milwaukee
MA, Kaplan University

Patterson, Amy
Associate Dean of General Education
BFA, University of Missouri-Rolla
MFA, Northwestern University

Paul, Aaron
Fire Training Instructor
AAS (2), Moraine Park Technical College
BBA, Marian University

Peartree, Jay
Fire Training Instructor

Pickart, Benjamin
Messaging Systems Engineer
BA, Ripon College

Pieper, Julienne
Finance Manager
AS, University of Wisconsin Center-
Fond du Lac
BBA, Marian University
MS, Silver Lake College

Plamann, Larry
Director of Network Services
AAS, Fox Valley Technical College

Pluim, Abby
Economic and Workforce Development
Bootcamps Project Manager
BS, University of Wisconsin-Green Bay
MBA, University of Wisconsin-Oshkosh

Pollard, Lisa
Associate Dean of Business and Information
Technology
AD, Moraine Park Technical College
BS, MS, Silver Lake College

Pusch, Nancy
Basic Education Instructor
BSEd, MS, University of Wisconsin-Eau Claire

Putzer, Bart
Creative Services Manager
BFA, University of Wisconsin-Oshkosh

Quackenboss, Jeffrey
Mechanical Design Technology Instructor
AD, Moraine Park Technical College

Raad, Brenda
Associate Dean of Health
BA, Lakeland College
MSEd, University of Wisconsin-Oshkosh

Reese, Anthony
Math Instructor
BS, University of Memphis
MS, University of Wisconsin-Oshkosh

Repp-Butzke, Nicole
Nursing Instructor
BSN, University of Wisconsin-Oshkosh
MSN, Marian University

Rettler, Peter
Dean of the West Bend Campus
BBA, University of Wisconsin-Eau Claire
MS, Silver Lake College

Rice, Fredrick
Dean of Applied Technology and Trades
AAS, Bay De Noc Community College
BBA, Marian University
MBA, Cardinal Stritch University
PhD, Indiana State University

Richards, Gerald
Chief Information Officer
BS, University of Wisconsin-Superior

Richter, Amy
K-12 Partnership Coordinator
BA, University of Wisconsin-Milwaukee
MS, Concordia University

Rodriguez, Melissa
Nursing Instructor
BA, BSN, MSN, Marquette University

Roehl, Thomas
Process Engineering Technology Instructor
AD, Moraine Park Technical College
BS, MS, Silver Lake College

Roehrig, Rhonda
Careers Instructor
BA, MS, University of Wisconsin-Whitewater
PhD, Capella University

Rommelfanger, Grace
Nursing Instructor
ADN, Moraine Park Technical College
BSN, MSN, University of Phoenix

Ruback, Sally
Enrollment Services Manager
BA, Mount Mary College
MS, Cardinal Stritch University

Rymer, Mark
Electrician Apprentice Instructor
APPR, Milwaukee Area Technical College

Schaefer, Brenda
Social Science Instructor
BSW, University of Wisconsin-Oshkosh
MSW, University of Wisconsin-Milwaukee

Schatz, Christopher
Corrections Science Instructor
AAS, Moraine Park Technical College
BCJ, MS, Marian University

Schelter, Laura
Economic and Workforce Development
Community Coordinator
AAS, Moraine Park Technical College
BBA, Marian University

Scheuermann, Mary
Nursing Instructor
BSN, University of Wisconsin-Eau Claire
MSN, Concordia University Wisconsin

Schmidt, Lucas
Applications Developer
BS, University of Wisconsin - Oshkosh

Schmidt, Mark
Water Quality Instructor
AAS, Community College of the Air Force
BS, Silver Lake College

Schmitz, Debra
Nursing Instructor
BSN, MS, University of Wisconsin-Milwaukee

Schmitz, Dee
Finance Assistant
AD, Moraine Park Technical College
BBA, Marian University

Schneider, Jodie
Executive Assistant - President's Office
AD, Moraine Park Technical College

Schneider, Mary
Basic Education Instructor
BSEd, University of Wisconsin-Oshkosh
MAE, Marian University

Schnettler, Scott
Marine Power Equipment Instructor
AD, Moraine Park Technical College

Schoeller, Kelly
Anatomy and Physiology Instructor
BA, University of Wisconsin-Milwaukee
DC, Palmer College of Chiropractic

Schoener, Jacqueline
Respiratory Care Practitioner Instructor
AAS, Lakeland College
BBA, Marian University

Schoonover, Jennifer
Software Asset Manager
AAS, Moraine Park Technical College
BS, University of Wisconsin-Stout

Schrage, Lori
Benefits Coordinator
AD, Moraine Park Technical College

Schreiber, Michael
Virtualization Engineer
AAS, Moraine Park Technical College

Schuh, Deborah
Basic Education Instructor
BS, Martin Luther College
MEd, Arizona State University

Schwamn, Kim
Enrollment Services Coordinator
BEd, Council for National Academic Awards
MEd, University of Wales

Schwanz, Craig
Automotive Technician Instructor

Scott, Stephanie
Health Information Technology Instructor
AAS, Gateway Technical College
AAS, Milwaukee Area Technical College
BS, University of Cincinnati
MS, University of Illinois at Chicago

Seidel, Craig
CNC/Tool and Die Technologies Instructor
APPR, DIPL, Moraine Park Technical College

Seidl, Nichol
Radiography Instructor
BS, MS, Marian University

Administration and Faculty (cont.)

Shafaie, Kelly
Nursing Instructor
BSN, University of Wisconsin-Oshkosh
MSN, Concordia University Wisconsin

Shulman, Tirza
Social Science Instructor
BA, Reed College
MS, PhD, Kansas State University

Sibilski, Joseph
Interactive Media Design Instructor
BFA, Milwaukee Institute of Art and Design

Simmers, James
Culinary Arts Instructor
BS, University of Wisconsin-Stout

Smith, Michael
TRiO Manager
BS, Boise State University
MS, Eastern Washington University

Snyder, Laurice
Diversity Relations Manager
BA, University of Wisconsin – Stevens Point

Snyder, Peter
Associate Dean of Basic Education
BA, University of Wisconsin – Eau Claire
MEd, Arizona State University

Sonnleitner, Jeffrey
IT Network Specialist Instructor

Spieth, Margaret
Instructional Designer
AD, Milwaukee Area Technical College
BS, University of Wisconsin-Stout
MA, Marian University
PhD, Cardinal Stritch University

Stark, Michelle
Systems Analyst
AAS, Waukesha County Technical College

Stefan, Benjamin
Systems Engineer
CERT, AAS, Moraine Park Technical College

Stettbacher, Paula
Director of Human Resources
BBA, University of Wisconsin-Oshkosh

Stueber, Jeffrey
Business Management Instructor
AAS, Moraine Park Technical College
BS, Silver Lake College
MS, Marian University

Tease, Rachel
Basic Education Instructor
BBA, University of Wisconsin-Madison
MEd, National-Louis University

Ternes, Jeffrey
CNC/Tool & Die Technologies Instructor
DIPL, Moraine Park Technical College

Troedel, Scott
Senior Systems Engineer
BS, University of Wisconsin-Oshkosh

Turner, Brian
EMS/Paramedic Instructor
BS, University of Minnesota
MS, Capella University

Urben, Judy
Communications Manager
BS, University of Wisconsin-Oshkosh

VanDemark, Kathleen
Counselor
BA, Cornell University
MSEd, Elmira College
MS, University of Wisconsin-Oshkosh

VanKirk, Jerome
AODA Instructor
CERT, College of Du Page
BS, University of Wisconsin-River Falls
M.Div., Th.M.,Trinity Evangelical Divinity School

Vogl-Rauscher, Mary
Leadership Development Instructor
BBA, University of Wisconsin-Oshkosh
MBA, Marquette University

Vonau, Jeffrey
Electrical Power Distribution Instructor
APPR, Chippewa Valley Technical College

Wakefield, Joshua
Desktop Engineer

Waldvogel-Leitner, Julie
Director of Admissions
BA, Ripon College
MLS, University of Wisconsin-Milwaukee

Wamsley, Mark
Electricity Instructor
DIPL, Moraine Park Technical College

Ward, Thomas
Interactive Media Design Instructor
CERT, Sheridan College-Institute of Technology
and Advanced Learning

Warnecke, Jacquelyn
Research Analyst
BA, University of Wisconsin-Milwaukee
MS, University of Wisconsin-Stout

Watry, Gary
Welding Instructor

Weber, Rachel
Accommodation Specialist
BS, University of Wisconsin – Eau Claire
MA, Lakeland College

Werner, Marla
Human Resources Instructor
BBA, Marian University

Wilkens, Terri
Social Science Instructor
BA, MA, Eastern Illinois University

Woolridge, Douglas
Economic and Workforce Development
Instructor
CERT, Moraine Park Technical College
BS, Marquette University

Yoon, Elizabeth
Science Instructor
BS, Carleton College
MS, Oregon State University

Zautner, Michelle
Nursing Instructor
BSN, University of Wisconsin-Madison
MSN, Marquette University
DNP, Chamberlain College of Nursing

Ziebell, Eric
Medical Office Technology Instructor
AD, Fox Valley Technical College
BA, Lakeland College

Zimdahl, Thomas
Accounting Instructor
AD, Moraine Park Technical College
BBA, MS, Marian University

Zingsheim, Lois
Culinary Arts Instructor

College Acronyms and Common Terms

College Acronyms

A - Apprenticeship
AAS - Associate of Applied Science
ABC - Associated Builders & Contractors
ABE - Adult Basic Education
ACCL - Accelerated
ADN - Associate Degree Nursing
AMTC - Applied Manufacturing and Technology Center (at the West Bend Campus)
AODA - Alcohol and Other Drug Abuse
AP - Advanced Placement
ATC - Advanced Technical Certificate
BD - Beaver Dam Campus
BE - Basic Education
BIA - Bureau of Indian Affairs
BID - Background Information Disclosure
BLD - Blended
C - Certificate
CE - Continuing Education
CEU - Continuing Education Units
CFR - Code of Federal Regulations
CLEP - College Level Examination Program
CNC - Computer Numerical Control
COA - Cost of Attendance
CPL - Credit for Prior Learning
CTSO - Career and Technical Student Organizations
DO - District Office (in Fond du Lac)
DSG - District Student Government
DVR - Division of Vocational Rehabilitation
ECE - Early Childhood Education
EEOC - Equal Employment Opportunity Commission
EFC - Expected Family Contribution
ELL - English Learners Language
ELL (mod.) - English Language Learning
ELPA - English Language Proficiency Assessment
EMT - Emergency Medical Technician

EPD - Electrical Power Distribution
ESL - English as a Second Language
FAFSA - Free Application for Federal Student Aid
FDL - Fond du Lac Campus
FERPA - Family Educational Rights and Privacy Act
FT - Full time
FTE - Full-time Equivalent
FWS - Federal Work Study
GED - General Education Diploma
GED (mod) - Certificate of General Educational Development
GPA - Grade Point Average
HEAB - Wisconsin Higher Education Aids Board
HIPAA - Health Insurance Portability and Accountability Act
HIT - Health Information Technology
HR - Human Resources
HSAP - High School Alternative Program
HSED - High School Equivalency Diploma
HVAC - Heating, Ventilating and Air Conditioning
IA - Instructional Assistant
IMC - Integrated Manufacturing Center (at the Fond du Lac Campus)
IMD - Interactive Media Design
IPEDS - Integrated Postsecondary Education Data System
IS - Independent Study
IT - Information Technology
ITS - Individualized Technical Studies
IVC - Interactive Video Conference
LPN - Licensed Practical Nursing
MA - Medical Assistant
MGIB - Montgomery GI Bill
MGIB-SR - Montgomery GI Bill-Selected Reserves

MLT - Medical Laboratory Technician
MPTC - Moraine Park Technical College
NA - Nursing Assistant
NLN - National League of Nursing
NSO - New Student Orientation
NTO - Nontraditional Occupation
ONL - Online
OTC - Office Technology Center
PACE - Parent and Child Education
PII - Personally Identifiable Information
PLUS - Parent Loan for Undergraduate Student
PT - Part time
PTK - Phi Theta Kappa
REAP - Reserve Educational Assistance Program
SAIF - Student Accident Insurance Fee
SAP - Satisfactory Academic Progress
SAR - Student Aid Report
SEOG - Supplemental Educational Opportunity Grant
SPCS - Self-Paced Computer Software
SPOL - Self-Paced Open Labs
SSC - Student Success Center
STEM - Science, Technology, Engineering, and Math
TABE - Tests of Adult Basic Education
TD - Technical Diploma
TIP - Talent Incentive Program grant
TIS - Transfer Information System
UG - Undergraduate
VA - Veterans Affairs
VEAP - Veterans Educational Assistance Program
VRAP - Veterans Retraining Assistance Program
WB - West Bend Campus
WHEG - Wisconsin Higher Education Grant
WSG - Wisconsin Student Government
WTCS - Wisconsin Technical College System

Common Terms

Advisor - Academic Advisors are your primary resource regarding academic planning and related issues, program specific requirements, and goal setting. Advisors can answer your questions, and assist you with planning and problem-solving to help you get the most from your education.

Accepted - Students that have completed all the required admissions steps for a specific program.

Admitted - Used interchangeably with Accepted.

Core Abilities - Transferable skills, knowledge and/or attitudes essential to an individual's success regardless of occupation or community setting.

Core Courses - Courses that cover program-specific technical skills and knowledge.

Corequisite - Requires that a course be taken at the same time as another course. You may not drop or withdraw from one course without dropping or withdrawing from the other.

Counselor - Counselors are here to support and provide short-term counseling services for any

issues that may become barriers to student success at the College.

Course Options: A state-approved program that allows students enrolled in Wisconsin public school districts to attend up to two courses at a time in a variety of educational institutions, including Wisconsin Technical Colleges. Courses must be pre-approved by the college and school district. The school district pays for the courses. Successfully completed courses apply to high school graduation and as college credit.

College Acronyms and Common Terms (cont.)

Educational Records - Any record (in handwriting, print, tapes, film, computer or other medium) maintained by Moraine Park Technical College directly relating to a student or students.

Enrollment Status - An indication of whether a student is attending school full time (12 or more credits), three quarter time (9-11 credits), half time (6-8 credits) or less than half time (1-5 credits).

Family Educational Rights and Privacy Act (FERPA) - Federal legislation enacted to protect the privacy of students' educational records.

Federal Work Study - Provides jobs for eligible students who need financial assistance to attend college. Money is earned as the student works.

Financial Aid* - Assistance to help a student of any age meet their educational costs. Financial aid may be in the form of a federal or state grant, federal work-study or federal student loans. A student applies for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

Free Application for Federal Student Aid (FAFSA) - The application used to apply for Federal Student Aid Programs including grants and loans. The student's eligibility to qualify for Federal and State Student Aid programs is based on the expected family contribution (EFC) determined from the information reported on the FAFSA, and on a number of other factors. Completion of the FAFSA is required each academic year that the student requests Federal and State Student Aid.

Full-Time Student - An individual enrolled in and attempting 12 or more credits in an academic term.

Grade Point Average (GPA) - Individuals are awarded a grade point for each course completed. The grade point average is determined by taking the number of grade points earned and dividing it by the number of credits attempted. The grade point average is determined at the end of each semester and is awarded based on the completion of the academic term and cumulatively determined for all courses attempted at the institution.

Grant - A type of financial aid based on financial need.

Loan - A type of financial aid which must be repaid with interest.

Matriculation - Used interchangeably with Accepted.

New Student - Student who has been accepted in a program for the upcoming semester

Nontraditional Occupations - Careers that currently employ 25 percent or less of one gender.

Part-Time Student - An individual attempting 11 or fewer credits in the academic term.

Pre-Core Student - A student who is on a waiting list for a program and has been accepted to take General Education courses.

Prerequisite - Requires that a student must pass a course or test before enrolling in a more advanced course. Equivalent skills or prior experience may also be accepted as a prerequisite for a course with prior approval.

Program of Study - The academic area in which the student has been accepted.

Registered - The act of choosing courses and signing up to take the course. Students do not register for a program, they must go through the application process to be admitted into a program. When registering for a class, they are reserving their spot in a course and agreeing to pay all of the course fees.

Returning Student - A student who has been accepted into a program, is currently attending, and has taken at least one semester of core courses.

Scholarship - A type of funding that does not have to be repaid by the recipient. Scholarships are most often awarded through an application process for one of two reasons: achievement in academics or other areas of financial need.

Youth Option - A state approved program for public high school 11th and 12th grade students who meet specific criteria to take post-secondary courses. Courses must be pre-approved by the high school and are paid by the high school. Successfully completed courses apply to high school graduation and as college credit.

*A complete list of financial aid terms can be found in the Financial Aid Award Guide at morainepark.edu/awardguide.

Index (cont.)